

NUPSA Executive Meeting Minutes – JULY 2018

A meeting (2018/7) of the Newcastle University Postgraduate Students' Association Executive, was held at 3pm on Friday, 3rd August 2018 in HA150, Hunter Building.

Distribution list:	<ul style="list-style-type: none"> ▪ Ash McIntyre (President) ▪ Anish Saini (Vice President) ▪ Faria Quoreshi (Coursework Representative) ▪ Barrie Shannon (GLBTI Representative) 	Georgia Killick (SRSO)
Minute Taker:	<ul style="list-style-type: none"> ▪ Georgia Killick 	

Meeting opens:

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

AMBER SAUNI & DANIEL AKEREMALE

2. CONFIRMATION OF THE MINUTES FROM THE PREVIOUS NUPSA MEETING

VP identified that in the previous minutes a name had been used in place of their position and this requires amendment before publishing, in addition NUPSA's bank account details need to be removed before publishing. *Motion to accept June minutes with required amendments completed.*

Moved: President; Seconded: Coursework Representative: passed unanimously

3. BUSINESS ARISING FROM THE MINUTES

ACTION	ASSIGNED TO	STATUS
New NUPSA office / post grad space	President	Ongoing; awaiting feedback from UON. Raised at recent meeting with VC. Also discussed at a recent Student Central meeting and some possible locations were brainstormed.
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
Online recordings for faculty presentations	President	Ongoing; issue raised with Student Faculty/School Reps. The Dean of Students

		is working with the faculties to identify all of the student reps.
FSC work space	President	Ongoing; raised with DVC-R who is awaiting results of last year's survey, so at this stage, we will keep raising the issue. Also mentioned to
Organise bank account access for Treasurer	PO/ President/ LGBTQI Representative	Done; New card ordered.
Student/Staff Relationship Policy	President	Ongoing; UON Guidelines are currently not publicly released. CAPA has recently released a statement on this topic.
Hardcopy student guide	PO	Ongoing;
Merchandise	SRSO/President/Exec	Bottles have arrived. Additional merchandise order to be discussed in general business.

4. STUDENT ENQUIRIES LIST

4.1. Student Enquiries Report as of 18/07/2018

SRSO advised that we are seeing more enquiries for personal matters and engagement questions around workshops/events. There have also been two students who have advised supervisors have shared private information. NUPSA is now getting far less yoga enquiries now we are running the weekly yoga class.

5. REPORTS

5.1. President

The Vice-President suggested that the President should not list student meetings in their report and that this should be amended.

5.2. Vice-President

The Coursework Representative identified that the Vice-President did not include the TGI Friday event at The Family Hotel that they attended and that this should be amended for accuracy.

5.3. Coursework

No questions

5.4. GLBTI

No questions

5.5. International

Motion to discuss reports as part of general business.

Moved: President; Seconded: Coursework Representative: passed unanimously

5.6. Research

No questions

5.7. Satellite

Position Vacant

5.8. Aboriginal/Torres Strait Islander

Position Vacant

5.9. Equity

No questions

5.10. Project Officer

No questions

5.11. Student Representative Support Officer

No questions

Motion to accept reports with required amendments completed.

Moved: President; Seconded: Vice President: passed unanimously

6. FINANCIAL STATEMENTS

6.1. TRACKING SPREADSHEET

Vice President queried if profits and loss statements would be presented at the meetings and the President advised that it was discussed in the last Executive meeting (June) that the budget tracking spreadsheet was a more accurate way of viewing expenditure. The Vice President that he was unsure about the amount of expenditure for the recent CISA conference as he felt some expenses were missing. SRSO encouraged the Vice President to attend the office so they can review this together.

7. GENERAL BUSINESS

7.1. International Rep Resignation

The President advised the executive that the International Representative resigned from their position on 24th July 2018. This followed the International Representative being given a warning (passed by the senior executive) regarding inappropriate comments advertising an event as a NUPSA event which had not been discussed with or passed by the executive. As this had been previously discussed in detail after a similar event it was considered that an official response was warranted in order to ensure this did not happen again. This would have been discussed and clarified at the next executive meeting however the International Representative chose to resign from the executive before the meeting.

