



2016-17 PRC Meeting #1

Monday 28th August 2016 6.00pm

PARSA Boardroom

Attendance: Usama, James, Rajan, Akeel, Tanbeen, Kim-Marie, Tanuj, Reeba, Lydia, Sahar, Lauren, Dane, Bethany, Simon, Wendy, Wellington, Luthfan, Juemin, Storm, Hansika, Binota, Alyssa, Novie
Apologies: Xavier, Tahseen, Emily, Nathalie, Jessa, Jingting, Phoebe, Ellen
Administrator (Minute taker): Mike Heffron (General Manager)
Chair: Alyssa Shaw (President)

1. Welcome & Acknowledgement of Indigenous Australians

2. Confirmation of Minutes

- Meeting 13
- Meeting 14
 - **ACTION:** Correction needed: Novie was in attendance
- Chair requests that only previous PRC members who were in attendance at the meetings vote.

Motion: That the minutes be accepted, with the noted amendment.

- Moved: Alyssa, Seconded: Akeel Chair declares motions passed

3. President's Report

- Summary of PARSA. PARSA profile has grown rapidly in past few years. Main functions are:
 - Social events
 - Advocacy
 - Administering SEEF
 - Role of elected officers
 - Have started to construct SSAF budget for 2017 – will require officer input, and PRC input. Will also be sending out survey and hold consultation times for student input.
- Role of elected reps
 - Elected reps are not only elected into your position, they are also role of being on the board of PARSA in a governance position.
 - Governance training will be organised so representatives better understand their rights and responsibilities
- Retreat
 - At the retreat more info about PARSA will be discussed, and planning for the rest of the year will take place
 - Proposed location – Yarrangobilly, Kioloa to meet with budget
 - 8 portfolio officers indicated they can attend
 - 17-18th named as alternative date
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Motion: Retreat to take place 12th- 13th of September – **General censuses: motion passes**

- Fraud training
 - Friday, September 2, 10am: 10 people indicate they can attend
 - Friday, September 2, 1pm: 4 (plus staff)

- Directors training
 - Proposed for September 19th full day/ 20th half-day
 - 11 people indicate they can attend
 - Alternative date to be discussed in order to ensure value for the organisation, given the expense of the training

- Handover
 - To take place before the retreat. Current officers urged to speak to former officers to make sure this takes place.
 - President to send email to outgoing officers with handover information and expectations

- Budget and budget approval
 - Currently reviewing our year to date spend by portfolio to determine exact amounts remaining for each officer. This information will be available at the end of September
 - Officers urged to stick to speak to President and Treasurer regarding expenditure within this timeframe, and to familiarise themselves with the financial policy
 - ACTION: budget to be circulated

- Financial Update:
 - Profit/Loss statement year-to-date discussed – PARSA in strong financial position
 - New Financial Controller is working on matching budget lines to actual spending
 - Working to code against budget and SSAF legislation
 - Expect a surplus at this rate of 100/200k by the end of the year
 - Chancellery asking us to report how we have spent money on big-ticket items
 - Next year's budget bid first draft due Sept 29. Budget much more streamlined

4. Treasurer's Report

- Been doing handover with former treasurer, Defu
- Reminder that college reps have \$2000 to spend per college on events
- Honoraria: Officers need to commit to working hours. Tracking honoraria for payment approvals will be reviewed.
- If you want to do new activities, speak to Juemin or Alyssa first to check funds available.

5. Tabling of Executive Reports

- **Vice President**
 - All reps elected from all parts of university. Big responsibilities and large capacity to get work done.

- **General Secretary**
 - Been doing handover with former General Secretary Chris Orchard
 - Intention to form a working group to have some elections reform due to issues raised in last election, need to get ideas from ANUSA and other best practice. Opportunities will be available to contribute from full PRC

