PGSA Board Meeting Minutes
Jul 22nd, 2016 (9 am)
Postgraduate Lounge

Personnel Matters - start 9:07am

Chair of Meeting: Piyush Verma

Member’s Present: Piyush, Chris, Safal, Andrea, Arezoo, Jo, Severi, Pauls, Jingjing, Arwin, Janet, Bhavna, Liam, Amir
Apologies: Eryn,
Absent: Chenmu, Seren

General agenda Items:

1. Confirmation of the previous meeting minute: Pauls - Safal (second)

2. PReSS account survey discussion
   - $500 taken for ‘building fees’ from Engineering - against regulation
   - 1200 cap for conference
   - Building fee should not be from PReSS account (already taken from student levy)
     i. Bad precedent, may have other departments do the same
   - Do survey 1) Regarding caps for conferences ($1200 cap - whether it should be there or not) - cap is there because not every faculty is getting the same amount money - equity issue
   - Can do anything with PReSS account money if supervisor agrees (can’t buy books with account)
   - People were using PReSS account for plenty of things not overseen by supervisors.
   - Jo suggests investigating regulations regarding PReSS account to clarify (Eryn and Piyush, check regulations, across all faculties to see of any differences - any additional charges).
     i. Any specific regulations on PReSS account
   - To Do: Draft survey (Eryn, Piyush) for Board to vote on
   - NO funding for Masters students regarding research/conferences - who do you go to to talk about that? Etc. Whoever is on your side.

3. PGSA printing credit follow up - any update from Jo?
   - No update; Jo is too busy at the moment (orientation, club expo happened, etc.)

4. PGSA office (iSpace) new sign and cabinet keys - Thank you Jo
   - Woo Hoo! Thanks Jo!
   - Chris has taken cabinet keys (Eryn not present to take from Jo)

5. Board meeting time discussion: The new meeting time poll has been completed, Chris, Bhavna and Safal cannot make it to the 2:30 pm Friday.
   - 2:30pm Friday was most popular vote, but Exec wants Chris present
   - Time is still officially 9am on Friday.

Treasurer’s Report:
• PGSA income account: $180.00
• UoA Club grant account: $3500.00
• Still waiting on Annual Account Check
• Waiting on Eryn to make appointment to get signatures changed from Mohamed/Rachel to current leadership.
  □ Don’t need letter from Rachel

**Events’ Report:**

- Orientation 2 report - Kudos to Arwin and events team on well-organised run.
  - Arwin: Thanks to Board and events committee for executing an excellent event - everyone had fun.
  - #150 tickets sold
  - Feedback pending
  - During night, people had a great time, loved the platters, wanted more events like that. Loved Karaoke. Wanted more opportunities to relax and socialize.
    - Karaoke was very cosmopolitan/entertaining
  - Liam was event leader, kudos to her

- WR - July 28, 2016
  - Dyllan not giving out invoice, need to chase him a lot to get it.
  - Don’t receive email replies, any reply from him.
    - Need to CC Jo for each email sent.
  - No invoice, no payment from PGSA - simple as that - Jo
  - Arwin thanks Jo for sorting out PGSA lounge lock situation.

- Yoga - Yoga this evening

**PGSA merchandise proposal**

- Can we use funds from last year for this year? - Wasn’t used last year
- This year, budget is constrained
- Jo: Can still use money you have in the bank, just make sure Jo is aware of any changes to how budget is used.
  - _Can combine last year’s budget with this year_

**Communications’ Report:**

Send by Friday next week for newsletter

- PGSA website contents help request report
  - Committee representatives to provide a blurb and/or link
    - If you click your name, a blurb would come up if you have provided info
  - Individual members to contribute towards the ‘forum’
  - Maybe have a survey on what format students would like to use (hold for now as we have another survey up/pending)
    - Talk to colleagues for now to get a better idea of what preferences are.

- PGSA website:
  - Bandwidth increased from 6 gigabytes to 8 gigabytes
  - Four or five trojan viruses found in 2015 backup
  - Going to hold off some website updates
  - Forum on hold, might not have enough bandwidth (might have to buy more)

- Advertisement requests -
○ Module - seeking student input from all faculties
○ Gift voucher to be provided
○ Part of Doctoral skills: Andrea
○ Board in agreement
● PGSA data consolidation update -

Feedback from Committee Meetings:

A. Board of Graduate Studies (BOGS) - (Eryn / Piyush)
● Electronic meeting was held, meeting minutes received
● Not much excitement
● One more scholarship for... cancer research

B. Doctoral Skills Programme- (Andrea / Pauls)
● Meeting this Monday

C. Doctoral Induction Day - (Andrea / Severi)
● Going well, winding down to one a month (doesn’t pick up until later this year)
● On form when you select PhD/Masters, but nothing for Med students (under FMHS)
● Added MD as ‘degree type’

D. Student Consultative Group - (Eryn / Piyush)
● Meeting held on the 18th July
● Levy consultation has finished, discussed in meeting
● Feedback due by August 15
● Increasing fees by 2% - 65 people will lose jobs at this rate
● Reduce fees by 4%, lose 169 jobs
● Job loss even with increasing fees due to government cuts to education
● If we want to increase international ranking, fees have to increase

E. Doctoral Morning Tea - (Arezoo / Chenmu)
● Was on Wednesday this week with Dean of Graduate Studies
  ○ Severi was present (but not representing PGSA)
  ○ Jo encourages all doctoral students to attend, regardless of membership with PGSA
● Next one: Dr. Tia Dowes, August 18
  ○ Highly encouraged to attend

F. Research Committee – (Severi)
● Each faculty working on research themes
● Other universities as benchmark (mostly Australian)
● Work in progress, will have research strategy within six months or so
● PGSA will be instrumental

G. Ethics Committee – (Safal)
● Meeting next week, nothing to report

H. Library – (Jingjing)
● Meeting last Tuesday
● Not much to report
● Open access: Library encourages students to use - means of academic publication
  ○ In Europe, legislated on academia
○ Research material available to be accessed - open to the public
○ When you submit work to a journal, copyright may go to author or journal
○ Jo: For more info, go to library website (Jingjing: it was talked about, not on paper)
○ Need to pay to put content on open source
● Talus - reading list for course work students, introduced last year
● Want to keep using it
● To generate reading list online, for course work
● RefWorks - will keep using? Bhavna said it will be discontinued
● EndNotes - will keep using
● Mendali/Votaro? - can be used for referencing

I. Exposure - (Arezoo/Chenmu/Jane/Jo)
● Going well
● Committee member participants shrinking every time
● Have 5-6 people on, but attendance is lacklustre
● Doodle poll for meeting was done for best time (4-5pm), but even then it was hard to keep attendance
● Ought to have 12-15 people, otherwise very hard.
● Send an email
● Mohamed will actively volunteer people from his circle
● Has to be run in conjunction with PGSA and SGS
● Next Friday 2-3pm is next meeting

Other Items:
● 8,000 PG students? Maybe 15,000? Yet membership is around 2,000 people, so there is a huge gap
● Maybe not that we’re reaching students per se, but that they are not interested.
● Ongoing challenge...

Meeting Adjourned at 10:09am

To be APPROVED

Piyush Verma
In Chair
PGSA