The International Representative submitted their monthly report and their report on the CISA conference they attended as the NUPSA delegate. It was discussed that a large portion of this report is information readily available on the CISA website and the remaining information is very brief and lacks detail. It was discussed that this report was not of a comparable standard to other reports submitted in previous years. In addition to this it was brought to the executives' attention that an external source had advised that the International Representative did not attend the final day of the conference outside of attending the dinner, however now that the International Representative has resigned this information may not easily be questioned.

Motion that the CISA Conference Report submitted by the International Representative was not of an acceptable standard and failed to provide detailed information. As conference attendance was student funded NUPSA deems this highly inappropriate. However as NUPSA has a comprehensive report from the Vice President which provides engaged information to the student body and as the International Representative has resigned, NUPSA will not pursue a revised report.

Moved: President; Seconded: Coursework Representative: passed unanimously

7.2. NUPSA Conduct

The President emphasised the importance of the NUPSA executive engaging with events and activities. It was discussed that there was extremely limited engagement for the recent O-Week events and that this needs to improve. The president stressed to the executive that quality student engagement is a core part of their roles and encouraged them to attend events wherever possible. The executive were also reminded that they need to be writing and submitting articles to the newsletter, at least 2 during their term.

7.3. Yoga Club Funding request

SRSO advised that this is the second funding request of the year and this \$250 request if granted would take their balance up to \$750. It was discussed that the yoga club may need to apply for additional funds and that the executive would consider this if a future application is made.

Motion to approve the funding request for \$250 made by the Yoga club taking their yearly request to a total of \$750

Moved: President; Seconded: GLBTI Representative: passed unanimously

7.4. Cinema Club Funding request

The Flicks & Chill cinema club has submitted a \$750 funding request, part of which would be retrospective. It was discussed that their planned activities only run until late October and the president identified this may be due to a large number of members completing their studies around this time.

Motion to approve the funding request for \$750

Moved: President; Seconded: Vice President: passed unanimously

7.5. Satellite Rep nomination

SRSO advised that a satellite representative nomination form had been submitted. As this student is a satellite student they were unable to obtain 2 signatures from postgraduate students. After reviewing the content, 2 executive members endorsed this application.

Motion to accept the application for the Satellite Representative position

Moved: President; Seconded: Coursework Representative: passed unanimously

7.6. Annual Dinner Music & photographer options

SRSO advised she had only received one suggestion for a possible musician that could be hired to play at the NUPSA annual dinner. After discussion it was agreed that they will be hired to perform for 3 hours at a cost of \$100 per hour.

Motion to hire the musician Jonno Smith for 3 hours to perform at NUPSA's annual dinner.

Moved: President; Seconded: Coursework Representative: passed unanimously.

SRSO advised that no suggestions for the photographer had been put forward. The idea of a photobooth was discussed, the SRSO advised this might not be a viable option due to the expense and a tight budget. The president is going to make enquiries regarding the potential costs. The Vice President suggest NUPSA reach out to Student Central for a photographer just to see what is available.

7.7. Annual dinner menu choices

The president advised the executive to consider that they are not simply selecting meals for themselves when choosing meals for the annual dinner, but for a diverse crowd of staff and students. Each executive member was asked to select 2 entrees, mains & desserts to be served at the dinner. SRSO totalled the votes and the selected courses are:

Entrée

King prawn risotto

Mushroom, spinach & ricotta lasagne

Main

Zaatar spiced chicken breast

Oven roast beef fillet (with the 2nd option of accompaniments)

Dessert

Death by chocolate

Coconut pannacotta

7.8. Pride Week

The GLBTI Representative discussed the upcoming Pride Week activities NUPSA will be involved in. There will be the flag raising, where the university will raise the Pride flag for the week, a history talk, Pride themed trivia night, Queer showcase evening and a Wear it Purple Day morning tea.

7.9. Merchandise options

Current merchandise quotes were discussed and reviewed by the executive, as NUPSA. The importance of merchandise that can be sent to online/ off campus students was discussed. Items reviewed were badges, stickers, Eco bags, bookmarks & post-it note set.

