

Minutes of the Postgraduate Students Association (PGSA) Annual General Meeting

Date: Thursday, 10 March 2016

Time: 2:00 pm

Venue: Library 3.03

1. Welcome

Christina welcomed everyone. There was a round of introductions of those present.

Present: Christina Gera (FEDU), Sherrie Lee (FEDU), Olivera Kamenarac (FEDU), Halimah Ilavarasi (FEDU), Toni-Elizabeth Green (FEDU), Melissa Hempstead (FSEN), Sunita Basnet (FASS), Giulia Dondoli (FLAW), Tegan Baker (FASS), Fariba Mostafa (FEDU), Helena Ivele (FSEN), Catharina Jerratsch (WMS)

2. Apologies of absence

Apologies were received from Carrie Swanson.

3. Minutes of the last AGM

Christina moved that the minutes were correct. Sunita seconded it. The other three who were present last year (Sherrie, Olivera, Cathy) agreed.

4. President's report

Christina reported on the following:

- The executive committee in 2015
- Events organised in 2015
- Communication channels
- Role of PGSA in the Postgraduate Research Committee
- Future directions
- Financial report

Christina's report is attached.

Christina moved that the report be accepted. Sherrie seconded it. Everyone at the meeting agreed.

5. Election of officers

Christina said that she will step down as President. Christina proceeded to conduct the election.

Officers of the Executive Committee

President - Sherrie Lee

Christina nominated Sherrie as President. Sunita seconded the nomination.

Vice President - Sunita Basnet

Cathy nominated Sunita. Christina seconded the nomination.

Secretary - Halimah Ilavarasi

Sherrie nominated Halimah as Secretary. Christina seconded the nomination.

Treasurer - Olivera Kamenarac

Cathy nominated Olivera as Treasurer. Christina seconded the nomination.

Members of the Executive Committee - Toni-Elizabeth Green, Melissa Hempstead, Tegan Baker, Giulia Dondoli, Christina Gera.

Sunita nominated Toni, Melissa, Tegan, Giulia and Christina. Cathy seconded the nomination.

Advisor - Carrie Swanson

Christina reported that Carrie Swanson, former President of PGSA, would like to take on an advisory role on the committee. Everyone agreed.

6. Any other business

a. Funding

PGSA gets funds from WSU. Christina reported that Indula J (President from WSU) suggested that we get funding from more than one place. It was suggested that a few members of the PGSA executive could make an appointment with Kay Weaver (Dean) to talk about funding from the School of Graduate Research. It was also agreed that as well as approaching Kay we would continue to apply for funding from WSU.

Giulia suggested approaching external organisations for funds. Christina said that she was aware that a bank (she thought the ANZ) gave funding to charitable organisations, Christina said that she will look into it.

b. Finances

Cathy and Christina will be removed as signatories. Sherrie said that she and the new signatories (Olivera and Halimah) will arrange a time to go to the bank.

Christina suggested that Sherrie and Olivera apply for internet banking so that they can see the balance of the PGSA account online.

Reimbursement for Coffee Conversations: Sherrie reported that the last coffee event cost \$64 which she paid for. The members of the executive agreed that Sherrie would be reimbursed. Christina said she will organise the cheque for Sherrie.

c. Mailing List

Christina reported that there was some difficulty in adding new email addresses to the PGSA mailing list. Christina said she will ask ITS if it is possible to automate the signing up process. Otherwise Sunita will be the one to take over the role of adding email addresses to the mailing list.

d. Printing

Sunita reported that some faculties have to pay for printing. Sunita and Helena said that they have paid for printing. Giulia reported that there was a \$400 limit a year for each student for printing.

Christina will find out whether doctoral students are entitled to free printing, and raise the issue at the Postgraduate Research Committee meeting to see if printing access can be standardised.

e. Doctoral funding at the Science departments

Christina reported that a student from the Chemistry department emailed her to report that she was not able to track how the doctoral funds were being used. Melissa said that in the Biology department each student does not necessarily get the full \$3,000, especially if they have outside funding.

Christina will raise the issue at the next Postgraduate Research Committee meeting.

f. Length of Course Visa

Sunita shared that the international office has a list of requirements for students who wish to apply for Length of Course visa.

g. Student Services Levy

Christina said one point she will raise with the Postgraduate Research Committee is if Doctoral Scholarship students can be excused from paying the student services levy.

h. Facebook access

Sunita suggested that the PGSA Facebook page be updated to allow the new executive committee to have access, and to remove access from past members. Sherrie said she will do so.

The meeting closed at 3:00 pm.

Minutes recorded by Sherrie Lee.

President's report 10 March 2016

In 2015, 11 members were elected to the Postgraduate Students Association executive. This is reflective of the growth of the PGSA which has occurred over the past few years. I would like to give special thanks to our executive committee who have been active in their roles over the past year: Sherrie Lee, Sunita Basnet, Catharina Jerratsch, Daniel Schmidt, Olivera Kamenarac and Stefania Mattea. Great flexibility, collaboration and enthusiasm has been demonstrated by our executive committee. As we are all students, our availability is impacted on by our study. Everyone has stepped up and made themselves available whenever they have been able to.

