



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 from 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 2nd to 6th
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 25th 3-3.30pm, Lecture Theater, Lib B10
Natalie, Collen
8. PGSA Arts Faculty representative – 24th 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

Treasurer's Report (Matt):

- We have \$ 1,148.15 in online account and \$3.31 in Go account as of February 4th, 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 27th, 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

Feedback from Committee Meetings:

- A. *Board of Graduate Studies (BOGS) - (Colleen/Natalie)*
- B. *Doctoral Skills Programme (DSP) - (Christine/Will)*
- 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.