

NUPSA Executive Meeting Agenda – November 2018

A meeting (2018/10) of the Newcastle University Postgraduate Students' Association Executive, was held at 2pm on Monday, 26th November 2018 in HA122, Hunter Building.

Present:	<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) ▪ Maedeh Jalalabadi (International Representative) <p>Hugh Milligan (Project Officer) Georgia Killick (SRSO)</p>
Minute Taker:	<ul style="list-style-type: none"> ▪ Georgia Killick 	

Meeting opens: 2.02pm

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

Apologies have been received from the Satellite Representative who has not nominated a proxy.

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 indicated he had a conflict of interest which he had advised the office of.

3. CONFIRMATION OF THE MINUTES FROM THE PREVIOUS NUPSA MEETING

The chair asked the Executive to identify if there are any inaccuracies contained within or amendments required of the previous minutes.

Motion: To accept September/October meetings minutes.

Moved: President

Seconded: Coursework Representative

For:7 Against: 0 Abstained:0

4. 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/Staff Relationship Policy	President	Ongoing; Awaiting feedback on the writing of UoN Guidelines.
Annual Dinner photographer	PO/SRSO	Done
Hire musician	President/SRSO	Done- awaiting invoice
HDR Coffee Club funding request	SRSO	2 nd Follow up email sent
Conference Policy	SRSO	Ongoing
Banking	SRSO/President	Ongoing, met with Unibank
International Student Mentors	President SRSO	Ongoing. First induction completed and contracts received.
Book keeper	SRSO	Done
Investigate Permanent Staff Contracts	President	Done
Research Roundup Funding	SRSO	Done
Annual Dinner Awards	President, VP, Equity, GLBTI	Done
ANZSSA & ISANA bookings & registration	SRSO	Done

5. STUDENT ENQUIRIES LIST

Student enquiries list as of 19/11/2018

SRSO identified that NUPSA has received some enquiries relating to end of study requirements such as publishing and academic editing. There have also been some enquiries regarding students being contacted by SACO regarding possible academic misconduct.

6. REPORTS

- 6.1. President- *the President declared she had made an error in her original submitted report but she has already amended this today as she included details of a meeting which she realised was not appropriate and redacted this section..*
- 6.2. Vice-President- *No questions*
- 6.3. Coursework - *No questions*
- 6.4. GLBTI - *No questions*
- 6.5. International - *No questions*
- 6.6. Research - *No questions*
- 6.7. Satellite- *Not received. SRSO advised that she thinks there may have been confusion and will advise that reports still need to be received even if the rep can't attend*
- 6.8. Aboriginal/Torres Strait Islander (Vacant)
- 6.9. Equity - *No questions*
- 6.10. Project Officer- *No questions however the project officer identified they are now using a simplified version as previous reports were extremely long. The president explained that staff send regular updates regarding their work and these can be requested to be viewed by the executive if required.*
- 6.11. Student Representative Support Officer- *No questions*

Motion: To approve all November reports.

Moved: President

Seconded: GLBTI Representative

For: 7 Against: 0 Abstained: 0

7. FINANCIAL STATEMENTS

Budget Tracking Spreadsheet as of 19/11/2018

8. GENERAL BUSINESS

8.1. NUPSA Matter

Held In-Camera

8.2. Holiday Closure

The President advised the Executive that while the University's official final day is the 19th of December and advised that this is in the middle of the week and there is very little for staff to do as student engagement drops off significantly and NUPSA's last planned event is on the 14th December. The President suggested the office close on Friday the 14th December, that the staff had enough leave to cover this period and asked the Executive to discuss this. The GLBTI Representative asked the staff how they felt about this as they understand that they will be using some of their annual leave and they do not want the staff to feel obligated to take this. The Project Officer responded by saying they had enough leave and had accrued time in lieu

Motion: I move that the NUPSA office close from COB Friday 14th Dec 2018

Moved: President

Seconded: GLBTI Representative

For: 7 Against: 0 Abstained: 0

8.3. Staff Reviews, contracts & leave

Held In-Camera

8.4. Executive positions and reporting

The President advised the Executive that the induction for 2019 will be updated to reflect that the Executive should be liaising with the office and the President to identify and achieve goals they wish to achieve as part of their role and would be more in keeping with the Constitution. This process could be formalised by adding this to the Executive contract, changing the monthly reporting template to include actions taken towards achieving goals.

Motion: That the Executive contract and monthly reporting template be amended to include setting and achieving goals.

