

**PGSA Board Meeting Minutes
September 30th, 2016 (9 am)
Postgraduate Lounge**

Personnel Matters -

Chair of Meeting: Chris Owens

Member's Present: Amir, Jane, Arezoo, Bhavna, Janet, Arwin, Severi, Chenmu, Zhu

Apologies: Eryn, Piyush, Safal, Liam, Pauls, Andrea, Man

Absent: Jingjing

General agenda Items: 9:07am

1. Confirmation of the previous meeting minute: Arezoo - Severi (second)
2. PGSA Lounge's opening hours sign update
 - PGSA Lounge/Strata area is leased every year
 - By contract, it is agreed that hours will be Mon-Fri until 10pm
 - Not open during weekend because Strata isn't open
 - Not open because Strata afraid of potential vandalism
 - Need to renegotiate hours when contract is due for renegotiation
 - We don't know when this is due, Jo might know
 - WR: Janitor tried to block organizers (locking front door)
 - Sign to include blurb about ppl sending pgsa email if doors locked after 7pm
 - Bhavna to write report re: Janitor
 - Survey send out for PGSA members re: survey - basis for argument during negotiations
3. EPS Affiliation Update
 - Exec meeting 29/9
 - EPS would like PGSA to send emails targeted to Engineering students (rather than spamming the whole newsletter list)
 - Amir doesn't have access to faculty-specific lists, will need to consult with Jo when she returns
 - EPS in similar situation: will need to consult with staff liaison in order to get list
 - Emails would pertain to EPS specific events/news items
 - EPS has agreed to take on more administrative roles in principle (e.g. in assisting with Exposure
 - (EPS not focused just on social events, but also on workshops, etc.)
 - Two EPS representatives to attend Board meetings
4. IRD letter
 - Currently, obligated to pay taxes
 - Eryn has tried repeatedly to contact IR, unsuccessful
 - Call out for those with experience with dealing with IR, or those free for a day
 - Need to either call to make appointment: 0800 775 247

- Locations: Avondale, New Lynn, Manuwera, Papakura, Pukekohe, Takapuna
- Need to make case that we are a non-profit (shouldn't pay tax)
- Amir to take lead

5. IET Funding Proposal Discussion

- IET does 'TED talks' type of programming, specifically focused on engineering/tech students
 - Doesn't receive enough exposure on talks
- IET is trying to give us money in exchange for some support of its organization
 - In exchange, wants at least one IET-exclusive event (IET will provide assistance)
- Vote last week invalid
- IET wants exposure and thus wants to give us money, current document is not definitive, not binding - don't need to have logo on it
 - If board is unsatisfied with document, we can change the wording
- Set up separate meeting to discuss proposal

6. TEU Strike

- TEU held a 1h strike last week
- Background:
 - Every year, Vice Chancellor tries to raise student fees
 - Last year, TEU was told by VC to wait until budget was decided in October 2015 before making a pay raise request, and then in October said that the TEU members would not be getting a raise because the budget was already set
 - Request for raise for professional staff (TEU and non-TEU members)
 - This year, TEU did not wait until October, asked and was refused by VC
 - In response, TEU decided to hold a 1h strike - symbolic, wanted to reduce disruption
 - In retaliation, VC threatened to subtract 1h from TEU members wages, even those who were overseas
 - VC accused TEU of being in breach of agreement
 - Only way to get wages returned would be to contact VC and declare that TEU member was not involved in labour action (is he keeping a list?)
 - VC decided to withdraw this position
 - VC wants to get rid of TEU
 - Student population not in loop - VC not addressing students
- Discussion?
- One former FMHS-PGSA member suggested a proposal to have PGSA send letter of support for the TEU in negotiations.
 - To have VC attend negotiations in good faith`
- TEU Media release soon
- Arwin: Remain neutral
- Board agrees to remain neutral

7. Call for Candidates to fill Officer Positions

- Please express your interest in officer roles for the next academic year
 - Send Chris email re: expression of interest
- E.g. President, Vice President, Events Head, Secretary, Treasurer, Communications

- **Board members are encouraged to express interest;**
 - **okay to have multiple people applying for the same position - will be brought to a vote at a later meeting - voted/confirmed at AGM).**

