

PGSA Board Meeting Agenda
April 29th, 2016 (9am)
Postgraduate Lounge
Chair of Meeting: Piyush Verma

Personnel Matters

Present: Piyush, Chris, Jane - voted, Jarayam - voted, Arezoo, Seren - voted, Severi - voted, Bhavna, Chenmu, Janet, Arwin, Pauls, Amir, Bhavna, Mohamed
Apologies: Eryn, Liam, Safal, Rachel, Pratik, Chiara, Jingjing
Absent: Andrea

Confirmation of previous minutes: Amir, Arezoo (second) - passed

Agenda Items: 9:04am

1. AGM report
 - went well - 100 showed up (excluding board members), quorum was met
 - Piyush/Eryn disappointed that many board members didn't show up, no apologies sent
 - It's okay not to make it for meetings, but apologies must be sent
 - Please refer to constitution regarding attendance, send apologies to **Chris**
 - AGM feedback:
 - Food appreciated/better than last year
 - No music (had to coordinate with Velocity), perhaps next year?

2. Board members stepping down:
 - Mohamed stepped down as President
 - Chiara as stepped down as Secretary
 - Eryn stepped down as Vice President
 - Ankit stepped down as Treasurer
 - Wendy stepped down as Events

3. New Executives and Committee Heads Confirmed for 2016:
 - Positions are open until this evening; open to competition
 - President: Eryn
 - Vice-President: Piyush
 - Secretary: Chris
 - Treasurer: Rachel
 - Communications Head: Amir
 - Events Head: Arwin

4. Board member role and registry clean-up
Committee representatives
 - There is a need for more volunteers to support the Communications team
 - Andrea, Amir, Jingjing, (and Jo admin) so far provide support, but need more
 - New member officer: **Bhavna**
 - Doctorate Skills Program Committee: **Pauls**
 - **Jane, Chenmu** have also volunteered

5. Club Grant application result

Hi PGSA, Thank you for your application. A total of \$25,100 has been approved for your annual plan. The funding (4 separate deposits) will be deposited into your account on file once the Annual Health Check has been completed and approved. Please send all event and spending reports and receipts for review within 4 weeks of each event.

- AHC required
- No longer required to do the mandatory audit, as of AGM we removed Incorporation status
 - We need to notify government agency that we have officially removed status
 - **Mohamed** to provide name of agency
- Events team to complete event reviews as they are finished to provide continual (financial) feedback to Campus Life
 - AHC may require this to be repeated separately at the end of the year

6. Affiliated association - FMHS-PGSA, EPS, UoAIS, TEU

- We need to form associations as part of a formal collaboration
 - We should create one document to send out to organisations
 - There will be an executive meeting to draft the document, which will be later sent to the Board
 - **Piyush** will send Arezoo an email re: FMHS-PGSA letter
 - **Arezoo** to send an invitation to formally collaborate
- TEU
 - 60-70% of academic staff are members
 - Membership is on a voluntary basis, not automatic
 - less than 10% of GTAs/GAs are members
 - There is desire to make affiliation official, either **Piyush** or **Eryn** to organise
 - Mohamed wants TEU to do something for us as well
 - students are required to pay into TEU for benefits/services - what's in it for us?
 - Workshop in May, hours will be included in GA/GTA hours - send **Piyush** email (need to be a TEU member)
- PGSA-Epson - Mohamed to check
- Faculty of Arts Student Association?
- Could open it up to any club - as long as there is student demand and they meet criteria (that PG students can participate/benefit in)
- We will develop an advertisement asking for organisations to provide an expression of interest

7. FB and advertising - PGSA business Affiliated association free advertisement without voting

- Tedious process of getting advertisements approved
 - Proposal: Anything internal (PGSA surveys, PGSA matters, University-related or affiliated groups) not to require a Board vote
 - For 3rd party advertisements, they need to be of benefit to PGSA members and they don't charge (are not profit-seeking).
 - Executive to decide if it benefits or not, executive to vet
 - Mohamed suggests to bring it to Board members but with a time limit of two days to vote/raise concerns, then it is brought up to Exec/President to decide

- if urgent, email Board **in big font and capital letters**
and declare it is urgent

- if introducing a new survey, etc. it needs to be voted by the board
- Librarian Learning Services Department require about 15-20 people
- advertisement calling for student volunteers on FB - **Motion carried**

The PGSA has been doing a lot of work with the Tertiary Education Union over the last year, in an effort to help out postgraduate students who also work at the university, and we thought we would let you know about some upcoming events for students working in TA and GTA roles.

