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
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. Epson, 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
o 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:
  o https://docs.google.com/spreadsheets/d/1fhKPZgYx9pOlxAgIeq3S9iXIIbvpjbv0fPLvQ/edit?usp=sharing
  o 12:30 - 5:30 this Monday - volunteers needed
  o 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)
  o Bhavna to lead - work on certificate (will get approval from Campus Life - logos, etc.)
  o Have archive of board members on website “Hall of Fame”
  o 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