

PGSA Board Meeting Minutes
May 27th, 2016 (9 am)
Postgraduate Lounge

Personnel Matters

Chair of Meeting: Piyush Verma

Member's Present: Chris, Arezoo, Jo, Severi, Liam, Amir, Arwin, Janet, Arezoo, Pauls, Andrea, Safal, Seren, Bhava, Chenmu, Jane

Apologies: Eryn, Jayaram,

Absent: Mohamed, Kerryanne (Secretary note: AWOL last six meetings), Pratik (Secretary note: AWOL +4 times, apologised once)

Remove William and Ankit from emails/etc.

Mohamed to stay on Board?

Documents will be standardized

General agenda Items: 9:03am

1. **Confirmation of the previous meetings** - Arezoo, Andrea second - passed

2. **Call for EOI from postgraduate student associations**
 - Form on website - on google
 - Expression of Interest: if some clubs want to collaborate with PGSA, we don't have a process for that → EOI form to be created for this purpose.
 - They will apply via EOI, form will be presented to Board to be voted on
 - Could be for funding collaboration, or event collaboration - this is to increase transparency
 - Might be redundant, adding more red tape, might dissuade groups from collaborating (more work!)
 - Instead of something long and convoluted, make the process of what we have already written down. Don't add more work!
 - Suggestion: make a call out to other student groups that we are interested in collaboration and we are asking these groups to send us their ideas.
 - Board agrees this is the direction we should go

Treasurer's Report:

\$1228.13 in online account, \$3462 in the Go account as of date.

Events' Report:

- Waitakere Report
 - Last Saturday, rain/shine. Successful
 - Special mention: Chris → handled 20 students on own (at the front)
 - Other guides were at the back with slower-paced students.
 - Complaints of stragglers (65+ year old, pregnant person), holding pace back, was late with bus driver.

- We should go as the slowest person, no one left behind.
 - Supposed to be a social event.
- Orientation 2
 - 15th July
 - “Pub Night” - at Shadows Bar - Liam is lead
 - Want more casual environment, pool table, music, etc.
 - **Need to ask Strata first**, they get first refusal - important rule we have to follow.
 - **Need to follow with a letter, get a response in letter.**
 - Ask about what you want for event.
 - CC Jo with this email
 - **Get this sorted before advertising.**
 - In general, CCing Jo is a good thing
- Writing Retreat
 - Bhavna - 27 students attended
 - 50 tickets sold
 - Environment was okay
 - Shut up and write, not to use computers here - people are supposed to bring their own devices.
 - Students are allowed to use computers (until 10pm), but they should be informed that they would no longer be participating in the event.
 - Mature lady helped herself to a cup of coffee, not participating in event.
 - It’s a welcoming event. If people bring friends that are not PG students, it should be permissible.
 - If it’s one or two people, that should be okay, unless it’s a significant group of people taking advantage of event.
 - Ambience not good “like a candle-light dinner” -- too dim (this was done in Strata section)
 - **Perhaps do the event next time in the PGSA lounge? Or perhaps iSpace?**
 - Event was late being sent to Amir.
 - Arwin: Waitakere events planning held events committee back
 - Jo: Kudos to Arwin for organizing events committee, doing great job, but Writing Retreat should be organised months in advance.
- Yoga Retreat is next - Pauls to organize - at the Loft - just double check dates, negotiate prices. - **24th of June**
- Board members should be attending these events if possible.
 - Don’t want board members thinking that this is something they can just participate like a regular PGSA member.
 - Board members participating in events should be also assisting/volunteering with event. Should not be seen as a “free ride”.

Communications’ Report:

- Advertisement form created
 - Need to standardize to assist Communications team
 - Doesn’t mean it’s automatically approved by Board → but to be presented.
 - Communications gets plenty of advertisements in multiple configurations... hard on the team.
 - Have advertisers directed to form for the sake of making advertisements standardized, easier on Communications team.
- Website to be redone
 - Jo to help facilitate.
 - Central repository for all forms, etc.

- Possibly moving data to Jo's google account, and use google groups for website.
 - This will happen in the short term, soonish?
 - Will have differing layers of access based on membership status.
- Will migrate website to campus university website.
- In distant future, looking at automatically registering students into PGSA, having intelligent cards recognizing status, can swipe door/Strata and not need the PGSA sticker.
- Mailchimp migration, onto the University system (Sympa) - easier for Jo.
- Advertisements:
 - Kaipaitiki Environmental Centre
 - Ad request received from Eryn
 - Community planting days, etc.
 - Asking for volunteers; training program with workshops
 - Send to Jo, she will distribute to volunteer lists in University
 - Send to Board, **we will vote online**
 - Evaluative Research -- **approved**
 - Education and Social Work
 - Research course, part of University
- Today is deadline for website - **send bio information to Amir**

Feedback from Committee Meetings:

A. Board of Graduate Studies (BOGS) - (Eryn / Piyush)

- Asking about Writing Retreat details
- Suggesting speakers for 15 minutes at start.

B. Doctoral Skills Programme- (Andrea / Pauls)

- Concerned about attendance (about 10 people per session)
- Trying to reach out to supervisors and academic managers of different departments (many don't know about it).
- Doctoral Employability Program
 - Will map up their four years, provide steps to do in order to be employable.
 - Internships, Exposure, Conferences, etc.
 - Helps give them an idea of what they may want to do, make them 'employable'.
- Concerns about leaving behind 3 and 4 year students (plenty of services for 1-2 year).
- Programs to assist with article writing.
 - Concern regarding adequate resources.
 - Not every faculty/department works towards this, has adequate programs for students (in house training, etc.).
- Epsom - moving campuses, etc.

C. Doctoral Induction Day - (Andrea / Severi)

- Went well.
- Many people signing up.
- Doctoral Morning Tea sign ups/interest developed.

D. Student Consultative Group - (Mohamed / Eryn)

- Next meeting.

E. Doctoral Morning Tea - (Arezoo / Chenmu)

- Well attended.

F. Research Committee – (Severi)

- NZ health research strategy discussion document
- RC meeting
 - Two main things
 - Different research centres
 - Feedback, shortcomings regarding institutes, etc.
 - Concerning the Summer Research Scholarships:
 - Some issues with international students, getting supervisors, attracting them, etc.
 - Work in closer contact with international centre, to target partners to get more students.
- Happens in July, new health research strategy (was sent in email)
 - Should run through PGSA members to comment on document (Ministry document).
 - University will have plenty of input on matter (60% of overall research).
 - Need to have student input. Will be sent through Research Committee.
 - Individually, we can also potentially submit input.
 - Need to go through document pretty carefully in order to provide input.
 - Document should be sent out to PGSA students give them a possibility of input. Gather information, submit on their behalf?
 - Survey monkey to gather comments, host a meeting with interested students. Collate input and make a formal submission on behalf of students.
 - Input gathered virtually, but also have input via “focus group”
 - Should be sent to all PG students, not just.
 - **Seren, Arezoo as volunteers for meeting.**
 - **Date to be decided soon among those to attend.**
 - Email should be separate from PGSA newsletter so it doesn't get buried.

G. Ethics Committee – (Safal)

- Nothing

H. Library – (Jingjing)

- N/A

I. Exposure - (Arezoo/Chenmu/Jane/Jo)

- Next week to meet, will decide on plenty of things.
- Arezoo has been elected Chair for Exposure. (Yay!)

Other Items:

- Severi wants to know about possible reimbursement for all the documents that need to be printed for meetings.

Meeting Adjourned at am: 10:14am

**In Chair
PGSA**