

NUPSA May Executive Meeting Minutes –2019

A meeting (2019/5) of the Newcastle University Postgraduate Students’ Association Executive, was held at 10am on 2019 in HA149, Hunter Building.

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| Attendance list: | <ul style="list-style-type: none"> ▪ Ash McIntyre (President)- <i>Left at 10.35am</i> ▪ Barrie Shannon (Vice President) ▪ Tanika Koosmen (GLBTI Representative) | <ul style="list-style-type: none"> ▪ Joseph Pegler (Research Representative, Treasurer) ▪ Shamaila Khurshid (International Representative) ▪ Nikhil Saini (Coursework Representative) |
| Minute Taker: | <ul style="list-style-type: none"> ▪ Georgia Killick (SRSO) | |

Meeting opens: 10.00am

1. WELCOME AND APOLOGIES

1.1. ACKNOWLEDGEMENT OF COUNTRY

President delivered acknowledgement of Country

1.2. APOLOGIES

Apologies were received for the Equity Representative and the Coursework Representative has advised the office he will be a few minutes late.

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?

No declarations made.

3. CONFIRMATION OF THE MINUTES FROM THE PREVIOUS NUPSA MEETING

Motion: To accept the minutes from the previous meeting

Moved by: Vice-President

Seconded: Research Representative

In favour: 5

Opposed: 0

Abstained: 0

Motion carried

4. BUSINESS ARISING FROM THE MINUTES

| ACTION | ASSIGNED TO | STATUS |
|-------------------------------|----------------|---------|
| International Student Mentors | President SRSO | Ongoing |

| | | |
|--|------------------|--|
| Executive goals | SRSO & President | All Exec members have completed. Please make sure you liaise with staff in order to progress your goals. |
| HMRI Prayer Rooms | President | Ongoing |
| APSA Club Funding Request | Senior Executive | Passed by flying minutes |
| PINAS Club Funding Request | Senior Executive | Passed by flying minutes |
| Send International Rep to CISA conference | Senior Executive | Defeated by flying minutes |
| Student Communications Officer | Done | Has commenced work and articles will be included in monthly newsletter. |
| CAPA SCM, attend with fee accommodation (NUPSA would still need to pay registration and flights) | Senior Executive | Defeated by flying minutes |
| Response to CISA Media Release | Executive | Passed by flying minutes |
| UoN Mental Health Strategy and Launch | Executive | Ongoing. Launch attended, feedback on strategy to be completed and submitted. |
| AGM Catering | SRSO | Booked, final details to be submitted by 29.05.2019 |
| Luna Park trip | PO & SRSO | Ongoing. Advertised and opened ticket sales |
| Business Elites Club | SRSO | Ongoing. Contacted the convenor to advise that the club wasn't approved for affiliation and why. Offered to assist with amending the application, no response received. SRSO to send additional follow up email. |

- *Coursework Representative entered meeting at 10.08am*

5. STUDENT ENQUIRIES LIST

Student enquiries list as of 16/05/2019, SRSO advised that we are still seeing a lot of enquiries relating to events & workshops and we have not been seeing or hearing from many students experiencing issues with their studies (such as Show Cause or issues with supervisors).

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 (Vacant)
- 6.8. Aboriginal/Torres Strait Islander (Vacant)
- 6.9. Equity -*Not submitted due to illness*
- 6.10. Project Officer -*No Questions*
- 6.11. Student Representative Support Office -*No Questions*

Motion: To approve all received reports from this month

Moved by: President

Seconded: Vice President

In favour: 6

Opposed: 0

Abstained: 0

Motion carried

6.12. President (April meeting) -*No Questions*

6.13. Coursework (April meeting) -*No Questions*

6.14. Research (April meeting) -*No Questions*

6.15. Equity (April meeting) -*No Questions*

Motion: To approve the President, Coursework Representative, Research Representative and Equity Representatives April reports

Moved by: President

Seconded: International Representative

In favour: 6

Opposed: 0

Abstained: 0

Motion carried

7. FINANCIAL STATEMENTS

Budget tracker as of 13/05/2019 and audit statements were provided to the Executive in this month's meeting documents folder. The President asked if there were any questions relating to these, no questions were asked.

8. GENERAL BUSINESS

8.1. Satellite Representative resignation

The President advised the Executive that the Satellite Rep resigned from their position on 10/05/2019 via email, unfortunately due to other commitments they will not be able to meet the full responsibilities of this role due to constraints on timing/availability. Position will be advertised now Exec has been informed.

8.2. AGM

The President reminded the Executive that is very important they attend the upcoming AGM and they need to register so that catering is accurate. Each Exec member will be introduced and need to provide brief summary of their role and goals. Executive members are strongly encouraged to move and second motions as the President is not able to do this as chair. There are a number of tasks that the office staff would like assistance with and it was agreed that:

GLBTI Rep will assist with signing in members as they arrive

International Rep will assist with distributing catering

Vice President will monitor the live stream and communicate any questions to the chair

Research & Coursework Reps will assist with ensuring names are obtained for the minutes

8.3. VC Challenge

The President advised they have been participating in the "VCs Challenge". The VC has come up with the idea to use the problem of mozzies on campus to engage with students, improve the student experience and develop a multi-disciplinary response. World Mosquito day is August 20th and there will be a number of events leading up to this. It has been suggested that NUPSA could theme their trivia for that month to something related to mosquitos. There will also be a party and it has been suggested that NUPSA may be able to provide funding for this. It was discussed that this project has already received funding from the University and the party will not be limited to postgrads. The Executive noted that NUPSA supporting this project is good and NUPSA could definitely offer support at events and the party. There is also a Steering Committee meeting being held on Thursday 13th June which the President is unable to attend and asked if any member of the Executive is willing to be a delegate and the Research Representative volunteered.

