

NUPSA Executive Meeting Minutes – August 2018

A meeting (2018/7) of the Newcastle University Postgraduate Students’ Association Executive, was held at 2pm on Friday, 31st August 2018 in HA158, 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) ▪ Amber Sauni (Equity Representative) 	<ul style="list-style-type: none"> ▪ Daniel Akeremale (Research Representative) <p>Hugh Milligan (Project Officer) Georgia Killick (SRSO)</p>
Minute Taker:	<ul style="list-style-type: none"> ▪ Georgia Killick 	

Meeting opens: 2.08pm

Research Representative was not present for the opening of the meeting.

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.

2. CONFIRMATION OF THE MINUTES FROM THE PREVIOUS NUPSA MEETING

The President advised they would like the previous minutes amended to reflect that the Vice President asked that student meetings be removed from the Presidents report not ‘details of student meetings’ as no details were shared. The President asked if there were any other queries relating to or amendments required to the previous minutes, none were identified.

Motion to accept July minutes with required amendment completed.

Moved: President; Seconded: Vice President: passed unanimously (Equity Representative abstained as they were not present for the last meeting, apologies were noted).

3. BUSINESS ARISING FROM THE MINUTES

ACTION	ASSIGNED TO	STATUS
New NUPSA office / post grad space	President	Ongoing; Recently raised with Academic Registrar. UoN was approached and it was discussed if part of the McMullin Building or the old Counselling space could be used, however both of these suggestions were rejected. Director of Regional Campuses is supportive of this project and will make enquiries to assess who has decision

		making capacity. If no outcome is reached this project will be mentioned in the next SSAF survey.
Student Electoral Processes at UON	President	Ongoing; dependant on student representative restructure. This has also been taken on by the Dean of Students.
Online recordings for faculty presentations	President	Ongoing; faculties have not communicated student representatives, so contact is difficult
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
Student/Staff Relationship Policy	President	Ongoing; Awaiting feedback on the writing of UoN Guidelines.
Hardcopy student guide	PO	Ongoing;
Merchandise	SRSO	Merchandise ordered
Satellite Rep	President/SRSO	Induction will be conducted on 4 th September
Annual Dinner photographer	PO/SRSO	Ongoing; liaising with Student Central
Hire musician	President/SRSO	Ongoing; Booking confirmed but awaiting invoice
NTEU campaign	President/ Executive	Done.

Research Representative arrived at 2.24pm

4. STUDENT ENQUIRIES LIST

4.1. Student Enquiries Report as of 29/08/2018

The President identified that many request and enquiries have related to the Game of Games trip which occurred on 28th August.

5. REPORTS

5.1. President

The Vice-President queried if the President submitted a timesheet and identified that they had previously said earlier in the year they would not be doing this. The President explained that on the day in question both staff were unwell and as the president has dedicated significant amounts of time to NUPSA throughout the year (some weeks being in the office up to 5 days per week), they felt it is appropriate to be paid for this office cover. SRSO advised that this time sheet was not actually lodged and the President advised that due to a high workload it was forgotten.

5.2. Vice-President

5.3. Coursework

5.4. GLBTI

5.5. International (Vacant)

5.6. Research

5.7. Satellite (Not yet inducted)

5.8. Aboriginal/Torres Strait Islander (Vacant)

5.9. Equity

The Vice-President requested that the Equity representative remove Queer Showcase evening from their report. SRSO advised it can be removed or an explanation given in next report to address why this was not attended and either option is acceptable under the regulations.

5.10. Project Officer

The Vice-President advised there is a formatting error and a heading is incorrect in the submitted report which needs to be corrected.

5.11. Student Representative Support Officer

Due to error the SRSO's report was not published until the day of the meeting and the SRSO apologised for this. The President advised that this report may need to be passed at the next meeting in order to give the executive time to read it.

Motion to accept July reports 5.1- 5.10 with required amendments completed.

Moved: President; Seconded: Coursework Representative: passed unanimously

Motion to review SRSO's report and discuss in next meeting.

Moved: President; Seconded: Vice President: passed unanimously

6. FINANCIAL STATEMENTS

6.1. TRACKING SPREADSHEET

7. GENERAL BUSINESS

7.1. CAPA Awards

The Vice-President advised that CAPA will be continuing with awards seen in previous years and there will be a Social Welfare Initiative Award, Most Active Affiliate award and a Research/Coursework award and suggested as we have previously received the Social Welfare Initiative Award it may be good to start planning our submission if we would like to be considered again this year. It was suggested by the President that the Family film nights NUPSA have been hosting are very successful and community building activity.

