



Sydney University Postgraduate Representative Association

Agenda for a meeting of the Sydney University Postgraduate Representative Association Council to be held in **Education Building Room 419** on the **17th of April 2019** at **6:00PM**

Chair:	Weihong Liang
Minutes:	Azhar Saeed
Attendance:	Nicholas Avery (N.A.), Rong Cheng (R.C.), Patrick Cook (P.C.), Jinghan Feng (J.F.), Geena George (G.G.), James Leeder (J.L.), Junke Li (J.L.), Weihong Liang (W.L.), Oliver Moore (O.M.), Azhar Saeed (A.S.), Yunhe Wang (F.W.), Shuai Wang (S.W.), Yiqi Wu (Y.W.), Yunlin Ye (Y.Y.), Kim Yoo (K.Y.), Karishma Rajan Menon (K.R.), Carolyn Zhou (C.Z.), Xiner Yuan (X.Y.)
Staff:	Louise Corney and Francine Seeto
Guests:	Bec Johnson (B.J.), Claudia Santoi (C.S.)

1. **Acknowledgement of Country and Welcome**

We acknowledge the Gadigal people of the Eora Nation as the traditional custodians of the land. We acknowledge that the land upon which we meet is stolen land, and that sovereignty was never ceded. We pay our respects to Elders past and present, and extend those respects to all First Nations persons here. This always was, and always will be, Aboriginal land.

2. **Governance & Declaration of COI**

2.1 Apologies

David Aviles Espinoza
Llewellyn Williams-Brooks
Sara Evison-Rose
Mucong Li
Matilda Grace Surtees
Zirui Liu

Huan Zheng
Luhua Li
Yunhe Wang
Minran Liu
Rong Cheng
Xiner Yuan

2.2 Proxies

David Aviles Espinoza proxies to Nic Avery 1st, James Leede 2nd, Geena 3rd
Llewellyn Williams-Brooks proxies to Kimberley Yoo 1st , David Aviles 2nd, Nic Avery 3rd
 Mucong Li proxies to Yanning Bai
 Zirui Liu proxies to Junke Li
 Matilda Grace Surtees proxies to Nic Avery 1st, Geena 2nd, Kim 3rd.
 Luhua Li proxies to Yanning Bai
 Yunhe Wang proxies to Shuai Wang
 Minran Liu proxies to Azhar Saeed
Rong Cheng proxies to Shuai Wang
 Xiner Yuan proxies to Yiqi Wu
Sara Evison-Rose proxies to Carolyn Zhou

2.3 Starring of Items

The council stars 3.1 and President's and Secretary's report.

[170419-1]: Approve all unstarred items
Moved: Azhar **Seconded:** Weihong
Motion carried.

2.4 Resignations (if relevant)

3. Minutes and Reports of Meetings ★

3.1 Minutes of the previous month's meeting

3.1.1 Meeting of Council, 29th January 2019

3.1.2 Meeting of Council, (Feb) 5th March 2019

Nic says that the council raised some issues regarding the minutes of the meeting and that he is pleased to see that the changes have been made. He also asks about the meeting minutes of the ManComs to which Azhar replied that Management Committees have been canceled several times due to not meeting the quorum. Oliver says that there has been a type in motion 3 of January's meeting minutes, if that could be corrected.

James says that in February's meeting minutes, there had been an extended discussion on item nine, so we should be recording a rough summary of what has happened, the objections and the conversations on that matter.

ACTION ITEM: Changes as discussed above will be made in the meeting minutes.

