

## NUPSA Executive Meeting Minutes – October 2019

A meeting (2019/11) of the Newcastle University Postgraduate Students' Association Executive, was held at 2pm on 30<sup>th</sup> October 2019 in, HA158 Hunter Building.

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>▪ Georgia Killick (SRSO)</li> </ul>
Minute Taker:	<ul style="list-style-type: none"> <li>▪ Georgia Killick</li> </ul>	

### Meeting opens:

#### 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 International Representative who has nominated the President to act as their proxy

##### 1.3. QUORUM

The chair confirms that quorum is established.

##### 1.4. RIGHTS OF AUDIENCE AND DEBATE

The acting President has invited two members of the Library staff (Project Officer & Librarian) to attend for General Business item 8.5. (2.30pm) as they wish to consult with the NUPSA Executive regarding the University Library's new Vision & Strategy. They have been advised they have a maximum of 30mins allotted to them as NUPSA Executive meetings operate within a prescribe time period.

#### 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

Research Representative advised they have been nominated for a NUPSA award

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

*Motion: The Executive accepts minutes provided for the previous Executive meeting*

*Moved by: President*

*Seconded: Vice President*

*In favour: 4*

*Opposed: 0*

*Abstained: 2*

***Motion carried***

#### 4. BUSINESS ARISING FROM THE MINUTES

Action	Assigned to	Status
New NUPSA office / post grad space	Project Officer/President	Ongoing, awaiting response to application
Public Officer ATO Administration Key	SRSO	Done
Taronga Zoo Trip	SRSO/Project Officer	Done
Media Release	President	Ongoing
2 <sup>nd</sup> Company CC	SRSO	Done- SRSO now has this
Academic Restructure Feedback	Working Party	Done
Treetops Adventure Park Big ticket event	SRSO, PO	Ongoing
Student Entities Restructure	President	Ongoing- We provided feedback on draft Constitution and advised we are opposed to becoming a Controlled entity
Clubs Policy Amendments	SRSO	Done and uploaded to website
Fairy Floss Machine	SRSO	Done

#### 5. STUDENT ENQUIRIES LIST

Student enquiries list as of 10/10/2019. SRSO advised that we have been having a lot of enquiries relating to Mental Health First Aid and general enquiries.

#### 6. REPORTS

- 6.1. President – No questions from Executive
- 6.2. Vice-President – No questions from Executive  
*The Vice-President did note that their report reflects they watched the recent Four Corners programme ‘Red Flags’ with NUPSA President and SRSO. They suggest it could be beneficial to meet with the University to discuss possible implications and issues*
- 6.3. Coursework (vacant)
- 6.4. GLBTI– No questions from Executive
- 6.5. International – No questions from Executive
- 6.6. Research – No questions from Executive
- 6.7. Satellite (Vacant)
- 6.8. Aboriginal/Torres Strait Islander (Vacant)
- 6.9. Equity- Not received
- 6.10. Project Officer– No questions from Executive
- 6.11. Student Representative Support Officer– No questions from Executive

*Motion: To accept all received reports, the Equity representative’s Report can be considered at the next meeting.*

*Moved by: President*

*Seconded: GLBTI Representative*

*In favour: 6*

*Opposed: 0*

*Abstained: 0*

***Motion carried***

#### 7. FINANCIAL STATEMENTS

Budget tracker as of 10/10/2019

#### 8. GENERAL BUSINESS

## 8.1. 2020 NUPSA Executive

The President provided an update on the 2020 NUPSA Executive Election and advised the Equity Representative position has been elected uncontested. President, Vice President, Research Representative, Coursework Representative and International Representative will all be going to ballot. GLBTI Representative, Satellite Representative and Aboriginal/Torres Strait Islander Representative will all be advertised as Casual Vacancies.

The issue of students making untrue claims about NUPSA in their campaign statements was raised and discussed. We previously contacted the Returning Officer to discuss this issue and we were advised that due to the disclaimer on the top of the form the University takes no responsibility for candidate statements.