Motion: Whilst NUPSA feels it would be an inappropriate use of funds to provide financial support to the 'VC's Challenge', NUPSA would like to offer its support with staff and Executive assisting with events and activities.

Moved by: President

Seconded: GLBTI Representative

In favour: 6

Opposed: 0

Abstained: 0

Motion carried

8.4. STARS Conference

The President advised that they openly admit they have an interest and will not be voting on this matter. The President said they have been invited to co-present at the upcoming STARS conference (Melbourne, 7-10 July) with one of the Student Advocates from the Office of the Dean of Students. In addition to this the conference program appears to be of high quality and they believe the knowledge acquired would benefit NUPSA and the student body. The cost of attending the conference would be approx. \$1825 (\$800 Registration, \$525 Accommodation, \$300 Flights and \$200 expenses).

- *The President left the room to attend another engagement at 10.35am and the Vice President took over as Chair of the meeting.*
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It was discussed that this conference appears to be very well organised with a lot of content that would be relevant to NUPSA.

Motion: That NUPSA sends the NUPSA President to attend the STARS conference.

Moved by: Vice President

Seconded: GLBTI Representative

In favour: 5

Opposed: 0

Abstained: 0

Motion carried

8.5. Frontier Film Club Funding Request

The Vice President stated this club has previously been granted \$150, this was spent on taking a group of postgrads to see John Wick 3. They now would like to request more funding so they can run another event or 2.

Motion: To approve \$300 funding for the Frontier Film Club

Moved by: Vice President

Seconded: GLBTI Representative

In favour: 5

Opposed: 0

Abstained: 0

Motion carried

8.6. PONDeR Club Funding Request

The Vice President informed the Executive that this is this club's first request of the year which is for \$430 to cover 3 events. The SRSO advised the office is waiting on governance certs at this stage as the course is taking the office bearers a little longer than expected and suggested the Executive could approve funding and wait to process until certs received. It was mentioned that although there are new office bearers this is an established club with a good history of providing receipts.

Motion: To conditionally approve the \$430 funding request but governance certificates must be received before funds can be given

Moved by: Vice President

Seconded: Research Representative

In favour: 5

Opposed: 0

Abstained: 0

Motion carried

8.7. Public Health Social Club Funding Request

First request of the year. We have current governance certs. Request for \$750 to cover 3 events. Have a good history of returning receipts.

Motion: To approve funding request for \$750

Moved by: Vice President

Seconded: Coursework Representative

In favour: 5

Opposed: 0

Abstained: 0

Motion carried

8.8. Wollotuka Reconciliation Gala

Sat 8th June, 5.30pm-9.30pm, Town Hall \$70 per ticket. The Vice-President advised they have already purchased a ticket. SRSO informed the Executive that the President had mentioned that NUPSA usually purchases two tickets for Executive members to attend.

Motion: NUPSA purchase 2 tickets for Executive members to attend the gala

Moved by: Vice President

Seconded: Research Representative

In favour: 5

Opposed: 0

Abstained: 0

Motion carried

8.9. Second Semester Orientation- Merchandise &/or trip

SRSO advised we still have pens, bags and water bottles and previously we have had NUPSA branded post-it collections which were very popular and cost around \$4 each.

Motion: Approve the purchase of post-it notes for second semester orientation

Moved by: Vice President

Seconded: GLBTI Representative

In favour: 5

Opposed: 0

Abstained: 0

Motion carried

SRSO advised there should be enough money in the budget to run another trip as part of second semester O-Week if this is something the Executive would like to do.

Motion: NUPSA will run another off-campus trip as part of O-Week

Moved by: GLBTI Representative

Seconded: International Representative

In favour: 5

Opposed: 0

Abstained: 0

Motion carried

8.10. Proteomic Journal Club Funding Request

First request of the year, asking for \$750. Have current gov certs and have outstanding history of providing receipts.

Motion: Approve funding request for \$750

Moved by: Vice President

Seconded: Research Representative

In favour: 5

Opposed: 0

Abstained: 0

Motion carried

8.11. President upcoming absence

The Vice President advised the Executive that the President will be travelling to Canada from the 6th-18th June and that they will be acting as President until they return.

8.12. NUPSA Camp

SRSO informed the Executive they had done some tentative research into a possible NUPSA snow trip (3 nights at Bungarra Alpine Centre) as this is something students have mentioned they are interested in. SRSO said they would need to do more research before she could provide the Executive with accurate figures but feels that the Exec needs to approve the use of her work time to do this as there is no point if the Exec is not supportive of the concept.

Motion: SRSO to continue researching and obtaining quotes for a NUPSA snow trip

Moved by: Vice President

Seconded: GLBTI Representative

In favour: 5

Opposed: 0

Abstained: 0

Motion carried

9. UPCOMING MEETINGS AND EVENTS

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

10. NEXT MEETING: 11am, Monday 24th June

Meeting closes: 11.14am