The TEU are holding some special afternoon teas next week for students that are employed as Teaching Assistants and Graduate Teaching Assistants, where you can come along, have some food and share your experiences with other TAs and GTAs and some knowledgeable TEU members.

The dates are:

Monday 2nd May at 2pm at the **Tamaki campus** in the staff/postgraduate student lounge (where Cafe Europe used to be, building 733)

Thursday 4th May at 3pm at the **City campus** in iSpace (Level 4, Kate Edgar student commons)

We really recommend you head along if you are able to, as there are some big issues that we have been working on lately that have only come up because you guys have talked about them with TEU members!

If these days don't work for you but you would like to get in touch, Antonia Verstappen is the TA/GTA representative on the TEU working with us and you can email her on antonia.verstappen@auckland.ac.nz or for more information you can visit www.teu.ac.nz

We hope to see you at one of these great events next week!

8. 12wk article writing course and other staff benefits application to PhDs? (flu vaccine, eye exam etc)
 - sometimes considered staff, sometimes not (depends on contract/situation?)
 - for staff only? not students?
 - PhD students who are GTA not considered for benefits
 - Arezoo/Jane: both get vaccines provided, Jane has several contracts (all fixed part time contracts) Jane as officially a student
 - **MJ to clarify; she deals with health services.**
 - Writing Retreat: Could ask for person who does retreat to provide a talk
 - i. **Bhavna** covers writing Retreat
 - Bhavna email to **Piyush/Eryn** with information on who is organising Writing Retreat

Treasurer's Report: Rachel not present

- Janet does not have treasury information, **Janet** to contact Rachel for information
- We have \$..... in online account and \$..... in the Go account as of Today.

Events' Report:

- \$540 saved from Rangitoto - budget was \$1200, tickets \$1524, admin fee: \$160.32
- New Event forms for May
 - Waitakere Hike/Tramp - proposed on 21st of May (Saturday) -
 - Event form to be sent to board for vote (online) - **Arwin**
 - **Eryn/Piyush** will review and set up vote

Communications' Report (Amir/Jingjing/Andrea):

- Please give **Amir** timely info re: Newsletter!
- Last Friday was deadline; deadline: second meeting of the Board per month
- Please have events confirmed prior to info being sent to newsletter! (e.g.

Rangitoto)

- Please include Name/Date/Info; try to be as complete as possible
- There is a question of if it's worth it to send a newsletter with no relevant info
- If advertisement to be included, send prepared advertisement in word format
- all board members who are voted in need to provide information to Amir for website (photo, department, position, etc.); look at website for examples
- Perhaps events team can provide feedback from events in the newsletter?
 - a summary of the event, etc.

Feedback from Committee Meetings:

A. Board of Graduate Studies (BOGS) - (President/Vice-President) - first PGSA report made

- Eryn attended, not much relevant discussion
- doctor to master, master to doctoral degree switching was discussed
- Board happy with events organised by PGSA

B. Doctoral Skills Programme (DSP) - (Andrea/**Pauls**)

C. Student Consultative Group - (Mohamed/Eryn)

D. Doctoral Morning Tea (DMT) - (**Chenmu/Areezo**)

E. Research Committee - (**Severi**)

F. UoA Ethics Committee - (Safal)

G. Library - (Jingjing)

- Chris to send email re: Library committee (meets 3 times a year)
- Confirm if she's coming back and interested in remaining on Board/library committee

H. Exposure (Jo admin, **Areezo, Chenmu, Jane**)

Doctoral Induction Day - Andrea/**Severi**:

- Meets once a month, people inform doctoral students of information services they provide
- Andrea/Severi at computers to sign people up to PGSA

Other Items:

feedback on the doctoral oral defence centralisation required from the board members by next meeting

Members voted in:

Severi

Seren

Jayaram

Jane

Meeting Adjourned: 10:10am