3.2 Business arising from the minutes

4. Officer Reports

4.1 Executive Reports

4.1.1 PRESIDENT ★

Weihong Liang

4.1.2 VICE PRESIDENTS

Junke Li

Jinghan Feng *[no report received]*

4.1.3 EDUCATION OFFICERS

Minran Liu *[no report received]*

Domi Johnson *[no report received]*

4.1.4 SECRETARIES ★

Azhar Saeed

Yunhe Wang

4.1.5 TREASURER

Shuai Wang

4.1.6 DIRECTOR OF STUDENT PUBLICATIONS

Yiqi Wu

4.2 Equity Reports

4.2.1 ABORIGINAL AND TORRES STRAIT ISLANDER OFFICER

4.2.2 DISABILITIES OFFICER

Marguerite Biassatti *[no report received]*

4.2.3 INTERNATIONAL OFFICER

Divya Mansingka *[no report received]*

4.2.4 QUEER OFFICER

Carolyn Zhou

4.2.5 WOMEN'S OFFICER

Sara Evison-Rose

4.2.6 SATELLITE CAMPUS OFFICER

Karishma Menon

4.3 Business arising from reports

4.3.1 James says that in terms of a discussion about the legal service, its important to say what we are doing in this report. If Weihong could elaborate and report about it. He says that he understands some things are private. In those instances we should move in camera and have a meeting. He says that Weihong have been working for months and that the council was not included and its fundamentally undemocratic.

Weihong says that he agrees with that, and that he will add more details in the meeting minutes from now on and the work he does.

James says that the office bearers in future should be given more clearer directions. He says that if we could commission a member of staff to outline and make clear the expected standards of the report, it would be useful.

Action Item: Policy committee should discuss on the officers report format

[170419-2]: Approve the President's and Secretary's report

Moved: Azhar

Seconded: Karishma

Motion carried.

5. Reports by Staff Members ★

Luoise says that the councillors can submit anything for the annual report but it has to be submitted by May 2, 2019. Also, we want more pictures from the council to make it more attractive. Moreover, elections are underway. The general elections will be on 29, 30 May, 2019 with two polling booths; one in Gadigal Greens and the other in SUPRA office. With election time there will be more casuals working in the office. She says that she recruited for the legal data entry role.

She says that she wants a feedback from the council and wants to tell about the visa advice session. The one for this month has been moved ahead. There have been many times students have turned up for migration advice that happen once a month, they are usually booked up. There is a 15 minutes session and we have 8 spots. The election stuff has been very busy and will finish in the Week of May 4.

Francine says that we might do more training type workshops with council and volunteers so that students can advise other students. We are working with university to get decent feedback on grades. The issue is at the moment a lot of students are not getting enough feedback. She says that more recently, she has been assisting Xiner and some other students on mental health services and university health services. They conducted a survey and the focus group and received a massive response. Moreover, SUPRA has been working with the academic board and other student bodies regarding

the code of conduct, etc. She also says that the staff would like to do the whole organisation training event that everyone can attend.

Nic asks if a presentation to the next council meeting would be appropriate. To which Francine says yes.

[170419-3]: To thank staff for their hard work and approve the staff's report

Moved: Nic **Seconded:** Oliver

Motion carried.

6. HDR Connect conference ★

Bec Johnson presents the HDR connect conference. She says that so far 40 HDR students have registered which is an achievement in itself. The event is running on May 24, 2019. The success workshops cover things by getting published, supervisor, wellbeing and library services for research students, research integrity. We have got two session times for that. The third session is industry connect. We will cover the broad spectrum of industry standards. One of the main reasons for this session is that there are less jobs in academia, and these people are coming specifically to talk about how to do that. There will be a networking event of 2 hours after the workshops with industry partners and alumni. The two aims of the event are; connect HDR students with industry and convert research degree to job and the students to meet other HDR students.

She says that we need some help from SUPRA for printing flyers. She says that Claudia will get some quotes for the lanyard branded. There will be a registration desk where SUPRA councillors can sit. She says that she requires money for the production and delivery of 3500 lanyard branded with SUPRA logo. Quotes of lanyard branded with SUPRA logo are attached in the council pack.

Nic says that if 500 will be used in the conference, will the rest of 3000 to be given to the council? Bec says yes, it will. Weihong suggests lets do it for 500 students only for now.

Francine asks if Bec has been engaged in the project for long. She says yes, this was approved by the last council.

