

NUPSA Executive Meeting Minutes – January 2019

A meeting (2019/1) of the Newcastle University Postgraduate Students' Association Executive, was held at 2pm on 24th January 2019 in HA158, Hunter Building.

Attendance list:	<ul style="list-style-type: none"> ▪ Ash McIntyre (President) ▪ Barrie Shannon (Vice President) ▪ Amber Sauni (Equity Representative) ▪ Tanika Koosmen (GLBTI Representative) 	<ul style="list-style-type: none"> ▪ Joseph Pegler (Research Representative) ▪ Kirsty Richards (Satellite Representative)- <i>Via phone</i> ▪ Shamaila Khurshid (International Representative) <p>Hugh Milligan (Project Officer) Georgia Killick (SRSO)</p>
Minute Taker:	<ul style="list-style-type: none"> ▪ Georgia Killick 	

Meeting opens: 2.03pm

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- NONE

1.3. QUORUM

The chair confirmed that quorum is established.

2. CONFLICTS OF INTEREST

At this point in the meeting the chair calls on the Executive to declare any conflicts of interest regarding:

- A. Any matters on the agenda
- B. Any matter that may impact NUPSA
- C. Any matter that may impact their performance of duties as a NUPSA Executive member

Are there any declarations?

The Vice President asked if the office had received their email declaring that they perform casual work for the University and SRSO requested they resend it. No other declarations.

3. CONFIRMATION OF THE MINUTES FROM THE PREVIOUS NUPSA MEETING

Motion: To accept minutes from previous Executive meeting

Moved by: President

Seconded: Vice President

In favour: 7

Opposed: 0

Abstained: 0

Motion carried

Motion: To accept minutes from Special Executive meeting

Moved by: President

Seconded: Vice President

In favour: 7

Opposed: 0

Abstained: 0

Motion carried

4. BUSINESS ARISING FROM THE MINUTES

ACTION	ASSIGNED TO	STATUS
New NUPSA office / post grad space	President	Ongoing; 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/Staff Relationship Policy	President	Ongoing; Awaiting feedback on the writing of UoN Guidelines.
Conference Policy	SRSO	Ongoing
Banking	SRSO/President	Ongoing, met with Unibank
International Student Mentors	President SRSO	Ongoing; first mentors Inducted and first mentees have made contact.

5. STUDENT ENQUIRIES LIST

Student enquiries list as of 17/01/2019

SRSO identified that these have been primarily relating to the NUPSA Postgraduate Mentor Program.

6. REPORTS

- 6.1.** President- *No questions*
- 6.2.** Vice-President - *No questions*
- 6.3.** Coursework (vacant)
- 6.4.** GLBTI- *No questions*
- 6.5.** International - *No questions*
- 6.6.** Research - *No questions*
- 6.7.** Satellite - *No questions*
- 6.8.** Aboriginal/Torres Strait Islander (Vacant)
- 6.9.** Equity - *No questions*
- 6.10.** Project Officer- *No questions*
- 6.11.** Student Representative Support Officer- *No questions*
- 6.12.** President's CAPA report- *No questions*
- 6.13.** SRSO ANZSSA report- *No questions*

Motion: To approve submitted reports

Moved by: President

Seconded: GLBT Rep

In favour: 7

Opposed: 0

Abstained: 0

Motion carried

7. FINANCIAL STATEMENTS

Budget tracker to be discussed in General Business

8. GENERAL BUSINESS

Motion: That item 8.4 of the agenda be addressed first in General business

Moved by: President

Seconded: GLBTI

In favour: 7

Opposed: 0

Abstained: 0

Motion carried

Banking (Previously item 8.4)

The President outlined that NUPSA SRSO had been researching financial institutions with the view to switching providers as there had been multiple issues with the Commonwealth Bank. These issues were briefly described. SRSO had advised the President that the package Unibank has offered is not suitable for our needs. It was discussed that the current signatories are still in place and we are able to process payments constitutionally. It was also mentioned that as NUPSA will be part of the student entities restructure which would mean we no longer require NUPSA accounts.

