

## NUPSA Executive Meeting Agenda – March 2018

A meeting (2018/3) of the Newcastle University Postgraduate Students' Association Executive, will be held at 3pm on Tuesday, March 27 in HA158, Hunter Building.

<b>Distribution list:</b>	<ul style="list-style-type: none"> <li>▪ Ash McIntyre (President)</li> <li>▪ Anish Saini (Vice President)</li> <li>▪ Faria Quoreshi (Coursework Representative)</li> <li>▪ Barrie Shannon (GLBTI Representative)</li> <li>▪ Amber Sauni (Equity Representative)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ashraf Abdelbaky (International Representative)</li> <li>▪ Daniel Akeremale (Research Representative)</li> <li>▪ Nicholas Scanlon (Satellite Representative)</li> </ul>
<b>Minute Taker:</b>	<ul style="list-style-type: none"> <li>▪ Hugh Milligan (Project Officer)</li> </ul>	

**Meeting opens:** 3.06pm

### 1. WELCOME AND APOLOGIES

#### 1.1. ACKNOWLEDGEMENT OF COUNTRY

I would like to acknowledge the traditional custodians of this land, the Pambalong clan of the Awabakal people and pay my respects to the elders both past, present and future, for they hold the memories, the traditions, the culture and hopes of Aboriginal and Torres Strait Islander Australia.

I would like to acknowledge the loss of lands, cultures and treasures, acknowledge the consequences of this loss for the people, communities and nations.

We meet today, believing we can walk together to a better future.

#### 1.2. APOLOGIES

Satellite representative sends their apologies. Equity Representative sends their apologies.

### 2. CONFIRMATION OF THE MINUTES FROM THE PREVIOUS NUPSA MEETING

Correction: at previous meeting, Vice-President explained that the university is no longer providing RSA and RCG training (rather than NUSA, as written).

*Motion to accept February minutes once these changes have been made.*

*Passed: President; carried: LGBTI Rep; passed unanimously (International Rep abstaining).*

### 3. BUSINESS ARISING FROM THE MINUTES

<b>ACTION</b>	<b>ASSIGNED TO</b>	<b>STATUS</b>
New NUPSA office / post grad space	President	Ongoing; awaiting feedback from UON.
New student FAQs/guidebook	PO	Ongoing; looking to also provide a Sydney specific version;

Student Electoral Processes at UON	President	Ongoing; met with UON Secretariat & VC; support given by Senior UON leadership; President to contact Secretariat re: UON positions
Equity of access at satellite campuses	President	Ongoing; follow up with the Director of Regional Campuses
Online recordings for faculty presentations	President	Ongoing; issue raised with Student Faculty/School Reps; Equity Rep to prepare statement.
FSC work space	President	Ongoing; to raise with DVC-R;
Organise bank account access for Treasurer	PO/ President/ LGBTQI Representative	Ongoing.
Inductions for new exec members	President, Equity and Aboriginal/Torres Strait Islander Representatives	Done.
Book AGM	PO	Venue (HB13) secured. Catering to be booked.
CAPA Remission	President	Done.
Student/Staff Relationship Policy	President	Ongoing; Awaiting feedback on the writing of UoN Guidelines
The Design People Subscription	PO	Done.
Contribute to 24HR Health Crisis Line	PO/ President	Done. Awaiting instructions from Director of Student Health and Wellness.
NUPSA Regulation Working Group	President/ SRSO/ Exec	Ongoing;
New student FAQs/guidebook hardcopy	PO	Ongoing;
Remaining Annual Dinner Payments	PO	Done.
Investigate RSA/RCG Training	President/PO/SRSO	Ongoing; NUSA still offers subsidised RSA, First Aid, RCG. SRSO investigated Barista training.