James asks about the limitation to 350 students only and that there was some money allocated by the past council to this conference so why is need for more money.

Bec explains that the additional costs came up due to the location as its expensive to have a two hour catered event. With extended negotiations by the uni, Bec says she got it down to \$30,000 and the money approved by the last council all went to catering and we don't have extra money.

Kim asks how is she reaching out to different students groups as its harder it get hold of them. Bec says that apart from the social media, we will be sending a direct email to all executive deans of all schools who will then send it to the students under them.

[170419-4]: Approve the funding of \$1300 for HDR conference

Moved: James

Seconded: Kiki

Motion carried.

7. SUPRA to finance mentimeter app for HDR Student Connect ★

The following email was received by Juan Molina

"My name is Juan Molina, I am helping to organize the upcoming HDR Student Connect event that is planned on May. In order for our speakers to interact with their audience we have planned using the Mentimeter app. This app is really intuitive and helps collect real-time data that may come in handy in a number of situations and events to come. The down side of it is that its free version only allows the user to post 2 questions per session, limiting its usability.

I have been told that SUPRA is helping to finance this event and that you are holding a council meeting tomorrow."

The agenda is ruled out by the chair as the presenter is not present in the council meeting.

8. SUPRA legal restructure ★

Louise Corney and Francine Seeto talk about the SUPRA legal restructure. The documents are sent to the council before the meeting. Lousie says that we have been paying Redfern Legal Center a lot of money for Ingrid. If we want to expand, we would have to move it in house. To do that we have to name it another company SUPRAL and SUPRA is still the parent company. That is necessary for the legal assignment. It is a very similar setup to that of SRC. The constitution that has been sent around has some parts been amended. To maintain council oversight the directors will be from SUPRA council. Also we have a position description, ready to go out. The last day of contract with RLC is May 14 so we are hoping to have a person before that.

Geena says that it sounds like a reasonable idea but the council was not notified by what is happening.

James says that hel came to SUPRA and suggested that SUPRA and SRC can have a combined legal service, strengthening the legal service. What happened to that? Louise says that for me to answer that is a political matter. Historically this has been spoken off, my feeling is that it benefits for that exclusive to proficiency. There is a difference. SRC model of legal service is separate from the case work team so we will have difficulty in merger. In future, this can be worked on.

Nic asks what's the motivation for university. Louise says efficiency.

Nic says that his comments are less in regards to the proposal and more in regards to the office bearers. You are putting us in a very difficult position. Do you have any sense of remorse and these documents were not presented to us without three months/weeks notice.

James says that he thinks we should have done it more professionally. Even though I like the idea, it would be unprofessional to me as there is almost no time given to us to read.

Nic asks the process of electing board members. Louise says that the council executives will be the directors of SUPRAL as there are 7 shares. The directors will be replaced with the change in term.

Weihong says that I would like to apologise for the council. This is about the relations with SUPRA and legal service. He says that he got the documents this week and all was done quickly.

oliver talks about the amendments and endorsements to the constitution and if SUPRA legal service AGM could happen before the election.

[170419-5]: To approve the SUPRAL Constitution and Position Description for legal service and form a council working group to work on this.

Moved: Azhar **Seconded:** Karishma

For: 11, Against: 0, Abstain: 7

Motion carried.

[170419-6]: SUPRA Legal Service Pty Ltd be formed

Moved: Azhar **Seconded:** Karishma

For: 11, Against: 0, Abstain: 7

Motion carried.

[170419-7]: Initial 7 directors of the company will be the current incumbents of the roles of President, Co Vice President, Co Secretary, Treasurer, SUPRA admin co-ordinator, SUPRA Co Advocacy co-ordinator, and the Principal Solicitor/Director (once appointed) and that these 7 people are authorised to sign the Constitution and make the application to form the company.

Moved: Azhar **Seconded:** Karishma

For: 11, Against: 1, Abstain: 6

Motion carried.