Motion: NUPSA will remain with the Commonwealth Bank and retain current signatories.

Moved by: President

Seconded: Research Representative

In favour: 7

Opposed: 0

Abstained: 0

Motion carried

8.1. NUPSA Matter

Motion: That item 8.1 (of the agenda) be conducted in-camera in order to maintain privacy and confidentiality of the matters discussed and to protect both individuals and the organization.

Moved by: President

Seconded: Vice President

In favour: 7

Opposed: 0

Abstained: 0

Motion carried

Motion: To move out of in-camera and return to minuted meeting procedure.

Moved by: President

Seconded: Research Representative

In favour: 7

Opposed: 0

Abstained: 0

Motion carried

8.2. Treasurer

The President called for nominations for the role of Treasurer and briefly described what the role requires and an explanation of the role of the Senior Executive. The Research Representative advised they would be happy to be nominated for this position.

Motion: The 2019 NUPSA Treasurer role be filled by the Research Representative.

Moved by: President

Seconded: Vice President

In favour: 6
Opposed: 0
Abstained: 1
Motion carried

8.3. Secretary

The President called for nominations for the role of Secretary and briefly described what the role requires. The Equity Representative advised they would be happy to be nominated for this position.

Motion: The 2019 NUPSA Secretary role be filled by the Equity Representative.

Moved by: President

Seconded: Vice President

In favour: 6

Opposed: 0

Abstained: 1

Motion carried

8.4. Banking (moved to first item addressed in General Business)

8.5. Budget

The President outlined this year's proposed SSAF agreement between NUPSA & UoN and explained the difference between the core and additional funding. NUPSA's current financial position was clarified. It was explained the proposed budget was shaped by the SSAF agreement and that in previous years some NUPSA reserves had been utilised to supplement the SSAF provisions. It was noted that NUPSA should not be building reserves of SSAF funding and that this year's budget includes using \$59 000 of reserves in order to maintain the standard of service provision. It was also identified that as this may be the final year of NUPSA spending from the reserves should not be considered problematic as if the association is dissolved then any remaining funds are returned to University Council. The importance of advocacy section of the budget was explained and reasoning for the significant expenditure for affiliation with CAPA outlined and the Executive was encouraged to ask any questions they have regarding the budget and expenditure. The SRSO advised that the Executive are encouraged to drop by the office any time they wish to review or discuss NUPSA finances and reminded the Executive that NUPSA is externally audited each year.

Motion: To approve the proposed 2019 NUPSA Budget.

Moved by: President

Seconded: Equity Representative

In favour: 7

Opposed: 0

Abstained: 0

Motion carried

8.6. Student Communications Officer (PD and pay)

The President outlined this role and that it would be advertised through Jobs on Campus to ensure recruitment is transparent and a key component of this role would be liaising with the Student Comm's team to ensure we are maximising NUPSA's exposure. It was then discussed that the Executive needs to decide if this will be paid at HEW 3 or HEW 4. It was discussed that ethically it is important that not only are we advocating for students we should also be recognising the value and worth of their skill set. The Executive reviewed and discussed the descriptions of HEW 3 and HEW 4 and a number of Executive members identified they felt HEW 4 was appropriate when reviewing the position description.

Motion: That the Student Communications Officer role be paid at HEW 4.

Moved by: President

Seconded: Research Representative

In favour: 7

Opposed: 0

Abstained: 0

Motion carried

8.7. O-Week

The President advised that it is crucial for as many Executive members as possible attend the NUPSA stalls as Orientation is a great time for students to get to meet and engage with the new NUPSA Executive.

Traditionally NUPSA also has a trip/activity held during O-Week that showcases a fun local activity. This year it has been suggested that NUPSA run a trip to the Irrukandji Shark and Ray Centre where they would have the opportunity to get in the tanks with the sharks & rays if they wanted to. This is a really fun activity and a number of students (particularly International students) love learning about Australian animals. It was discussed that charging a small fee could encourage students to ensure they attend as there will be limited places.

