

## NUPSA Executive Meeting Minutes –2019

A meeting (2019/2) of the Newcastle University Postgraduate Students' Association Executive, was held at 2pm on 25th February 2019 in SC408, Student Services Centre.

Attendance list:	<ul style="list-style-type: none"> <li>▪ Ash McIntyre (President)</li> <li>▪ Barrie Shannon (Vice President)</li> <li>▪ Amber Sauni (Equity Representative, Secretary)- <i>Via Phone</i></li> <li>▪ Tanika Koosmen (GLBTI Representative)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Joseph Pegler (Research Representative, Treasurer)</li> <li>▪ Shamaila Khurshid (International Representative)</li> <li>▪ Nikhil Saini (Coursework Representative)</li> </ul> <p style="text-align: right;">Georgia Killick (SRSO)</p>
Minute Taker:	<ul style="list-style-type: none"> <li>▪ Georgia Killick</li> </ul>	

**Meeting opens: 2.01pm**

### 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

The office received apologies from the Satellite Representative

#### 1.3. QUORUM

The chair confirmed that quorum is established.

### 2. CONFLICTS OF INTEREST

No declarations made.

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

*Motion: To accept the minutes from the previous meeting*

*Moved by: President*

*Seconded: GLBTI Representative*

*In favour: 6*

*Opposed: 0*

*Abstained: 0*

***Motion carried***

*Coursework Representative entered the meeting at 2.03pm*

#### 4. BUSINESS ARISING FROM THE MINUTES

ACTION	ASSIGNED TO	STATUS
International Student Mentors	President SRSO	Ongoing; first mentors Inducted and first mentees have made contact.
Merchandise	SRSO	Done. Pens and clothing have arrived.
Executive goals	SRSO & President	Ongoing. Still waiting on a few Executive members to complete this.
Student/Staff Relationship Policy	President	Done.
Teambuilding	All	Booked for 25/02
Universities Australia Conference	President & SRSO	SRSO has registered the President and booked flights + accommodation. President will be flying out on 26/02
Annual Dinner Venue: NEX	SRSO	Booked
Coursework Representative	President, SRSO	Nikhil Saini has been inducted and signed Executive Contract.
Book Club Affiliation	Senior Executive	Passed by Flying Minutes
Graduate Gamers Club Funding Request	Senior Executive	Passed by Flying Minutes
NTEU request to attend NUPSA O-Week stall	Senior Executive	Passed by Flying Minutes
Irukandji trip	President, Vice-President	Done.

#### 5. STUDENT ENQUIRIES LIST

Student enquiries list as of 18/02/2019

The President advised that we have been contacted by a couple of students experiencing difficulties and hardship, we have also had more general enquiries about workshops & events, clubs etc.

#### 6. REPORTS

- 6.1. President- *No questions*
- 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 - *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*

*Motion: To accept all monthly reports*

*Moved by: President*

*Seconded: GLBTI Representative*

*In favour: 7*

*Opposed: 0*

*Abstained: 0*

***Motion carried***

## 7. FINANCIAL STATEMENTS

Budget tracking spreadsheet as of 14/02/2019

The President asked if the Executive had any thoughts or questions relating to the budget tracking spreadsheet or expenditure thus far. The Executive were reminded they are welcome to ask questions and they can also make a time to attend the office to review the budget or review expenditure if they would like more information.

## 8. GENERAL BUSINESS

### 8.1. Dean of Students- guest speaker

*Motion: Move to item 8.2 and other items of general business until the Dean of Students arrives.*

*Moved by: President*

*Seconded: Research Representative*

*In favour: 7*

*Opposed: 0*

*Abstained: 0*

***Motion carried***

### 8.2. Student Communications Officer

The President advised that this position has now been advertised and NUPSA requires a selection panel to review applications and conduct interviews, this panel would usually comprise of the President and 2 others. The President asked if there was anyone that would like to be on the panel, the Equity Representative and the Research Representative both offered to participate.

*Motion: The selection panel for the Student Communications Officer role will comprise of the President, Equity Representative and the Research Representative.*

*Moved by: President*

*Seconded: Vice President*

*In favour: 7*

*Opposed: 0*

*Abstained: 0*

***Motion carried***

### 8.3. President Absence

The President advised that they will be away for the rest of the week while they attend the Universities Australia conference. In their absence the Vice President will take on the Presidents duties and is available if the staff or executive need to contact them.

### 8.4. International Women's Day

The President informed the Executive that as there are a number of events running throughout the week of the 4<sup>th</sup> – 8<sup>th</sup> March it would be great if they could all try to attend as many as possible, particularly the festival being held on 7<sup>th</sup> March. The Executive was advised that March is a huge month for NUPSA events and to ensure that these run smoothly we will need the Executive to assist wherever possible.