[170419-8]: The admin co-ordinator commence the recruitment process for the Principal Solicitor/Director role by advertising said role internally on 18 April.

Moved: Azhar **Seconded:** Karishma

For: 11, Against: 0, Abstain: 7

Motion carried.

ACTION ITEM: Working group to work alongside the policy committee, having address change in constitution and the office

9. SUPRA to continue supporting post-grad monthly catch up event held at Camden campus. SUPRA to set aside \$700 for the same ★

Karishma says that this is a regular monthly event that will be held in the Camden Campus. The request is for \$700 for whole year.

[170419-9]: SUPRA to set aside \$700 for the whole year for monthly catch up at Camden Campus

Moved: Karishma **Seconded:** Patrick
Motion carried.

10. SUPRA to support Student Research Society in the welcome event by contributing \$500 for food and beverages. ★

In previous years SUPRA has kindly funded \$500 towards this annual event in which StResS host a BBQ lunch following on from the HUB induction day events hosted by Denise Yuille of the Children's Hospital at Westmead and Naomi Hollier of the Western Clinical School. This day is advertised to all new and current HDR students at Westmead including those at Children's Hospital at Westmead, Westmead clinical School (including students at WIMR), Children's Medical Research Institute (CMRI), Faculty of Dentistry, Faculty of Health Sciences, and School of Public Health. This event has always been well received, particularly by those new to the Westmead campus, allowing everyone to come together to enjoy a delicious lunch while socialising and welcoming them to the new campus. It is also a great opportunity for StResS to advertise to the students at Westmead the exciting social events we have planned for the rest of the year along with SUPRA to help further build the student community here at the Westmead Campus.

[170419-10]: SUPRA to contribute \$500 for Student Research Society

Moved: Karishma **Seconded:** Patrick
Motion carried.

11. SUPRA to set aside \$1000 dollars for Wine and Cheese event at Westmead ★

Satellite students at Westmead have not been able to access social and networking events organized by SUPRA at the main campus because of the distance and event time. From ongoing discussion with all the faculties present at the Westmead campus, a suitable venue has been chosen and caterers also have been suggested. Since the event would take place before the next Council meeting, this approximate budget can be set aside

and the invoice would be submitted to Finance Manager regarding incurred expenses.

[170419-11]: SUPRA to set aside \$1000 for Wine and Cheese at Westmead

Moved: Karishma

Seconded: Oliver

Motion carried.

12. SUPRA to support SRC with the organization of Health Day at various satellite campuses ★

SRC has reached out to Satellite Campus Officer regarding organization of health days at various satellite campuses. The first campuses include Nursing and Cumberland because of the large student network as well as reports showing distress levels are high among health science students. This networking provides information about resources and support networks. Various health associations and NGOs, NSW police are participating by interacting with students. Food also provided for students who attend. Satellite Campus officer along with staff member have already attended one day and it was a good turn out. The estimated cost would be \$750 dollars. Invoice will be shared with Finance manager.

[170419-12]: SUPRA to set aside \$750 for the Health Day

Moved: Karishma

Seconded: Azhar

Motion carried.

13. \$2000 for May Wine & Cheese ★

Yanning Bai says that she will be coordinating for the event this month and this time we plan to invite USYD Pop Music Society to perform.

[170419-13]: SUPRA to set aside \$2000 for Wine and Cheese for May

Moved: Yanning

Seconded: Karishma

Motion carried.

14. Other Business

Patrick says that in order to bring together the postgrad ball for satellite students, we require \$5000 dollars to support some of that. It a ball for the final

year students of the satellite campuses. The council discussed on the finances and the expected participation of students.

[170419-14]: SUPRA to fund \$2500 for postgrad ball for satellite students

Moved: Patrick **Seconded:** Oliver

Motion denied.

[170419-15]: SUPRA to financially support the postgrad ball for satellite students

Moved: Patrick **Seconded:** Oliver

Motion approved.

The meeting closes at 8:15pm.