



A meeting of the
Postgraduate Students' Association

Held in the
Postgraduate lounge
Level 4 Kate Edgar
Information Commons
On 6th March,
2015, at 9:00am

1. Personnel Matters:

Chair of the Meeting: Colleen McMilin

Presents: Colleen, Matt Proctor, Chiara Mannoni, Ankit Aggarwal, Administrator, Jingjing Zhao, William Schierding, Amir Rastar

Apologies: Nigel Cleland, Andrea Edwards, Natalie Germann, Matt Oxner, Camelle Pink, Christine Liang, Eryn Kwon, Patrick Flamm, Mohammed Alansari

Absent: Robin Becker

Agenda Items

1. Adoption of Previous Minutes (February 5th and 20th) – postponed to the next meeting
2. The HOCKEY CLUB wants to rent our speakers system; take it today and bring it back on Monday; prepare an invoice of 20 dollars. Ankitt will prepare a form with contact details and time of pick up/drop off to use all the times we land something to other clubs.
3. STRATA CAFFE: define rules and discounts for the postgraduate students (with the sticker); also ask about the access to the Lounge.
4. New WEBSITE officer: Amir Rastar..
Responsible for the website and Facebook. He will share some duties with the administrator, to upload info and events.
5. New NEWSLETTER officer: Jingjing Zhao.
6. New UoA Ethics Committee: Natalie German.
7. Priorities for the next month:
 - Colleen will go through the website to check for the black spots to delete.
 - Create a google group/ a platform to store and share all our documents. In the meanwhile the minutes of the meeting have to be send to Colleen and Matt.
 - Clean up the Mail Chimp.

Treasurer's Report (Matt):

- We have \$1,148.15 in online account and \$3.31 in Go account as of February 4th, 2015
- DEBIT CARD rules: check the attachment in the agenda.
 - The card is stored in the administrator office.
 - The treasure is responsible for the safety of the card.
 - He is responsible for all the payments; in case he cannot pay, the board will vote for a delegate.

- He will reimburse money only if the reimbursement form is submitted.
- Check the attachment for the other rules.
- Other BANKING options.
 - Change bank? Close the old ANZ bank account? Switch to ASB?
 - We should change bank in order to not to pay the fees anymore; to close the old ANZ account we need the old treasurer (Zarqa), who is not in New Zealand.
 - We should change also the debit card; in case we cannot close the ANZ bank account, at least we can shut down the card.
 - The names for the delegates on the bank account have to be changed every year after the AGM (April/May).
 - Matt recommend to switch to ASB bank, that is 10 dollars more every year but it is really easy to use.
 - Matt will check with the old ANZ officers and then we will have an electronic vote.

Events:

- Orientation event – February 27th, 5 pm.
Feedback: very smooth and nice; 200 attendants.
- Rangitoto excursion – 14th March
The budget is 1500 dollars; the board will vote electronically.
- Coffee policy for the events team:
It meet every 2 weeks; the budget for the coffee for the board is 5 dollars each person. The coffee for the events team will be approved if we have money on the budget; at the moment we are paying our coffees with the money left from each event, since we cannot apply for coffee grant to Campus Life or the Clubs Grant.
- Our administrator will meet Campus Life (MJ), to work on the building up of the application for next April grants deadline. Maybe the money for the coffes can be add on the voice 'hospitality'

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 - (VOTE ONLINE)*
- F. *UoA Ethics Committee – (Natalie)*
- 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

10.10 am.