Motion: NUPSA to arrange a coach trip to the Irrukandji centre and students be charged a small fee to secure their booking

Moved by: President

Seconded: Equity Representative

In favour: 7

Opposed: 0

Abstained: 0

Motion carried

8.8. Merchandise

There was discussion regarding NUPSA's existing merchandise and that we do not need a great deal more and that we do not want to end up with excess merchandise when the restructure happens.

Motion: NUPSA purchase branded pens from Frame Promotional Products

Moved by: President

Seconded: GLBTI Representative

In favour: 7

Opposed: 0

Abstained: 0

Motion carried

It was then discussed that NUPSA needs new NUPSA branded shirts for the Executive and staff to wear to events. It was also suggested that hoodies could be a great idea as the t-shirts are not visible in winter due to people needing to wear layers etc in order to not freeze. It was suggested that we could order some extra hoodies and sell them for cost as student have expressed interest in purchasing these.

Motion: NUPSA purchase branded t-shirts and hoodies with some additional purchased so they can be sold to students for cost price.

Moved by: President

Seconded: International Representative

In favour: 7

Opposed: 0

Abstained: 0

Motion carried

8.9. Restructure to student representation

The President explained that the University is currently looking at a restructure for the existing student associations and the current draft proposal was included in the meeting documents. This document was explained to the Executive and it was clarified that hopefully NUPSA staff would be offered roles within the new entity. The Executive were informed that they are welcome to contact the Project Officer of this project if they had any questions or if they wished to discuss it further.

8.10. NUPSA 2019 goals

The President highlighted the importance of booking a time to see the SRSO and President to set goals and discuss strategies for how achieve these. It was explained that not every monthly report requires significant

progress for achieving these goals as there will be times when lots of action is taken and other times it will be quieter, however it is included in the reports to keep the members mindful of the goals they have set.

8.11. NUPSA teambuilding activity

The importance of the NUPSA Executive working together as a team was discussed and the SRSO had researched a few options and the Escape Rm was the most cost effective and popular after informal discussion with Executive members.

Motion: SRSO to book Escape Rm in Newcastle at Unexpected Exit as a team building activity after determining a time that suits all Executive members.

Moved by: President

Seconded: GLBTI Representative

In favour: 7

Opposed: 0

Abstained: 0

Motion carried

8.12. Universities Australia Conference

After briefly describing this conference and Universities Australia the President advised that the President has traditionally attended this conference however it could be a great opportunity for someone that is interested in future student association governance roles (e.g. President).

Motion: The NUPSA President attend the 2019 Universities Australia conference.

Moved by: Equity Representative

Seconded: GLBTI Representative

In favour: 6

Opposed: 0

Abstained: 1

Motion carried

8.13. Annual Dinner Venues

There was discussion of a number of quotes obtained by SRSO from venues for the NUPSA 2019 Annual Dinner. Advantages and limitations of venues were explored.

Motion: NUPSA will book NEX as the venue for their 2019 Annual Dinner

Moved by: President

Seconded: Research Representative

In favour: 7

Opposed: 0

Abstained: 0

Motion carried

8.14. Coursework Representative Nomination

The President advised there had been a nomination for the Coursework Representative casual vacancy.

Motion: To approve the nomination of Nikhil Saini for the Coursework Representative position.

Moved by: President

Seconded: Equity Representative

In favour: 7

Opposed: 0

Abstained: 0

Motion carried

ADDITIONAL GENERAL BUSINESS

The President advised the Vice-Chancellor has reached out to ask NUPSA to review and provide feedback on an article examining and exploring regional, rural and remote student engagement with and enrolment in tertiary education. A number of Executive members expressed interest in reading this article and providing feedback. The

President advised they will send out this article to the entire Executive and requested feedback be provided ASAP as the cut-off date for feedback is 5th February.

9. UPCOMING MEETINGS AND EVENTS

The President went through the upcoming meetings and events and encouraged the Executive to attend as many events as possible and suggested some meetings that could be relevant to particular portfolios.

**3.30pm Satellite Representative apologised and left the meeting as they had a prior engagement, they had previously advised the office of this **

10. NEXT MEETING Tuesday 26th February 2019 at 2pm

Meeting closes: 3.35pm