Motion to purchase 1000 NUPSA branded eco-bags, 250 NUPSA branded bookmarks & 150 post-it note sets from Frame Promotional Products.

Moved: President; Seconded: Coursework Representative: passed unanimously.

7.10. Office clean up

SRSO advised that the office clean-up is underway and there is surplus of office supplies and NUPSA branded merchandise that features the old logo. It was discussed that NUPSA has previously invited students to take the old merchandise but we still have surplus. It was suggested that we see if the online student community would be interested in having this sent to them. As the NUPSA office has quite a bit of coloured paper it was suggested that

printing be done on coloured paper to use it up. The NUPSA office staff will try to use up whatever old supplies they can and will encourage students to take merchandise or unwanted office supplies (such as excess folders).

7.11. SSAF Results

The president advised that the 2018 SSAF results have been released and encouraged all the executive to read these in order to understand what feedback students are providing.

7.12. R U OK Day (Sydney & Callaghan)

The president advised that NUPSA had been approached by counselling at Sydney campus to request we assist and participate in R U OK? Day and a funding request has been made for \$178.

Motion to approve and provide \$200 to R U OK? Day on Sydney Campus.

Moved: President; Seconded: Coursework Representative: passed unanimously

SRSO identified that unfortunately this year we are not able to source the same funding as last year and identified that we have been approached by Health Promotion to work with them at the Callaghan campus and have requested NUPSA assess if funding would be available.

Motion to approve and provide \$300 to R U OK? Day on Callaghan Campus.

Moved: President; Seconded: Vice President: passed unanimously

7.13. Student Association Restructure Project

The president advised the executive that she had met with the president of NUSA to discuss a Student Association Restructure Project as the university has been requesting this be examined for some time. The project would involve information gathering and data collection, and it has been suggested that Fiona Mundie would be ideal for this position as she is not directly employed by NUSA or NUPSA. It was raised that Fiona does currently complete contract work for NUSA so that is not an entirely accurate description. It was explained that is fair to note this however this role would not be in a decision making capacity but information gathering. It was explained to the executive that both entities had clearly expressed the desire to remain autonomous. This project is not about an immediate merge but a review of current student structures and associations within the university and also examining student associations/organisations at other universities. The NUPSA president and NUSA president will be meeting with the Director Regional Campuses to request funding to employ Fiona Mundie as a Project Officer to complete this project.

Motion that NUPSA approves the Student Entities Structure Project and seeks, in conjunction with NUSA, approval from UON to pay for Fiona Mundie to lead up the project.

Moved: President; Seconded: Vice President: passed unanimously

7.14. Game of Games

SRSO advised that NUPSA had been approached by Warner Brothers regarding a new game show and hoping NUPSA members would be audience participants. SRSO advised that there has been the offer of a coach being booked but this had not been confirmed and the details were still being worked out. SRSO identified NUPSA is not in a financial position to pay for a coach and the executive agreed this was not in the budget and would need to be the responsibility of Warner Brothers if this is to go ahead. The President advised that if this event does go ahead, we will need executive members to attend to assist.

ADDITIONAL GENERAL BUSINESS

The GLBTI Representative advised they think it is important that NUPSA support the NTEU proposed strike action on Wed 15th August between 12pm-4pm. The GLBTI representative advised of a potential conflict of interest as they are a union member and they intend to strike. The executive was informed that the university is trying to remove staff consultation from the university restructures process and that there is significant job insecurity with few paths for people to move from casual into permanent work. This is very concerning as many postgraduate students do work and will work in academia in the future and are affected by these issues. It was suggested a statement can be included in upcoming NUPSA newsletter.

Motion that NUPSA come forward in support of upcoming NTEU strike action

Moved: GLBTI Representative; Seconded: President: passed unanimously

8. UPCOMING MEETINGS AND EVENTS

The list of upcoming activities, meetings and events was read and reviewed. The president requested the executive attend as many activities and events as they can.

9. NEXT MEETING: 2pm, 31st August 2018

Meeting closes 4.49pm