



A meeting of the
Postgraduate Students' Association

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

1. Personnel Matters:

Chair of the Meeting: Mohammed

Presents: Eryn, Chiara, Christine, Andrea, Denver, Camelle, William, Jo, Dharani

Apologies: Mabingo, Natalie, Wendy, Amir, Ankit, Jia, Jingjing, Samin,

Absent: Lucia, Piyush

Agenda Items 9.09 am

1. Adoption of Previous Minutes
Second: Eryn
21 August - passed
2. Vote new members
None
3. Procedures for PA system hiring (Mohammed)
 - Check the attached document: agreement for hiring the PA system
 - The cost for hiring the system is 50 dollars PER DAY.
 - The executive members/board members will arrange the pick up from the pgsa office
 - Mohammed will take care of the paper work and will send the bank details by email to the applicants
4. Voting on Facebook advertisement (Mohamed)
 - Second: Camelle, Will
 - Approved. Andrea will share it on Facebook
5. PGSA invoice to Prof. Saville Kushner and Dr. Acacia Coshice (Andrea).
 - For the students' support and ad advertisement – it is about 100 \$
 - The Advertising day: 22 October, City Campus, Old Government House
6. Update on club grants, Nepalese fund raiser, and event planning (Jo).
 - Found rising event: matching 'dollar for dollar' – approved
 - New Market Campus event: it can be nearby the campus, in the same area, if not within the campus
 - 37.000 dollars grant: the credit (the leftover money of 2014) can be moved at the beginning of next year. Keep Jo/Campus Life informed of any change of program. Use the leftover money before asking for more money
7. Reminder: next DMT is in Epsom campus, 17th September, at 10am.

- Buses: 274, 277, 275 from City Campus
- Epsom campus pgsa will attend the event

Treasurer's Report (Ankit):

- We have \$ 9,199.38 in online account and \$ 510.55 in Go account as of September 4th, 2015.

Events' Report (Wendy/Eryn)

Salsa night event

- Friday 11th September, from 6 pm, Shadows

Yoga event

- Tonight at 5pm, 2 tickets left

Quiz Night at Epsom

- 21 August 5pm/8pm, Epsom
- 35 people signed
- International people, mixed teams

Writing retreat

- Forthcoming: Alison back??

New market event.

- the new market campus association will send the paper work soon

Speaker event

- 1st October: Spark speaker
- Location: Conference centre, behind Engineering?
- Stand by line for people without ticket??

Events proposed for October

- Hobbiton trip, Waitakere excursion, fishing trip, gold wine volunteering, end of the year event – mainly outdoor activities

Ask Ankit about the funding situation!!!

Update on the t-shirts: 300 dollars for the events t-shirts. Use the money for the banner, and put the expenses under the 'advertising' budget.

Feedback from Committee Meetings:

A. *Board of Graduate Studies (BOGS) - (Mohamed/Camelle)*

- Next week. GTA survey closed

- Teaching excellence award: someone should replace Mohamed as he will be at the exposure. It is on 12 October at 3.30pm
- B. *Doctoral Skills Programme (DSP) - (Christine/Piyush/Claudia)*
 - Put the doctoral skills programme on the newsletter?
 - Ideas for the Induction day format: ask for a 15-minutes space for the pgsa, as the lunch time is not enough to present the association and the students rights
- 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)*
- L. *Exposure – (Andrea)*
 - Deadline for applications – 19 September

Other Items:

- G. *New Members*
- H. *Other affiliated PGSA’s*
- I. *Communications (Facebook/Twitter/Newsletter) - (Amir/Jingjing)*
 - Newsletter: where is the newsletter of August??? Switch directly to the newsletter of September. Please send the newsletter within the month!!!
 - Mail Chimp statistics: 53% opening rate on the newsletter of July.
 - Don’t’ send to many emails on the mailing list per day!! As the most of them goes directly to the spam. Send reminders on Facebook and only if there are leftover tickets.
 - Come out with a guideline for the emails with reminders!
- K. *New Matters Arising*

Meeting Adjourned 10.05 am