### 8.5. SHAG Week

The President discussed NUPSA will also be hosting a number of events during SHAG week. The Equity Rep will be conducting Sex & Ethics training, there will be a stall held on the 12<sup>th</sup> March and NUPSA will be hosting Sex Trivia. The President urged the Executive to let the office know if they are available to assist with the stall and suggested they form a team for the trivia event.

### 8.6. Harmony Day

The President told the Executive that NUPSA will be holding a belly dancing workshop on the 19<sup>th</sup> March and there will be the festival day for Harmony Day on the 21<sup>st</sup> March and the Equity and Diversity Co-Ordinator has requested NUPSA assist with general volunteering to assist with the day. SRSO suggested any Executive members who wish to volunteer please let the office know.

## 8.7. Goal Setting and Reporting

The President advised that most of the Executive have completed their goal setting and encouraged those that haven't to please complete this as soon as possible. The goals for each Executive member that have completed this were read out so the entire Executive understands each other's goals.

*The Equity Representative left the meeting to attend to another matter at 2.25pm*

## 8.8. AGM

The President informed the Executive that NUPSA must hold its Annual General Meeting (AGM) within the first semester and advised traditionally this is held in late April or early May. This AGM will need to discuss and explore the upcoming Student Entities Restructure and allow room for students to ask questions about this. In addition a full financial audit needs to be completed, prior to the meeting being held and the SRSO was instructed to book this. The Executive discussed possible dates as they were advised their presence is required at the meeting. The President also verified the date of the commencement of Ramadan with the International Representative.

*Motion: NUPSA hold the Annual General Meeting on Friday 3<sup>rd</sup> May at 12.30pm.*

*Moved by: President*

*Seconded: Vice Pres*

*In favour: 6*

*Opposed: 0*

*Abstained: 0*

***Motion carried***

*\*The Equity Representative returned to the meeting at 2.29pm*

## 8.9. NUPSA T-Shirts

These will be distributed to the Executive after the close of the meeting.

## 8.10. Hunter Valley Zoo trip

The President advised that the recent Irukandji trip was very successful with extremely positive feedback from students, many of whom requested NUPSA run other trips like this and they are happy to pay a portion of the costs. This trip had 35 students attend out of 39 registrations which demonstrates a high attendance rate compared to events where students make no direct financial contribution. The President suggested NUPSA could run a bi-monthly 'bigger ticket' event where students are asked to make a financial contribution to secure their registration. Multiple Executive members agreed that this sounds like a really good idea and that the trip seemed very successful. The President advised that the staff had researched the Hunter Valley Zoo as a possible venue for a trip as this would be of a similar cost to Irukandji. Other possible activities for future trips were suggested such as: Treetop Adventure Park and The Reptile Park.

*Motion: NUPSA run bi-monthly 'bigger ticket' events where students will be asked to financially contribute and the office will proceed to book the Hunter Valley Zoo as the next trip destination.*

*Moved by: President*

*Seconded: GLBTI Representative*

*In favour: 7*

*Opposed: 0*

*Abstained: 0*

***Motion carried***

*\*The Dean of Students entered the meeting at 2.35pm*

## 8.1. Dean of Students- guest speaker

After initial introductions the Dean outlined that it is important to note that under the *Higher Education Provider Act* and *Tertiary Education Quality and Standards Agency*, The Dean of Students is independent from the university and this independence is defined by them not being a Non-decision maker within the university. The Dean identified that their role has changed and expanded in the 6 years they have been in the position. When they first took the role self-advocacy was expected of postgraduate students and the Dean worked hard to establish early intervention as postgrads circumstances are often highly complex and the assumption of self-advocacy was not well founded. Within 1 year of creating space for early intervention, their office saw students engagements

quadruple. The Dean of Students and the Office of Student Advocacy believe professional advocacy should be available to all students.

The Dean also recognises the importance of the student voice and student representation, which to be truly effective, must go beyond tokenism. The Dean also discussed understanding the difference between advocacy and activism. The Dean and the Office of Student Advocacy receive multiple referrals from NUPSA each year and have the time and resources to devote to individual cases and advocacy for individuals. If or where they are noticing patterns or larger issues they pass this information to student associations in the hopes student associations can pursue activism to create change. The Dean identified that change from within is a widely untapped resource and student associations are often in a position to push for change and improvement within universities. The Dean invited questions from the Executive. The Dean advised they would appreciate any feedback regarding how the Executive feels about their current title (Dean of Students) and encouraged the Executive to make contact if they have any thoughts they wish to share or if they have any questions. It was highlighted that Dean and NUPSA could continue to hold each other accountable and encouraged NUPSA to provide feedback if they do not feel the Dean or the Office of Student Advocacy is delivering the expected standard and they will do the same for NUPSA.

*\*Dean of Students left at 3.00pm*

## **9. UPCOMING MEETINGS AND EVENTS**

The President read the upcoming meetings and events list and encouraged the Executive to attend wherever possible.

## **10. NEXT MEETING: 10am, Tuesday 26<sup>th</sup> March**

**Meeting closes at 3.09pm**