Moved: President

Seconded: Equity Representative

For: 7 Against: 0 Abstained: 0

8.5. MYOB to Xero transition

SRSO explained NUPSA previously switched from Xero to MYOBB as the prev book keeper was more comfortable with that system and this has created multiple issues. A key one is that MYOBB only keeps records on server for 6 months and we are required to make backup files which are often corrupted during creation which means that MYOBB does not meet our legislative requirements around record keeping and SRSO has requested the Book keeper to identify the best way/time for NUPSA to transition back to Xero so it can be put to the Executive.

Motion: The Executive approve the SRSO and the President to work with the Book keeper to determine the best way to transition back to using Xero.

Moved: President

Seconded: Vice-President

For: 7 Against: 7 Abstained: 0

8.6. CAPA

Research rep left the room at 3.17pm and re-entered at 3.19pm

The President identified that the CAPA ACM is rapidly approaching and we will need as many Executive members as possible to assist with the running of this event as NUPSA are the hosts. Help will be needed with directing & welcoming delegates setting up, packing up and to attend the ACM itself. The President advised that NUPSA is funding lunch on day 1, tea & coffee throughout and the formal dinner however they are currently experiencing significant issues with accessing their finances and CAPA has reached out to NUPSA requesting that in an emergency would NUPSA be able to pay costs and then invoice CAPA to be reimbursed. The VP clarified the financial difficulties of CAPA and clarified that they have money there, they just can't access it. Several Exec members expressed concerns about this and if it would be repaid, also if it is an appropriate way to use SSAF funding. The logistical concerns of this issue were explored and discussed by the Executive.

Motion: That NUPSA will be willing to support CAPA by paying for CAPA ACM catering from its reserve funds after receipt of a written guarantee from CAPA these funds will be reimbursed as soon as possible.

Moved: President

Seconded: Coursework Representative

For: 6 Against: 0 Abstained: 1

8.7. 2019 NUPSA Executive

The President advised that the 2019 NUPSA Executive Elections have now been finalised. There were 3 vacancies not filled and these will become Casual Vacancies. The new Exec will be invited to attend upcoming end of year event.

8.8. Annual Dinner

The President advised that the dinner starts at 6.30pm so Exec will need to arrive at 5.50pm. We will be using the #NUPSA2018 for any photos posted to social media and it would be great if the Executive could do the same. The President identified that CAPA has asked if there is a stand up NUPSA banner that can be used at the ACM and at this stage we do not have any and if we purchased some they could also be used at the annual dinner. It was discussed that we could have the NUPSA logo, website and all of the social media handles featured. A local company is able to produce these at short notice for a reasonable price and a quote has been obtained for \$130 each banner. The President advised they have a conflict as this business is owned by their partners father. It was discussed that the quote is reasonable and the office obtaining additional quotes due to the time constraints is not required.

Motion: That NUPSA purchase 2 stand up banners for \$130 each.

Moved: Vice-President

Seconded: Coursework Representative

For: 6 Against: 0 Abstained: 1

8.9. Hardcopy Student Guide

The President request the Project Officer advise the difficulties with converting the Student Guide to a hard copy document. The PO advised that as it is a living document with numerous gifs and hyperlinks, as it is, it can't just be printed. However there is enough framework there that a supplementary document could be produced but this may take some time and might not be achievable for O-Week.

8.10. School of Education HDR Club Funding Request

The President advised this is the clubs first ever funding request and we have governance certificates on record.

Motion: To approve the Education HDR Club Funding Request for \$500 for an end-of-year party.

Moved: President

Seconded: Equity Representative

For: 7 Against: 0 Abstained: 0

ADDITIONAL GENERAL BUSINESS:

The GLBTI Representative requested that an update be given to the Executive regarding the possible UoN student associations restructure. The President advised that she will give a brief summary and encouraged the Executive to contact the Project Officer for that project if they have questions or would like more information as the Project Officer is more than happy to meet with people to discuss their progress. Yourimbah is now on board with this project. At this stage it is looking like there will be a student board which governs the new structure and the staff will sit separately under their own manager. This student board would govern collectives and working committees.

There were concerns raised about the NUPSA staff and the President advised they will be absorbed into the new structure where it appears the majority of positions would be permanent. Nothing would be happening until at least 2020. This is still in development so there may still be changes or new proposals so it may be helpful to go speak with the Project Officer.

The Research Representative suggested that a Certificate be presented to each Executive member as a recognition of service and a keepsake.

Motion: That each Executive member be provided with a certificate recognising their role on the NUPSA Executive

Moved: President

Seconded: GLBTI Representative

For: 7 Against: 0 Abstained: 0

9. UPCOMING MEETINGS AND EVENTS

This list was provided in the meeting documents and also a hard copy was provided, the President encouraged the Executive to attend wherever possible.

10. NEXT MEETING

It was determined this needs to be set in the New Year.

Meeting closes:

4.02pm