Treasurer's Report:

- PGSA cash: \$26,444
- PGSA income: \$1313
- University bounced our Annual Health Check - again (!)
 - Stated files as incomplete
 - They sent us an incomplete email informing us about our incomplete submission
- Money has been obtained, however

Events' Report:

- **Writer's Retreat**
 - People didn't want to leave, continued to write
 - Bhavna had to bounce them out
 - Bhavna also had to request students who were present there before the event to leave.
 - iSpace is good space, but seating isn't ideal, had to borrow 8 tables from Strata
 - Food was good
 - A bit noisy at first
 - Sunny, blinds were closed because it was hot
 - Sandy talk was about 20 min (with Q&A)
 - iPad wasn't available initially, had to use Chris' laptop
 - Need at least two people
 - Pauls, Eryn, William were there to help at end (Thanks)
 - For next year: book room well in advance (similar to Yoga)
 - Need to review contract, renegotiate (re: Strata)
 - As per Strata
 - Cap food at 30 people
 - More frequent
- **Yoga**
 - Today in evening
 - Pauls organizing
- **End of Year Costume Party**
 - Proposal will be brought to events committee
 - Theme is "Battle of the Decades"
 - Everyone encouraged to participate, dress up
 - October 21st, Friday
- **Tongariro - Chris**
 - Need for back-up drivers (Amir, Arezoo, Chris)
 - Please email Chris if interested in being a back-up/reserve guide/driver
 - Need 'reserve' guides - Chris and Liam may not be able to attend due to work commitments
- **Events Signage - Chris**
 - Request to have event-specific sign for regular events
 - E.g. Writer's Retreat
 - Put in budget for sign - pedestal
 - Chris to take lead

- Need to share events calendar with other PGSA-affiliated groups (e.g. Epsom, FMHS-PGSA, EPS, etc.)
 - Overlap on 29/9 with three different PG student-run groups
 - **Send calendar to Jane**

Communications' Report:

- Please send Amir newsletter items (events, etc.) for Today
- Amir can take news items from other PGSA-affiliated groups as well

Feedback from Committee Meetings:

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

- none

B. Doctoral Skills Programme- (Andrea / Pauls)

- none

C. Doctoral Induction Day - (Andrea / Severi)

- **Good turn out last time**
- **Good sign ups to PGSA (10)**

D. Student Consultative Group - (Eryn / Piyush)

- none

E. Doctoral Morning Tea - (Arezoo / Chenmu)

- **Not this week**

F. Research Committee – (Severi)

- Four campus meetings
- Work in progress
- **Can give feedback until 4th of October if interested**
- Issue: endeavour fund
 - Domestic
 - Big application through University
 - We didn't do well, they were expecting a bigger outcome

G. Ethics Committee – (Safal)

- **nothing**

H. Library – (Jingjing)

- **Vote for Representative (Man)**
- **Quorum not met: Online vote**

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

- **Not enough money for catering**
 - **Not enough money for Morning or Afternoon tea**

- *Eryn and Piyush to see about money*
- **Need administrative help (e.g. Jo) for event**
- **Not enough information given to Chair**
 - **Charlene - head of communication (events) - SGS**
- **Arezoo to write report on Exposure - board to discuss re: control of Exposure**
- **Sign up for Exposure - Refer to sign up document:**
 - <https://docs.google.com/spreadsheets/d/1fhKPZgYx9pOlxAgLeq3S9iXlIBsvpbvOfpNLMSNlmQ/edit?usp=sharing>
 - **12:30 - 5:30 this Monday - volunteers needed**
 - *Tuesday, Wednesday, Thursday - okay*
- **Please inform Piyush or Chris if you're able to volunteer**

Other Items:

- **Token of appreciation: Certificate for all board members (tailored to what they did)**
 - **Bhavna to lead - work on certificate (will get approval from Campus Life - logos, etc.)**
 - **Have archive of board members on website "Hall of Fame"**
 - **Can start from this year, or have a 'historian'**

PG Mobility

- **Meeting to be held in 2 weeks**

Meeting Adjourned at 10:11am

To be APPROVED

**Chris Owens
In Chair
PGSA**