EVENTS

Our events during the year have included: our oral presentation series, pizza nights (financially supported by Professor Kay Weaver), international pot luck dinner, beach trip to Port Waikato, and coffee events. Our Quiz night was our big event for 2015. It was held at the Homestead Bar and Eatery in Hillcrest and we had about 30 students and staff attend. Thank you to the WSU and the Postgraduate Studies Office for supplying the prizes and thank you to the PGSO staff for attending on the night and marking the quiz answers.

Often we have had about 20 to 30 students attend these events. Our coffee events have tended to be very successful over the past year with approximately 20 students attending each event. The last coffee event was on Thursday 25 February 2016. Carrie (our immediate Past President) posted this on the Higher Degrees Facebook page:

Just like to say well done for a great coffee event. 20 people there from about 15 nationalities. Building a sense of community and collaboration to meet the needs of the postgrad cohort.

With each event we have had two aims: to provide professional development of some type and to enable students to network and form relationships. For example, at one coffee event students each gave a useful tip for study (something that had worked for them in their study) and something that had impacted on them. This opened up much conversation between students.

Online communication with our members

This has occurred mainly through our PGSA Facebook page and through our e-mail list. It has been particularly useful to advertise and set up events on the PGSA Facebook as we then have some indication of the numbers attending.

My position on the Postgraduate Research Committee

Over the past year I have served as the postgraduate student representative on the Postgraduate Research Committee. I have found this a very rewarding experience. The committee meets approximately every 6 weeks and discusses issues, protocols, procedures, guidelines and rules re postgraduate programmes, students and supervision. The committee has been very receptive to any issue brought to them by the Postgraduate Students

Association and/or postgraduate students. I was also invited to be part of the committee judging the Supervision Excellence nominations. The message to take from this is that the university staff are very interested in making the student postgraduate experience a pleasant and rewarding one. If any student has a concern or an issue they (as does the Postgraduate Advisors and Postgraduate Studies Office staff) would like to know about it. One channel for this is through the Postgraduate Student Representative.

Where to from here: Future development

I would like the growth of our Association to continue. Generally the students who attend our events are doctoral students. However, our Association is for all postgraduate students. In addition, student who attend are generally full-time doctoral students who have English as an Additional Language. This too seems to be the demographic of students who attend professional development on campus such as the Doctoral Writing Conversations. It would be good if more students attending our events included part-time and domestic students and also students enrolled in Postgraduate Diplomas and doing their Masters.

Concluding thoughts

I have very much enjoyed serving as President this past year. I have found the support of the executive committee invaluable, particularly with me being a part-time student. This meant I was not always able to attend events.

I wish the committee and the Association all the best for the future.

Kind regards

Christina Gera

President

Financial report

	Debit	Credit	Balance
26 March 2015			\$212.80
23 July 2015 WSU affiliation		50.00	
23 July 2015 WSU funding		300.00	
4 September 2015 – Pizza night, cups, drinks etc		32.49	
4 September 2015 - coffee event & international pot luck dinner		84.70	
18 September 2015 – WSU FUNDING		150.00	
16 November 2015 – COFFEE EVENT AND 3 MINUTE EVENT	59.55		
16 November 2015 – QUIZ NIGHT FOOD AND DRINK	350.00		
CLOSING BALANCE			155.71

Balance to be paid to Sherrie \$64.00

The screenshot shows the ASB online banking interface. The browser address bar displays <https://online.asb.co.nz/fnc/1/EC7>. The page title is "My Money". On the left, there is a navigation menu with "Open and Apply" and "Transaction & Savings". The main content area shows a transaction history table for "Hi Christina".

Page 1 of 1 | 100 Transactions per page | Print | Navigation icons

Date	Transaction Description	Debit/Cheque	Credit/Deposit	Balance
20 Mar 2015	Opening Balance			\$372.65
20 Mar 2015	101027	\$159.85		\$212.80
10 Apr 2015	101026	\$30.35		\$182.45
23 Jul 2015	WAIKATO STUDENTS' UN Admin GrantWSUPGSA		\$50.00	\$232.45
23 Jul 2015	WAIKATO STUDENTS' UN Admin GrantWSUPGSA		\$300.00	\$532.45
4 Sep 2015	101028	\$32.49		\$499.96
4 Sep 2015	101029	\$84.70		\$415.26
18 Sep 2015	WAIKATO STUDENTS' UN Quiz NightWSUPG Students		\$150.00	\$565.26
16 Nov 2015	101030	\$59.55		\$505.71
16 Nov 2015	101031	\$350.00		\$155.71
26 Feb 2016	Closing date			\$155.71
			Closing Balance	\$155.71
			Account Balance	\$155.71
			Available Balance	\$155.71

Windows taskbar at the bottom shows the time as 9:19 AM on 26/02/2016.