- New voting system will come into place when MSL (OrgSync replacement) is approved by the University – this is still in progress .
 - Need to change constitution to use MSL, as current text specifically says “Apollo” platform
- **Education Officer**
 - Handover still to happen
- **International Officer**
 - **CISA conference to be held in Canberra next winter**
 - CISA exec came for a week to do training at PARSA
 - 19th August – PARSA officers met with CISA exec
 - Two PARSA members on CISA exec: Teesta Prakash (Equity Officer), Dominic Nadvillaveetil (Vice-President, also outgoing International Officer for PARSA).
 - **Indonesian Student Society holding night market**
 - Taking place Sept 2
 - Has been advised to apply for SEEF for funds. PARSA has given them advance of \$2000. Will reimbursed if their SEEF application is approved
 - **CSSA mini-Olympics**
 - Some confusion that was to be paid to them
 - Last PRC agreed 1600 towards booking ANU sport

Motion: Pay an extra \$250 to help cover extra costs to CSSA for the mini-Olympics

MOTION CARRIES: unanimous

- **SEEF**
 - should be promoted as students first, needs to be communicated better
 - More clarification on process required - info is on the website
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ACTION: Executive will lead project to make this happen

- **Social Officer**
 - Handover to happen with outgoing social officer
 - Handover to also happen with International Officer as well
 - New ideas
 - Multicultural Festival - sports and networking drinks in addition to what we should do for Festival
 - Networking Drinks – seeing same faces each week. Suggestion to look into holding them on the Saturdays after sporting activities
 - Networking – suggestion to extend our connections to other universities
 - Reminder to spread work that proposed events must be submitted to Functions on Campus 14 working days ahead of proposed event, 21 if alcohol is to be served
- **Equity Officer**
 - Handover to happen later this week
- **Communications Officer**

- Did handover today with outgoing officer and spoke to PARSA's Communications, Marketing and Event Co-Ordinator
- PARSA need to start getting quotes, need to be approved before design work gets started on
- Proposed idea: new internal communications system, including outlook calendar; not necessarily Facebook, as at least one PRC member is not on Facebook
- Sept newsletter to go out shortly – focus on new officers; gen/college reps to be focus for October issue
 - Officers should respond to content request by Communications, Marketing and Event Co-Ordinator by 3pm this Wednesday
- **Environmental Officer**
 - Officers, please reach out to other environmental organisations
 - PARSA will support how we can reach residential and non-residential postgrad students.
 - New ideas
 - Going to organise a field visit
 - Gardening activities for students
- **Indigenous Australian Officer**
 - Not present
- **Women's Officer**
 - Not present
- **General Manager's Report**
 - Role of staff is to support the representatives and officers in their roles.
 - **General Manager-** Mike, oversees all staff and day-to-day operations of office. Works closely with President and officers to help with strategic direction of PARSA
 - **Two Student Assistant Officer:** One fully with PARSA (Wayne), another shared with ANUSA (Emily). They help with academic appeals, emergency grants, signposting to counselling, medical help, accommodation and otherwise. If students in trouble, they come to Student Assistance officers.
 - **Advocacy:** Two lawyers, Ray and Michael, both part-time, both shared with ANUSA. One is on ANUSA contract, one on PARSA's. They take case work on issues like landlord issues, immigration, etc for students.
 - **Communication and Marketing:** Shikha, organises Winter Big Day, PARSA Ball. Her role involves, among other things organising events, promotions, marketing, branding.
 - **Campus Life Officer:** Cat, shared with ANUSA. Oversees SEEF. Does same for GAC (Grants and Affiliations Committee) under ANUSA. Also oversees implementation of proposed new MSL system which will replace GAC.
 - **Financial Controller:** Paul, works on Tuesday and Wednesday. Works closely with Treasurer, Executive and Mike. Looks after invoices, tax and financial reports.
 - **Admin Assistants (currently 3 casuals):** Support staff and officers with any admin work.

6. Other Business

- **School of Music review**
 - Report due to be released in the next few weeks. PARSA needs to be ready to have an response

- **Plans are to demolish MCC**
 - undergrads will need to be relocated
 - ANUSA science reps didn't know anything about this
 - Temporary buildings to be set up for classes.

- **Student space**
 - New Student space: downstairs space next to BKSS
 - PARSA got significant money to redevelop the space
 - One big large room will be split, individual study pods, will have a kids zone.
 - Some furniture coming in on Friday. Will be open end of September, we can have a big event to promote it

7. Next meeting date

- Not set, likely Monday 26th September.

Meeting Closed: 7:36pm