

MINUTES**PRC Meeting 2 2015/16**

Sunday 28 June 2015 10am
Sancta Sophia College Common Room – Sydney University

1: Welcome to Country

The Chair, Ben Niles, acknowledged and celebrated the First Australians on whose traditional lands we meet and whose cultures are among the oldest continuing cultures in human history.

Attendance

Chris Wilson (President), Kim-Marie Spence (Vice-President), Defu Wan (Treasurer), Bishal Chalise, Dominic Nadvillaveetil, Elaine Zhang, Alyssa Shaw, Lilliam Castellon, Storm Viall, Sarah Ellis, Gemma Killen, Shahedul Karim, Tharika Liyanage, Shipei Qu, Yekti Pratiwi, Binota Dhamai

Apologies: Chris Orchard, Isobel Smith, Miranda Zhang, Zaheer Jayhoon, Michelle Sebesfi, Jerry Xiong, Olivia Purba, Xuan Luo, Pablo Moto, Ben Niles, Ran Wang, Shahid Islam, Wenqing Duan

2: Confirmation of previous PRC Minutes

Due to an administrative error, the minutes of the previous PRC meeting were not delivered by email or available on the website. As such, their confirmation has been deferred until the next PRC Meeting.

Action Item (President): Confirmation deferred for next PRC

3: President's Report

Chris Wilson, PARSA President, presented his report that is available as an annex to these minutes.

Motion: Voting at all PARSA Meetings to be conducted in accordance with the requirements in the Constitution with the result being recorded without noting which member voted which way (except by request)

Moved: Chris Wilson

Seconded: Kim-Marie Spence

Vote: Passed (10 affirmed)

Action Item (Gen Sec/Comms): Survey to be prepared for release 20 July 15 and released to PRC 7 days prior

Action Item (Dominic Nadvillaveetil/Lilliam Castellon): Postgraduate space to be completed for launch following mid Semester 2 break

Action Item (Gen Sec with input from Storm, Binota, Alyssa): Complete review of Constitution and electoral regulations for comment by 20 July 15

Action Item (President): Specific requirements of College and non-Officer Gen Reps responsibilities and expectations to be drafted for presentation in 2 meetings time

Having completed his report, the Chair motioned for the President's report to be accepted.

Moved: Chris Wilson Accepted: Alyssa Shaw

4: Treasurer's Report

Defu Wan, PARSA Treasurer, presented his report which is attached at an annex to these minutes.

Action Item (Treasurer): An update to the purchasing policy to be made with the following limits For an Officer with budget remaining in their portfolio: 4 x \$500 max expenditures current at any one time.

For a new project/event: \$500 - \$2,000 – Approval of executive required. \$2,000-\$5,000 – Approval of Officers required. Above \$5,000 – PRC approval required

The Treasurer put forward a motion to accept the Treasurer's report.

Moved: Defu Wan Accepted: Kim-Marie Spence

5: Officers' Reports

The PRC Officers delivered verbal reports with the noted things below:

- Vice President
- General Secretary
 - i. Survey to begin on 20 July 2015
- Education Officer
- International Officer
 - i. CISA Conference planning complete (Doubled attendees but only \$600 over budget)
- Social Officer
- Equity Officer
 - i. Emergency grants appear to be increasing
 - ii. Engagement with various stakeholders occurring
- Communications Officer
 - i. Whilst Miranda is away, being assisted by previous Comms Officer Kimberly Ashby-Mitchell
- Environmental Officer
- Indigenous Australian Officer
- Women's Officer

- i. Stakeholder meetings occurring, including gender institute, PVC Richard Baker, WD
- ii. Issues noted: Exclusion zone laws and advocacy, lack of women in leadership
- iii. Alyssa absent 6 July – 7 August
 1. Recommended Gemma Killen as temporary Women’s Officer (No objection from PRC)

Action Item (President): Format for Officers’ reports to be disseminated with completed reports to be sent to Gen Sec 3 working days prior to PRC meetings.

Action Item (President): Release to Reps without a portfolio a request for areas of interest to better tailor their involvement in PARSA

The Chair moved that the verbal reports from the Officers be accepted.

Moved: Chris Wilson

Seconded: Kim-Marie Spence

6: Motions

The Chair moved that the PARSA Social and Marketing Manager, Monica Fernandes, be offered to increase her employment to full time at PARSA (35 hours) at the rate contained in HR review.

Moved: Chris Wilson Seconded: Kim-Marie Spence Vote: Passed (14 affirmatives, 2 abstentions)

The Chair moved that the Women’s Officer be given a portfolio budget of \$22,000 to be broken down \$12,000 for Women’s Leadership and \$10,000 for advocacy for Women.

Moved: Chris Wilson Seconded: Kim-Marie Spence Vote: Passed (unanimous)

Kim-Marie Spence moved that the combined 2nd semester O-Week/Bush Week budget be increased to \$60,000.

Moved: Kim-Marie Spence Seconded: Dominic Nadvillaveetil Vote: Passed (unanimous)

The Chair moved that the stipend for the Social Officer be transferred to Ben Niles until the Social Officer (Isobel Smith) returns on 20 September 2015.

Moved: Chris Wilson Seconded: Kim-Marie Spence Vote: Passed (unanimous)

The Chair moved that \$5,000 be allocated to the attitudes survey with at most \$3,000 expended on inducements.

Moved: Chris Wilson Seconded: Kim-Marie Spence Vote: Passed (unanimous)

The Chair moved that in line with the HR Consultant’s recommendations, PARSA investigate implementing an Office Manager.

Moved: Chris Wilson

Motion Withdrawn: HR Report to be distributed to PRC with a decision deferred to the next PRC meeting

The Chair moved that due to the increased workload of Officers at PARSA, their remuneration be increased by \$2,000 p.a. except for the President.

Moved: Chris Wilson

Motion Withdrawn: Information on the specific requirements needed before a decision can be made. Information to be presented in 2 meetings time.

THERE BEING NO OTHER BUSINESS THE PRC MEETING WAS DECLARED CLOSED AT 2.01PM

THE NEXT PRC MEETING WILL BE CONDUCTED ON MONDAY 20 JULY

President's Report Summary

University update

- New VC Appointed (Prof Brian Schmidt) to start Jan 16
- Library now opened 24 hours (Chifley)
- Semester 2 enrolments (1500 total, 900 Postgrads)

PARSA Update

- SSAF Contract has been signed and delivered
- HR Consultant has delivered initial report
- Survey to be established (focus on student needs, safety, attitudes)
- Delegation confirmed for CISA conference
- Constitution and Electoral review team
 - o 3 members needed, led by Gen Sec, one volunteer
 - o Recommendations from previous reviews
 - Consider term limits
 - Women's Officer criteria and insertion
 - 9-5 voting to avoid fraud
 - Change over to the academic year in 2 steps
 - Honorarium review
 - Minor changes made by last PRC
- Postgraduate Space
 - o Office re-fit
- Indigenous Australian Officer still vacant
- Isobel Smith on leave for 3 months (22 June – 20 Sep)
 - o Recommended Ben Niles fill the role