PGSA Board Meeting Minutes
September 2nd, 2016 (9 am)
Postgraduate Lounge

Personnel Matters

Chair of Meeting: Eryn Kwon

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

General agenda Items: 9:10

1. Confirmation of the previous meetings - Safal - Amir (second)

2. PGSA Lounge’s opening hours sign (Arwin)
   - So people don’t get denied access during evenings.
   - Cleaning crew needs to know we have the right to access area until 10pm
   - Perhaps print from our account
   - Lead: Bhavna
     i. Print sign, with hours of lounge, PGSA label
     ii. High quality logo (if you can find it)
     iii. The t-shirt merchants (Arwin should know) should have access to logo

3. PGSA lounge ceiling - leaking
   - Gemma to be consulted re: leak - nothing may happen until Jo returns

4. FMHS-PGSA: Summer scholarship regulation change
   - They have noticed regulation has changed re: scholarship
   - Designed for undergrads, to give them exposure to research
   - $5500 over the summer, highly competitive
   - High caliber students get it frequently, complaints towards this
   - Regulations changed so that students can only get it once
   - FMHS-PGSA wants us to be on board, make submission against regulation
   - Grafton does not have externships available, often opportunity for experience is just from scholarship
     i. Perhaps provide funding for internships for Grafton students
   - Vote on petitioning to change regulation back to original - motion did not pass
   - Vote on abstaining on petitioning new regulation - motion passed

5. EPS ice cream event
   - Engineering Postgraduate Society
   - Eryn to reach out to EPS - motion approved

6. 3 minute thesis
   - NICAI won
   - (Event concluded)

7. IRD letter
   - Need assistance with in (Eryn to see)
   - Re: Tax return
     i. Incorporation status still applicable?
Treasurer’s Report:
$2,315 cash
- AHC - all documents in, budget approved. Actual payment date?
- Julia on leave (Club Society Manager)
- Pauline now in her position, trying to track changes, to facilitate flow of funding.
- Eryn will be applying at end of year for funding for next year - if you apply before December (before summer break), funding should be available by March

Events’ Report:
- Yoga
  - Today - not sold out (might be due to break)
  - At 5pm at the Loft
  - Typo on ad (two different dates)
- Writer’s Retreat
  - Bhavna: Last WR was terrible due to food problems
  - We have funds for two WR, but just one scheduled
  - Problem is related to lighting at venue
  - Eryn: Strata problem can be resolved - we can find a more appropriate venue - we’d just have to move the food ourselves, not Strata staff.
  - Perhaps extend hours from 2 to 3 (2 too short).
  - Allison, Ian - good speakers
- Maree - Social sci/Psychology writing retreat room booking
  - If this is PGSA-affiliated, we need to know details regarding event, guest speakers
    - If Maree wants us to help with room booking, we’d need to be more involved - they have funding, but perhaps PGSA board members could assist

Communications’ Report:
- Deepika - Masters thesis advertisement
  - Has ethics approval
  - Needs recruiting from Masters students
    - Advertisement - motion passed
- NZ Social statistics network advertisement
  - Short course in Wellington - introducing students to statistics, etc.
    - Advertisement and ask for more details, (costs, location, etc.) - motion passed
- AUSA poll advertisement request
  - Recruit taught masters/PGs
  - Re: Course evaluation
- NZ’r of the year award advertisement
  - Only applicable to NZ residents and citizens
    - FB advertisement - motion passed
• Cervical screening - PG project
  ○ Ask if ethics committee has approved for advertisements - Amir
• Include all research advertisements to newsletter - motion passed
• Include ethics approval comment box in advertising form
• Researchers need to know they are liable re: ethics and advertising

Feedback from Committee Meetings:

A. Board of Graduate Studies (BOGS) - (Eryn / Piyush)
  • Doctoral mobility group - Amir volunteered
  ○ Wednesday meeting
  ○ Planning what to do in future
  ○ Mapping phase
    ■ Receive opinions from students POV
    ■ Whether they have gone overseas
    ■ If students have applied for travel grants, funding, etc.
    ■ September 16th due
    ■ Outbound students (NZ to overseas)
    ■ Inbound students (Overseas to NZ)
  ○ APX travel agency - if you don’t go through this insurance agency, you don’t get covered for travel insurance (uni-affiliated)
    ■ Can be more expensive than other services
    ■ Students forced to take up insurance
    ■ Monopoly; questions regarding poor service; have to use PReSS account to fund for this insurance
  ○ Amir to send poll regarding student views
• Press Account survey - will wait until Amir finishes above survey until sending out PReSS account survey
  ○ Cookies to entice students to participate

B. Doctoral Skills Programme - (Andrea / Pauls)
  • Next meeting in October
  • Advertisement in Newsletter for this Month’s event

C. Doctoral Induction Day - (Andrea / Severi)
  • Nothing new

D. Student Consultative Group - (Eryn)
  • Nothing new
  • AUSA raised point regarding raising fees - VC won’t tell us what raised funds will be used for
  • Will be taken to council board

E. Doctoral Morning Tea - (Arezoo / Chenmu)
  • Well attended
  • Feedback wanted from PhD students

F. Research Committee – (Severi)
● Discussion required
  ○ Sent out last evening
  ○ Meeting on 20th of September
  ○ Advised to discuss soon
    ■ Perhaps have a special meeting to discuss document
  ○ Board members urged to read document and comment
    ■ Send Severi email re: comments

G. Ethics Committee – (Safal)
  ● Nothing new

H. Library – (Jingjing/Man)
  ● Need new representative for next year:
    ○ One more meeting for this year, can attend with Jingjing
    ■ Man to volunteer

I. Exposure - (Arezoo/Chenmu/Jane/Jo)
  ● Exposure is on. Dates, volunteers needed
  ● Advertisement
    ○ Can have physical posters up
    ○ Request from Eryn for board members to follow Arezoo and put up posters
  ● Postdoc wants to participate
    ○ Arezoo will respond

Other Items:
  ● Handover documents and personnel
    ○ If you have a position and don’t plan on carrying on next year, please write a handover document - offer writing as to what role entails, advice/tips/comments regarding role and responsibilities to help smooth over transition.

Meeting Adjourned at am: 10:20pm

Eryn Kwon
In Chair
PGSA