The Vice-President requested an update on funding available for the CAPA ACM. The President advised that she has spoken to the President and staff of CAPA to let them know in order to obtain funding NUPSA will need to lodge formal funding proposals which specify exact details of what is to be funded and why this is required. The example used was that for funding the residences are unavailable so in order to seek funding for accommodation we need to know, dates & numbers of participants requiring accommodation and we are still awaiting a response. The Vice-President advised that the President and the staff member are on leave at the moment so this might explain the delay. The Vice-President questioned if the Director of Regional campuses had agreed to provide some funding and the President advised we have been given \$5000 to utilise for the ACM at NUPSA's discretion. The SRSO advised that the formal and informal dinners are both booked and will continue to action items for the ACM as soon as more information is provided. The Vice-President requested that he be CC'ed into all correspondence with CAPA regarding planning for the ACM and the SRSO agreed to do this for future emails.

7.2. Student Association Restructure Plan

The President outlined that this project is to gather information and perspectives on the current student associations of UoN and to compare and contrast these to other national and international university student associations. Fiona Mundie has been hired as the Project Officer and the President urged the Executive and staff to meet with Fiona to offer their thoughts and opinions. The Executive was advised that the presidents of NUSA and NUPSA are on the steering committee for this project and will now be driven by UoN not the Executives. The President outline that they had highlighted the importance of NUPSA maintaining security of staff positions, autonomy and delegated funding. This may result in an overarching body providing guidance to student associations as opposed to a merger.

7.3. Big Ideas funding request

SRSO advised the Big Ideas Club had requested \$200 to fund a lunch event they are planning and this is their first funding request of the year.

Motion to approve \$200 funding request by the Big Ideas Club.

Moved: President; Seconded: GLBTI Representative: passed unanimously

7.4. HDR Coffee Club funding request

SRSO advised that this is the second funding request of this club this year and that they have previously been granted \$550. This request is for \$400 which would take them to \$950. The SRSO advised we may have additional funding available for supporting clubs, the bigger issue is that no receipts have been provided to account for expenditure. The President suggested that the SRSO contact them and request receipts before a motion is passed to approve more funding. The Vice-President suggested only \$200 funding be approved if receipts are provided as it is crucial clubs provide their receipts in a timely fashion and this process has not been followed. The President and the Coursework Representative said if they provide receipts they should be able to have the full amount requested put to the vote of the executive as they are a large and active club. SRSO will follow up with the convenors about their receipts and if provided the Senior Executive may approve request by flying motion.

7.5. Postgraduate International Student Mentors

The President advised that everything was on track to start a trial of this initiative for the commencement of the 3rd trimester and that Global had been very supportive of this. However UoN Volunteers did not get back to us in time so this has unfortunately delayed when we will be commencing this. Graduate Research is very interested in this project and at this stage it will be up and running for the start of the New Year.

7.6. Travel Policy

SRSO advised she has updated the Travel Policy to reflect current taxation policy regarding expenditure on travel relating to NUPSA and presented a draft copy to the Executive.

Motion to approve draft Travel Policy.

Moved: President; Seconded: Coursework Representative: passed unanimously

7.7. Conference Policy

SRSO advised that they feel it is important for NUPSA to have a policy that relates to NUPSA delegates (both Executive and Staff) regarding attendance at conferences as these events require a large expenditure of SSAF funding. This policy would be designed to increase transparency and accountability of conference delegates and highlight that costs may be recovered in cases of deliberate non-attendance. The Vice-President suggested that it could be difficult to enforce this policy and the SRSO agreed that while it may be challenging enforce a draft can be created which can then be further discussed with the Executive in order for improvements to be made. The Equity Representative identified that simply having this policy may encourage delegates to take their attendance more seriously. The Vice-President queried if we still only send one person to conferences as it could be helpful to send two as many conferences have sessions that run concurrently. The President advised that this idea could be raised with the Director of Regional Campuses as this would create increased expenditure.

Motion to approve SRSO creating a draft Conference Policy to be submitted to the Executive.

