PGSA Board Meeting Minutes
August 05\textsuperscript{th}, 2016 (9 am)
Postgraduate Lounge

Personnel Matters - 9:09 start am

Chair of Meeting: Piyush Verma

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

General agenda Items:

1. Confirmation of the previous meeting minute: Arwin, Amir (second)

2. PReSS account survey follow up - in progress
   - Sent email to post grads to get specific regulations; updates pending

3. PGSA printing credit follow up - any update from Jo?
   - Still following up (Jo)

4. Clubs Award - apply or join the organizers?
   - Help organize with AUSA or participate?
   - If we’re organizing, we shouldn’t take part in the award. Would be crass otherwise. (Jo)
   - Piyush: let’s apply for an award. But PGSA is different than other clubs, maybe we should help organize
   - To happen at end of October. Formal function.
   - Entails helping with organizing event with AUSA itself. We can apply to help with AUSA, AUSA has yet to agree.
   - **So, as a Board, we will declare our interest in participating with AUSA**

5. PGSA data consolidation paid work - the proposal is to pay a small fee for a volunteer to manage and consolidate all PGSA previous data into a well structured folders. This work will take long hours, so seeking to compensate for the work.
   - We have plenty of data/emails/etc.
     - Disorganised
     - Perhaps provide some funds to help manage our data (over the course of a day or so).
     - OrcSync - can put all our data there
       - Long term goal: All PGSA members will put their data there
       - Plenty of things we can do with OrcSync in the future
         - Putting data on google drives, etc. might be a bit redundant in the long term if we’re going to put all our data there eventually (Jo).
       - All clubs will be on OrcSync, supposedly easier to transfer between executives.
     - Amir wants to maintain an external website (likes WordPress)
• Jo reminds Amir that perhaps the next Comms person will not have the same skill set as Amir, may not be able to manage the old website
  ● In that case, don’t necessarily need to transfer to google (Amir).
  ● Potential frustration: plenty of students register for PGSA via their personal accounts and not university accounts, OrcSync requires student data.
  ● Piyush: likes having an external website, first point of contact for students

**Treasurer’s Report:**

- PGSA online account: $3150.00
- UoA Club grant account: $380.00
  ○ Janet: Clarify with Jo regarding accounts - send email with particulars; send to Executive as well (Piyush, Eryn, Chris)
- PA system income: $100
- Strata Invoices came in: Didn’t get discount on weekly meetings (20%) Follow up (Janet to send to Jo):
- Still waiting on Annual Account Check, communications ongoing.
- Waiting on Eryn to make appointment to get signatures changed from Mohamed/Rachel to current leadership - this Friday :)

**Events’ Report:**

- WR
  ○ Happened last week
  ○ Miscommunication between strata and PGSA - food portions were insufficient
  ○ Waived charges last time
  ○ Want to complete our Contract with Strata, but reevaluate for next year.
  ○ Plenty of retail changes in the Quad, potential rumor Strata may move next year.
- Yoga
  ○ Good feedback, food was really good (New Chef, some didn’t like him? Only one person? Should get numbers on feedback - to prevent loud voices from dominating)
  ○ Next Yoga to happen on the 2nd of September - Should add to Newsletter
  ○ August/September will be quieter
  ○ Can get people to register for events on OrcSync portal - can get feedback through website as well. Can get people to swipe into an event using software, or in and out of meetings.
    ■ Can measure how many hours spent volunteering, give credits - in the US it goes on transcripts
- Tongariro
  ○ Talk with Tramping Club for experience, Rock/Alpine Group for safety etc. - what is their criteria to use when they invite people so they don't offend people
    ■ Supplies from clubs (talkie, GPS)
    ■ Send Jo email re: - done
  ○ Pre meeting safety prior to trip
  ○ Safety legislation: PCBU
    ■ Monday 8 august 12-1:30pm, lunch, Under Shadows 312-98 - someone who is participating to go
  ○ Drivers: Arezoo, Chris, Amir?
Vote for event to proceed - motion carried.

• PGSA merchandise proposal
  ○ Colour: Blue or Black for T-shirts (this for Board members)
  ○ Vote for Black t-shirt - motion carried

Communications’ Report:

• PGSA website update
  ○ WordPress
  ○ Firewall in place
    ■ Someone blocked (tried to log in 7+ times, from the Ukraine)
  ○ Forum in place - available for use if desired
    ■ Let’s examine features of OrcSync before moving forward on that
• Advertisement requests
  ○ GANZA FPC - please see the application form
  ○ MBA Beverage project (beer) - student project
    ■ Advertised student projects before
    ■ Event is happening tomorrow
    ■ Advertising research.
    ■ Different reaction to alcohol based on race: research tied to that
      ■ Vote to approve ad - motion carried.
  ○ Gothic afterlife - at AUT in January 2017 Conference
    ■ Vote to approve ad - motion carried.
• PGSA data consolidation update

Feedback from Committee Meetings:

A. Board of Graduate Studies (BOGS) - (Eryn / Piyush)
  • No meeting

B. Doctoral Skills Programme- (Andrea / Pauls)
  • Meeting last Monday
  • 97% efficiency (teaching)
  • Trying to find new avenues to reach students
    ○ Virtual classes?
    ○ DSP hub update online - possible
  • 27 induction dates: working on that
  • Not a lot of writing retreats for Science; writing for publication
    ○ Don’t have resources, faculties don’t either
    ○ Don’t limit it just to publication, allow for other types
  • Subtle changes: section on wellness for incoming students, telling them about support groups, etc.
    ○ Plenty of wellness issues - best to get it as it starts rather than later when it becomes a problem

C. Doctoral Induction Day - (Andrea / Severi)

D. Student Consultative Group - (Eryn / Piyush)
  • Need Board feedback to relay to SCG on levy/fees increase
    ○ Deliverables if fees/levy are increased?
    ○ Where does PGSA stand?
    ○ AUSA meeting - currently scheduling for an agreeable date
● Presentation really biased (Amir)
● Fee increase for international ranking, etc. (research, citation, etc.)
  ○ But presentation did not highlight other issues
● AUSA to finish report, will co-author (PGSA/AUSA)
● Exec Meeting on the 15th of August with AUSA

E. Doctoral Morning Tea - (Arezoo / Chenmu)
● No meeting, on the 18th of August at 10am at iSpace (Career Development)

F. Research Committee – (Severi)
● No meeting, next meeting

G. Ethics Committee – (Safal)
● No meeting

H. Library – (Jingjing)
● Not present - no meeting?

I. Exposure - (Arezoo/Chenmu/Jane/Jo)
● Meeting last week
● A few people expressed interest with Exposure (via Board)
● Everything going well

Other Items:
● Membership boost is still an ongoing challenge
  ○ Piyush/Eryn welcomes suggestions - send email!
● Mohammed, winner of last years 3MT
  ○ Encouraging people to participate - 15th september 5-6pm OGB5 - look to website for details.

Meeting Adjourned at 10:07am

To be APPROVED

Piyush Verma
In Chair
PGSA