*Motion: To send email to Returning officer recording a formal complaint about the process as we believe it is inappropriate for verifiably false information to be published about NUPSA.*

*Moved by: President*

*Seconded: Research Representative*

*In favour: 6*

*Opposed: 0*

*Abstained: 0*

***Motion carried***

It was then discussed that it would be really good for the 2019 Executive to get together with the incoming Executive to discuss roles, experiences and share knowledge. Due to conferences, Annual Dinner and the date of final results being announced it was discussed that this event could be arranged for 16<sup>th</sup> or 17<sup>th</sup> Dec and include lunch.

## 8.2. Annual Dinner

It was discussed that it is really important that Executive attend the Annual Dinner. They can either assist SRSO with greeting people and advising of seat allocations or with Project Officer escorting people to seats.

Assisting SRSO: President, Vice President, Equity Representative

Assisting PO: GLBTI Representative, Research Representative

## 8.3. Sydney End of Year Party

It has been quite difficult to engage with students from Sydney Campus this year, however traditionally NUPSA hosts an End of Year event. This has not always been successful and there are concerns about sending staff and Executive members to an event which requires almost 6 hours of travel if there will only be a handful of students. It was proposed we send out an Expression of Interest and if at least 10 students don't sign up, then no event will be held.

## 8.4. Christmas Office Closure

Official last day of UoN is Thursday 19<sup>th</sup> Dec and reopening Mon 6<sup>th</sup> Jan. Are we happy for the last day the office is open to be Tuesday 17<sup>th</sup>? Both staff have requested leave for Wednesday 18<sup>th</sup> Dec.

*Motion: NUPSA office final day for 2019 will be Tuesday 17<sup>th</sup> December*

*Moved by: President*

*Seconded: Vice President*

*In favour: 6*

*Opposed: 0*

*Abstained: 0*

***Motion carried***

## 8.5. Library Consultation

Project officer and Librarian have been invited (at their request) and spent 30 mins consulting with Executive members.

## 8.6. 2020 Staff Contracts

*Motion: Item 8.6 to be held in-camera to protect the privacy of staff.*

*Moved by: President*

*Seconded: Research Representative*

*In favour: 6*

*Opposed: 0*

*Abstained: 0*

**Motion carried**

*Motion: To return from in-camera and resume minutes*

*Moved by: President*

*Seconded: Vice President*

*In favour: 6*

*Opposed: 0*

*Abstained: 0*

**Motion carried**

### **8.7. NUPSA 2019 Annual Awards**

We need to form a working party to decide the winners. The President, Research Representative and GLBTI Representative all expressed interest in joining this working party.

### **8.8. Office Fridge**

Current office fridge is tiny, leaky and inadequate. We have left over funds which were provided to use for legal matters, however our costs were minimal. We were informed that we would need to advise how they have been spent if not used for this purpose and a new office fridge could be a really useful purchase. We have increased (and hopefully will continue to increase) our workshops and events range and many of these are catered or involve food and currently food storage is really difficult. It was discussed that we may be able to obtain a decommissioned fridge from the University, however a motion will be put to the Executive in case this falls through as this is the last formal Executive meeting of the year.

*Motion: NUPSA to purchase a 500+Litre fridge*

*Moved by: President*

*Seconded: GLBTI Representative*

*In favour: 6*

*Opposed: 0*

*Abstained: 0*

**Motion carried**

### **8.9. Annual Dinner music**

At past Annual Dinners we have hired local musicians to come play music for our Annual Dinner. SRSO has been approaching some local acts to get an idea of cost and availability. Jarred & Brie acoustic duo are \$500 for 3 hours with every additional hour costing \$100. Jackson Broadway is \$1000 for the entire evening and are a well-established act- their set list is HUGE.

It was discussed that it could be good to use a lesser known group as this is a great opportunity to build their profile.