#### 4. STUDENT ENQUIRIES LIST

- 4.1. *Student Enquiries Report as of 27/03/18. As these were not added to meeting documents in advance, Project Officer gave a verbal overview of student enquiries for the month; these will be added retrospectively, and included in the student enquiry list for the next meeting.*

## 5. REPORTS

- 5.1. *President. No questions. Research Rep suggested that the President use full names in the first instance before abbreviating them in repetition, to make the report clearer for the Executive.*
- 5.2. *Vice-President. No questions.*
- 5.3. *Coursework. No questions.*
- 5.4. *GLBTI. No questions.*
- 5.5. *International. No report received, as International Rep has only recently returned to the country.*
- 5.6. *Research. No questions.*
- 5.7. *Satellite.*
- 5.8. *Aboriginal/Torres Strait Islander. No questions.*
- 5.9. *Equity. President has asked Equity Rep to remove names from their report, and refer to individuals by title.*
- 5.10. *Project Officer. No questions.*
- 5.11. *Student Representative Support Officer. No report.*

*Motion to accept reports pending adjustments to President and Equity Rep reports.  
Passed: President; Seconded: Vice-President; Passed unanimously.*

## 6. FINANCIAL STATEMENTS

- 6.1.1. Balance Sheet
- 6.1.2. Profit and Loss

Auditor is arriving tomorrow to collect financial documents and commence audit of NUPSA.

## 7. GENERAL BUSINESS

- 7.1. Adjustments to student casual position (budgeted)

NUPSA's 2017 Newsletter Editor has not had her contract renewed for 2018, as she is no longer a student. The President suggested adjusting the position to be slightly broader, as a newsletter editor (specifically) is not required.

The Vice-President advised against a title such as 'Media Officer', as this might lead student to incorrectly assume that the position is part of the Executive.

**Action Item: President to develop new title and included roles for Newsletter Editor position.**

- 7.2. CAPA SCM (Sydney)

CAPA SCM is 11-13 April; a fleet car has been organised for travel to and from Sydney. President will attend, but another delegate can accompany her. LGBTI Rep is unavailable, as is International Rep.

**Action Item: Executive members to check their availability during conference dates to determine NUPSA delegate to accompany President.**

- 7.3. CAPA AGM

NUPSA would like to host the CAPA AGM at the end of the year. This has been discussed with the Pro Vice-Chancellor (Teaching and Learning), who is quite supportive of this bid.

- 7.4. *Formation of trivia working group for NeW Space monthly trivia nights*

NUPSA has applied for (and been granted) SSAF funding to run monthly trivia nights at NeW Space, to expand its engagement with postgrad students there. As trivia nights take some effort to run regularly, the President recommended the formation of a working group to brainstorm questions, prizes, structure, etc.

President, Vice-President, Coursework Rep, International Rep, LGBTI Rep expressed their interest.

The Vice-President recommended hosting the trivia nights at a local pub (rather than NeW Space directly) to allow students access to greater food and drink choices. They suggested holding the first few sessions at NeW Space as planned, capture student feedback on catering and venue, and take this data to Student Central (who is providing SSAF funding) to discuss alternate venues.

## 7.5. Media training

At a NUPSA event last month, Executive, staff and students unexpectedly encountered local media and were asked for comment. The President raised the possibility of sourcing media training for NUPSA Executive members and staff to ensure they are better equipped to respond on behalf of NUPSA publicly.

The Coursework Rep suggested that this may be unnecessary, but it was agreed that options and a quote could be sourced to see what this training would actually require.

**Action Item: President/Project Officer to investigate cost/availability of media training courses.**

## 7.6. Online student merchandise/initiatives

NUPSA recently offered merchandise to online students, something it has not done in previous years. The response was overwhelming, with approximately 270 online students registering their interest. As a result, the President raised the question of what more could be done for these students (as there wasn't enough items to send to them all), and how NUPSA could engage with the online postgraduate student cohort more in future.

The President suggested purchasing more merchandise to send to online students. The Coursework Representative was in support of this, as long as it could be accommodated in the budget.

Vice-President suggested a 'member pack' containing a NUPSA pen, coffee cup, etc., as well as flyers and introductory information on NUPSA and its services.

Interactive online social activities were discussed, such as online games, a social drop-in session during evenings through Collaborate Ultra. Themed discussions could serve as an effective ice-breaker to encourage participation.

The Vice-President suggested local events in different cities when Executive members visit (hosting an event for postgraduate students in Adelaide if an Executive member is there for a conference, for example). An online Typeform survey could be used to determine where these online students are primarily located.

## 7.7. SRSO

The President has had to terminate the Student Representative Support Officer's employment; she outlined the reasons for this to the Executive, gave some context, and invited them to raise any questions they had.

## 7.8. Late fees

The University Council has passed a new policy requiring that postgraduate research students pay late fees if they extend their candidature (four years) - \$5000 for every six months beyond this period.

