A meeting of the

Postgraduate Students' Association

Held in the
Postgraduate lounge
Level 4 Kate Edgar
Information Commons
On 5th February,
2015, at 9:00am
1. Personnel Matters:

Chair of the Meeting: Colleen McMilin

Presents: Matt P., Chiara, Will, Patrick, Eryn, Mohamed, Christine, Matt Oxner, Camelle, Ankit, Mabingo, Jo from Campus Life, Teri for alcohol policy

Apologies: Nigel Cleland, Andrea Edwards, Natalie Germann

Absent: Zarqa Shaheen (resigned??), Lydia Wells, Lauren Hitchin, Rama Batchiar, Robin Becker

New member: Amir

Agenda Items

1. Introduction of new members

2. Alcohol approvals for Events – Teri
   - Introduction, general overview on alcohol approvals rules, explanation of the alcohol approval form
   - responsibility guidelines (very important): transportation back home in case someone is intoxicated by alcohol, enough water available during the event, enough substantial food served during the event
   - if there are more than 30/40 people attending the event, an alcohol manager must be hired (i.e. with a licence granted form the Auckland council) – the cost is 35 dollars per hour
   - we cannot advertise alcohol
   - be aware that NZ government changed the rules last year, and now they will be stricter on checking
   - Strata café and Shadows bar have managers with licences – good for our events
   - We can hire a Goldie Wine manager (from the University), but we are not forced to serve Goldie Wines

3. Adoption of Previous Minutes (November 28th) – passed

4. Open Positions 2015
   a. Treasurer – Ankit Aggarwal (Matt will be available for support and advices)
   b. Sport officer - Mabingo
   c. Research Committee – 17th February - Camelle interested, send more info
   d. Ethics Committee – 4th march - Mohammed and Ankit interested, send more info
   e. Newsletter – maybe Andrea or Natalie

5. Mail Chimp and Openhost Costs
- Costs for the website domain; 2 options: 50 dollars per year / or 50 dollars per month
- Evaluate how many contacts/people/member we do have to manage: more than 4000 contacts in the mailing list
- The 50 dollars per month option is good because it can track the emails
- Campus life grant would cover this cost
- Matt will look into other alternatives for the next meeting
- Cancell the domain .co.nz, which is going to expire on march

6. Club expo – march 2\textsuperscript{nd} to 6\textsuperscript{th}
   Each of us will sign up for at least one hour, to be there attending the PGSA table; we will sign up through a sheet via email

7. PGSA Student panel – February 25\textsuperscript{th} 3-3.30pm, Lecture Theater, Lib B10
   Natalie, Collen

8. PGSA Arts Faculty representative – 24\textsuperscript{th} February 11am
   To attend the orientation day for the postgraduate student from the Faculty of Arts
   Chiara, Patrick

9. SPARK – email them the events program for advertisement

\textbf{Treasurer’s Report (Matt):}
- We have $ 1,148.15 in online account and $3.31 in Go account as of February 4\textsuperscript{th}, 2015.
  - Campus Life staff is still on holiday
  - It seems that the funda are approved, but we are still waiting for an upfdate
  - Campus Life will give us 7,500 dollars to cover events and expenses up to april 2015 ; on april the new funds will arrive

Events:
- Orientation event – February 27\textsuperscript{th}, 5 pm
  BBQ at Strata café, collaboration with the meet club; the paper work and the form should be done by next week; we will organize a participation sheet for the board, to help- out during the event
- Event planning 2015 – BRAINSTORM
  Throw ideas via EMAIL!
- Advertise the events committee, we are looking for new members/volunteers

\textbf{Feedback from Committee Meetings:}
\textit{A.} Board of Graduate Studies (BOGS) - (Colleen/Natalie)
\textit{B.} Doctoral Skills Programme (DSP) - (Christine/Will)
\textit{C.} Student Consultant - (Colleen/Will)
D. Doctoral Morning Tea (DMT) - (Chiara/Ankit)
E. Research Committee - (?)
F. UoA Ethics Committee – ( ?)
G. Library – (Patrick)

The policy is: there is a fine of 130 dollars, which covers the default costs
The student who lost the book is free to go to a local bookshop and get a quote, to bring to the library manager in order to evaluate the costs.

Other Items:
G. New Members - (Patrick)
H. Other affiliated PGSA’s
I. Communications (Facebook/Twitter/Newsletter) - (Lauren/Colleen/Matt)
K. New Matters Arising

Meeting Adjourned
10.20 am.