Moved: President; Seconded: GLBTI Representative: passed unanimously

7.8. Student Enquiries Record (Personal Matters)

SRSO advised that NUPSA frequently has students approach them with very personal issues which are not appropriate to provide detailed information of in the student enquiries log as this is presented to the entire executive each month. SRSO advised it is important to document what is said at these meetings or during these interactions in case this is ever called into question. SRSO also suggested wherever possible that two people be present for student meetings. The Vice-President said some students may be concerned that a record of interactions is kept. SRSO advised that we explain this information is just to keep a record of what is said and this file note will not be distributed outside of NUPSA. The Vice-President suggested we speak to the Student advocates to see how their records are kept and SRSO advised that as a qualified social worker who has completed placements with government agencies and has worked as a manager for an organisation where all interactions were required to be file noted she is capable of developing this template.

Motion to approve SRSO creating a Personal Matters File Note Template.

Moved: President; Seconded: Coursework Representative: passed unanimously

7.9. Alumni event

The President advised we are working with Alumni to present a two day event (13th & 14th September) which will include an Alumni Pathways to employment panel which will lead into speed mentoring sessions where postgrads will get to engage with panel members in a small group setting. The President urged the executive to participate as much as possible with these events and if they come up with ideas for questions for the panellists this would be great.

7.10. R U OK? & QPR Training

SRSO advised that NUPSA will be working with counselling at the Sydney campus to run an event there on 11th September and that they will be attending this with the Vice-President. SRSO advised that a grant application was eventually released we were successful in our application for \$200 funding. SRSO advised that for the two NUPSA 'Conversation Corners' we will be hosting on the 13th September we need an exec volunteer for 10-11am and another from 2pm-3pm. SRSO said that as part of R U OK? Day Lifespan is offering free online QPR training and that this could be really helpful to all the executive members. All members agreed they would participate in this training.

7.11. Moveable Feast Project

The Equity Representative advised her PhD Design project is an outdoor cooking facility which will be at Honeysuckle next Friday (7th September) at noon. This project is designed to respond to the social issue of food insecurity and this issue could impact a number of postgrad students. Currently there will be a cooking class run by Cherub and supported by OZ Harvest however it could be great if NUPSA was to host a lunch after the class. The Equity Rep said she is making this request as a postgrad student not as the Equity rep and the SRSO advised that they will not be able to vote on this issue as it is an identified conflict of interest.

Motion to approve hosting a NUPSA lunch event at the site of the Movable Feast kitchen.

Moved: President; Seconded: Vice-President: passed unanimously (Equity Representative abstained from voting due to a conflict of interest)

7.12. Banking

The President explained that although we now have the required signatories for our account in place and a functioning credit card this process was extremely difficult and the Commonwealth Bank consistently delivered terrible customer service and cancelled our credit card without telling us. SRSO identified that a credit card was still held by a former employee even though NUPSA had requested this be cancelled multiple times. SRSO said she had been exploring alternative financial institutions and that out of the Newcastle Permanent and ANZ she believes ANZ could be the easier option as they would have a specific small banking specialist as their point of contact, she also said she is happier to explore more options if the executive would like more choices. The Vice-President suggested the SRSO also speak to Uni-Bank and the Greater Building Society. The Equity Representative suggested it might be good to know what investments and community initiatives each institution has to try and make an ethical selection.

Motion to approve SRSO continuing to research alternative banking options

Moved: President; Seconded: Coursework Representative: passed unanimously

7.13. International Representative application

The President presented the nomination form received for the International Representative position. After considering this application it was signed by the President and the Coursework Representative. The Research Representative enquired as to what they were studying and the President advised that they do not have this information as it is not required on the student nomination form. The Research Representative advised that having another woman on the Executive was good for gender equity.

Motion to approve application for International Representative Position

Moved: President; Seconded: Coursework Representative: passed unanimously

ADDITIONAL GENERAL BUSINESS

It was raised by the GLBTI Rep that there appears to be ongoing issues with the bookkeeper currently employed by NUPSA as the SRSO had mentioned she still needs MYOB training and the bookkeeper did not attend the office recently and NUPSA had to reach out to find out why (was advised it was due to illness). The president said there have been some personal issues but the quality of work has dropped and items are not always actioned in a timely

fashion. It was discussed that it may be a good idea to approach previous bookkeeper and see if they are willing to resume working with NUPSA.

Motion for SRSO to research possible alternatives to current bookkeeper

Moved: President; Seconded: GLBTI Representative: passed unanimously

8. UPCOMING MEETINGS AND EVENTS

The President read through the upcoming events and encouraged the Executive to please attend events wherever possible

9. NEXT MEETING

Friday 21st September, 3pm-5pm

Meeting closes: 3.31pm