NUPSA has been invited by the Dean of Graduate Research to provide feedback on the policy. The President recommended NUPSA push for a list of exceptions in the policy, covering delays to a student's candidature that are beyond their control (equipment delays, for example, as suggested by the Vice-President).

Other possible exemptions, such as administrative holdups, financials/special equipment orders and supervisor/student illness (including mental health issues) were brainstormed as possible exemptions. It was agreed that a time policy should be determined for each, quantifying how much time one could reasonably expect to lose while waiting for each to be resolved.

The Vice-President suggested that international students be given the option of studying part-time, particularly where ongoing illness (more than ten days) might present roadblocks to their full-time study.

#### **7.9.** PINAS (Philippine Association of Students) – club affiliation request / event funding request

*Motion to approve club's funding request, pending confirmation that the club is not already affiliated with another student entity.*

*Passed: President; Seconded: Coursework Rep; carried unanimously.*

#### **7.10.** Public Health Social Club – event funding request

*Motion to approve club's funding request, pending confirmation that the club is not already affiliated with another student entity.*

*Passed: President; Seconded: Vice-President; carried unanimously (Research Representative abstaining)*

#### **7.11.** APSA (African Postgraduate Students Association) – event funding request

The Executive determined that no amount of funding within the club's annual cap (\$750) could come close to covering the event they have proposed. The LGBTI Rep recommended declining the proposal, but encouraging them to submit a new proposal for a more reasonable sum.

*Motion to approve club's funding request.*

*Motion fails.*

*Motion to decline club's funding request based on current proposal, and instead suggest they submit a new proposal more closely aligned with their annual cap.*

*Passed: President; Seconded: Coursework Rep; Passed unanimously.*

#### **7.12.** Postgrad family day – activity/catering options within budget (\$300)

NUPSA has budgeted a daytime family event to run during the year, to encourage students to bring along their families/children. The President invited Executive members to suggest ideas for activities within the budget and parameters for the day.

The Vice-President suggested a callout to postgraduate students who would like to contribute their own skills and activities (face painting, etc.). It was also suggested that NUPSA reach out to postgraduate student clubs who would like to prepare food for the day, as an opportunity to share cultural cuisine. A BBQ lunch was also raised as an option.

The International Representative suggested collaboration with international student groups to increase budget; the President was concerned this might dilute the focus of the event, which is postgraduate students with families.

#### **7.13.** Satellite Representative meeting attendance

The Satellite Representative has missed the last three Executive meetings (two with apologies), and was uncontactable for the first seven weeks of the year.

The President noted that this is problematic, but that Satellite Reps are generally hard to find. NUPSA's Constitution does theoretically give the Executive the right to vote to re-open the position at this stage, but she invited suggestions from the Executive on how to proceed.

The LGBTI Representative endorsed the President's decision to send the Satellite Rep a letter of concern, and recommended that the Executive give him an opportunity to address his conduct before removing him.

The Vice-President argued that Satellite Reps have been found previously at NUPSA events, and that other candidates would almost certainly be available. Nevertheless, he advised keeping the Satellite Rep on for another month and giving him a chance to improve his engagement.

*Motion to make the Satellite Representative aware of the Executive's concerns, give them one month to improve their level of engagement and, should they remain inactive, re-open their position.*

*Passed: President; Seconded: International Representative; Passed unanimously.*

## **OTHER BUSINESS**

The International Representative raised his concern at not receiving a formal invitation from NUPSA to attend a meeting between NUPSA, NUSA and UON Global. He explained that, as International Representative of NUPSA, he should be included and consulted on all meetings and matters concerning international postgraduate students.

The President explained that she had invited him privately in conversation, but was unaware that he was expecting a formal email invitation to follow. She apologised for this miscommunication, and reiterated that not all meeting invitations are formalised in this way (particularly when it is busy, and where this would lead to duplication).

The International Representative sought clarity about the contexts within which he would attend a meeting on behalf of NUPSA, and those within which he would attend on his own behalf.

*International Representative left the meeting at 4.50pm.*

## **8. UPCOMING MEETINGS AND EVENTS**

The Executive looked at upcoming events and meetings, and allocated members to attend each.

### **9. NEXT MEETING: Friday, April 27, 3pm - 5pm**

***Meeting closes: 4.57pm***