



A meeting of the  
**Postgraduate Students' Association**

Held in the  
Postgraduate lounge  
Level 4 Kate Edgar  
Information Commons  
On 20<sup>th</sup> February,  
2015, at 9:00am

## **1. Personnel Matters:**

**Chair of the Meeting:** Colleen McMilin

**Presents:** Colleen, Matt Proctor, Chiara Mannoni, Mohamed Alansari, Ankit Aggarwal, Mabingo Alfdaniels, Nigel Cleland, Natalie Germann, Administrator,

**Apologies:** Nigel Cleland, Andrea Edwards, Natalie Germann

**Absent:** Matt Oxner, Camelle Pink, Christine Liang, Eryn Kwon, William Schierding, Patrick Flamm

**Step Down:** Zarqa Shaheen, Lydia Wells, Lauren Hitchin, Andrea Edwards

**New members:** Amir ? (MHS), Jingjing Zhao (Arts)

## **Agenda Items**

1. Adoption of Previous Minutes (February 5th) – postponed to the next meeting
2. Review of an email from a postgrad student honors in Science  
He asked our support to get a space (desk and pc) in the lab. We agreed to give him the contacts of Caroline Delay; he should contact his faculty for getting the access card to the lab.
3. Mail Chimp  
Matt will find more information for next meeting, follow up. We can switch to it later and clean up our mailing list.
4. PGSA student panel: Wednesday 25<sup>th</sup> 3.00/3.30pm, Library L10  
Sign up now on the sheet: Jingjing, amir, Matt, Nigel.
5. Club expo – march 2<sup>nd</sup> to 6<sup>th</sup>  
Sign up now on the sheet, one hour each; we change the time attendance: 11.00/2.00pm
6. The administrator has the new t-shirt; Collen will email us, follow-up.
7. MOTIONS TO PASS
  - a) The board moves to confirm Colleen McMilin as the Chairperson of the PGSA –  
MOTION PASSED
  - b) The board moves to appoint Ankit Aggarwal as the Treasurer of the PGSA –  
MOTION PASSED

- c) The board moves to appoint Matthew Proctor as a temporary signatory on the bank account while it is being transitioned from the old to new ANZ profile, to be removed once the transfer of funds from the old to new account is complete –

MOTION PASSED

8. We agreed that we should improve the job with communication. Coleen will email to Charlene Delay to insert a box in the postgrad newsletter, in order to promote the events of this year and to invite new students to the events team. In the orientation events scheduled for next week we should promote the event people as well, and get new members. Jingjing is interested in taking care of the newsletter. We need a new COMMUNICATION REPRESENTATIVE.

#### **Treasurer's Report (Matt):**

- We have \$ 1,148.15 in online account and \$3.31 in Go account as of February 4<sup>th</sup>, 2015.
- The account is temporary blocked, so we cannot access it now.

#### **Events:**

- Orientation event – February 27<sup>th</sup>, 5 pm  
Paper work to vote on line in the next days: the event team will be away during this event, so the paper work is not yet finalized and we have to take care of the event. Especially take care of crowd management and queue at the entrance during the event. Students need to register to event-bridge for the event, so that we can count the numbers, get enough food and manage the crowd.  
Last year we had 300 participants; we spent about 1200 dollars: we are waiting for a quote from Strata café; we booked the BBQ from Campus Life.
- Event planning 2015  
After the meeting of the Executive Committee, Colleen presents to the board the events scheduled for next year. If we cannot manage to get more people in the event team, each of us will take care to organize/supervise one event (especially the event proposed!)

#### **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)*

**Other Items:**

*G. New Members - (Patrick)*

*H. Other affiliated PGSA's*

*I. Communications (Facebook/Twitter/Newsletter) - (Colleen/Matt)*

*K. New Matters Arising*

**Meeting Adjourned**

10.20 am.