

**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