*Motion: NUPSA hire music Jarred & Brie Acoustic Duo to play at this years Annual Dinner*

*Moved by: GLBTI Representative*

*Seconded: Equity Representative*

*In favour: 6*

*Opposed: 0*

*Abstained: 0*

**Motion carried**

### **8.10. Annual dinner decorations and lighting**

Last year we used SCION for our event lighting and sound equipment, they were fantastic and it cost \$400 for everything. The added bonus to using them is they have a good ongoing relationship with NEX

which means bump in/out is really easy. NEX is very picky about sound & lighting providers due to insurance so it makes sense to work with someone they recommend

Decorations: Last year we used a provider who did not quite meet expectations but only charged around \$600. SRSO has been looking around for quotes for table centrepieces and they are very expensive!!! So we could try to book the same person and identify the issues we had last time. Or we can pay lots of money (think approx. \$1400). Option 3 is we could decorate ourselves however this means staff and Exec would need to go in bright and early on Sat morning to pack everything away.....

*Motion: SCION be booked as our sound/lighting provider*

*Moved by: President*

*Seconded: Research Representative*

*In favour: 6*

*Opposed: 0*

*Abstained: 0*

**Motion carried**

*Motion: Cinderinas be booked as our decorations provider*

*Moved by: President*

*Seconded: Research Representative*

*In favour: 6*

*Opposed: 0*

*Abstained: 0*

**Motion carried**

#### **8.11. APSA Club funding request**

2<sup>nd</sup> request of the year and is for \$350 to run an end-of-year party. They have previously been provided with \$400 club funding this year and have supplied receipts for expenditure.

*Motion: Approve \$350 funding for APSA events*

*Moved by: President*

*Seconded: GLBTI Representative*

*In favour: 6*

*Opposed: 0*

*Abstained: 0*

**Motion carried**

#### **8.12. Book club funding request**

2<sup>nd</sup> request of the year. They have previously requested \$250 and have spent \$30 which leaves a balance of \$220 in their account. They have requested \$500 to cater 2 events. It was suggested NUPSA could approve \$270 and that way with their existing balance they would have \$500.

*Motion: Approve \$270 funding for the Book Club*

*Moved by: President*

*Seconded: Research Representative*

*In favour: 6*

*Opposed: 0*

*Abstained: 0*

**Motion carried**

#### **8.13. HDR Scholarship- Maternity leave**

Amber has been liaising with a student and OOSA regarding a policy matter and it now needs to be discussed with the Exec before it can move forward. The Equity Representative explained there is currently a matter regarding maternity leave for HDR students where they are only eligible to take paid parental leave once within their degree and that this could have significant impact on students who find themselves having a 2<sup>nd</sup> child. At this time the policy does not specify that it is limited to one instance.

*Motion: NUPSA draft a formal letter of support for this policy be amended to allow for increased paid parental leave and this be used to gather support and used to leverage the creation of change- this will then be passed on to Office of Student Advocacy, Equity and Diversity Co-Ordinator, CAPA and presented to Graduate Research.*

*Moved by: President*  
*Seconded: GLBTI Representative*  
*In favour: 6*  
*Opposed: 0*  
*Abstained: 0*  
**Motion carried**

#### **8.14. Commonwealth Bank**

We now have a second card but due to Commbanks genius we can only spend \$5000 with the 2 cards combined as there is a facility limit of \$5000 even though both cards have a limit of \$5000. We now need to provide meeting minutes to provide evidence the Executive supports increasing our facility limit to \$10000.

*Motion: The NUPSA Executive supports the application to increase NUPSA's facility limit to \$10,000 and understand this will be a secured loan as we currently hold a term deposit with the Commonwealth Bank.*

*Moved by: President*  
*Seconded: Research Representative*  
*In favour: 6*  
*Opposed: 0*  
*Abstained: 0*  
**Motion carried**

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

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

**10. NEXT MEETING:** If needed 15<sup>th</sup> November 15<sup>th</sup> at 12pm, otherwise this can be set by the 2020 Executive

**Meeting closes: 3.53pm**