



A meeting of the

Postgraduate Students' Association

Held in the
Postgraduate lounge
Level 4 Kate Edgar
Information Commons
On 24th July,
2015, at 9:00am

1. Personnel Matters:

Chair of the Meeting: Mohamed Alansari

Presents: Chiara, Wendy, Amir, Andrea, Jo Administrator, Dharani, Denver, Christine, Ankit, Jia, Eryn

Apologies: Lucia, Sam, Camelle, Mabingo, Piyush, Jingjing

Absent: Natalie, Will,

Step down: Kariappa

Agenda Items 9.13 am

1. Adoption of Previous Minutes
Second: Andrea
Approved
2. Vote new members
None
3. Voting on Epsom Quiz Night Event (Wendy/Mohamed)
 - 21st August 2015 – 800 dollars for the event
 - Second: Chiara, Christine
 - Approved
4. Finalizing this month newsletter (Jingjing)
 - Jingjing apologized.
 - Ask her about the template she is using for the newsletter, as it seems too plain.
 - Maybe go back to the previous template.
5. GTA Survey update (Amir/Andrea)
 - Mohamed will send us the GTA (graduate teaching assistant) survey via email; we will vote online.
6. Fundraising event (Wendy)
 - Organized together with AUSA: they will take and sell the half of the tickets and pay the half of the expenses for the catering.
 - Should be 31 July 2015: Nepalese event, fundraising after the earthquake.
 - 50 participants; 237 dollars is the budget we should put for the event.
 - We can take the 237 dollars from the budget for the Tamaki event, as it seems that nobody from Tamaki campus is keen to collaborate and organize an event there (check it).

- We will sell tickets for 10 dollars each (50 tickets/25 of which will go to AUSA), plus a number of 2-dollar ticket only for donation.
- The approval for this event has not arrived yet, as it was not planned. Jo recommend to go ahead and do it, as it is a fundraising event.

Treasurer's Report (Ankitt):

- We have \$ 300 in online account and \$ 1000 in Go account as of June 24th, 2015.
- We are asked to put our bills and receipts in order; should we pay someone to do that? Or pay for a Zero Account (like other clubs use to do)?

Events' Report (Wendy/Eryn)

Orientation event:

- 170 tickets sold, 90 people came to the event.
- Really good numbers, very good feedback.
- Survey online: not going very well, people don't answer!!

Writing Retreat

- Very good

Exposure (Andrea)

- 12/15 October 2015
- Should we buy a software for making videos?
- Andrea recommend ANIMOTO: it is about 30 dollars each month, 20 dollars for one year contract.
- We can try it for a month, then decide what to do next.
- We can cover the expenses with the marketing/promotion money we have available in our budget.
- Approved: for one month, we will register PGSA linking the video account to PGSA email, mainly for making videos for the exposure.
- Banner: we already have 2 banners, so we should use these money for other promotional things, such as t-shirts.
- Andrea will talk to the accounting people about the money they can contribute; Eryn will send the quotes for t-shirts to Andrea; we will vote online for the colors of the t-shirts.

Feedback from Committee Meetings:

- A. *Board of Graduate Studies (BOGS) - (Mohamed/Camelle)*
- B. *Doctoral Skills Programme (DSP) - (Christine/Piyush/Claudia)*
- C. *Student Consultative group - (Mohamed/Camelle/Eryn)*
- D. *Doctoral Morning Tea (DMT) - (Chiara/Camelle)*
- E. *Research Committee - (Mohamed)*
- F. *UoA Ethics Committee – (Natalie)*

- G. *Library – (Jingjing)*
- H. *Master’s Exit Survey – (Mohamed)*
- I. *Health and Safety Working group – (Amir)*

Other Items:

- G. *New Members*
- H. *Other affiliated PGSA’s*
- I. *Communications (Facebook/Twitter/Newsletter) - (Amir/Jingjing)*

Website: update the website with the forthcoming events; check the emails: link the emails to the related person/chair.

- K. *New Matters Arising*

Meeting Adjourned 10.13 am