

## **Postgraduate and Research Students; Association (PARSA) Annual general Meeting (AGM) Minutes**

**Time:** 5.50pm, Wednesday, 16<sup>th</sup> May 2018

**Location:** Drawing Room, University House, 1 Balmain Crescent, Acton, ACT 2601

**Attendance:** Quorum of 20 was met

**Chair:** Alyssa Shaw (President)

**Minute Taker:** Tina Nash (Administrator and Public Officer)

### **1. Opening**

- a. Welcome
- b. Acknowledgement of Country

### **2. Standing Orders and Overview of AGM Business**

- a. Explanation of Standing Orders
- b. Overview of AGM business
- c. Other business for noting

### **3. Acceptance of minutes of previous Annual General Meeting (AGM) and Ordinary General Meeting (OGM)**

- a. Annual general Meeting (AGM)- 25 May 2017 minutes
- b. Ordinary General Meeting (OGM)- 26 September 2017 minutes

There has been a change of style of reporting minutes between AGM & OGM to accurately reflect meetings.

- **Motion: to accept the minutes of the previous Annual General Meeting (AGM), 25 May 2017, and Ordinary General Meeting (OGM), 26 September 2017, as accurate.**
  - ❖ Moved: Bethany Ellis; Seconded: Zyl Hovenga-Wauchope
  - ❖ Motion passed (17 in favour, 0 against, 3 abstentions)

#### 4. Reports

- a. President
- b. Treasurer
  - I. Treasurer's Report
  - II. 2017 Audited financial statements and Auditors Report
  - III. Budget 2018
- c. Questions

A. The dual roles of the President are changing to separate the chair of the board and CEO for strategic planning.

Human resourcing including new appointments of

- Ayla Chorley – Operations Manager
- Jerry Francis – Events and volunteer Director
- Ruth Hudson – Lawyer

Three pillars

- Welfare – increase in accommodation grants due to accommodation survey. Creation of book vouchers and Indigenous health grants.
- Advocacy – evidence based report on accommodation issues
- Community Building – increased program work with core functions enabling staff to function correctly and at a high standard. Obtained strong stakeholder initiative with diversification. Stronger growth with foundation policy and procedure processes written down for future proofing. Achieving our mandate.

B. Treasurer expressed strong management of funds and solvency. PARSA becoming one of the peak associations in ANU.

- Internal projects and internal compliance projects- including electronic timesheets, electronic approval of invoices, reduced risk of fraud and have created an asset register.
- New investment policy investigating for \$500,000 for stability and growth
- Independent audit is unqualified- following all Australian standards. There are some legacy issues due to the cash accounting system of 2016 & 2017.

➤ **Motion: to accept the President and Treasurer Reports, noting the auditor's report, 2017 audited financial statement and 2018 budget.**

- ❖ Moved by Abdullah Youssuf Bashir: Seconded by Michel Watson
- ❖ Motion passed unanimously

#### 5. Constitution Consultation

- a. Presentation of new Consultation
- b. Questions regarding Constitution



- Timeline for the constitutional changes is taking longer than expected. Now due to ANU timelines with ANU council only accepting these constitutional changes at their July meeting and not their May meeting, to meet the timelines before our election, the elections will have to be pushed out one month.
- PARSA will be calling a PRC meeting on 30<sup>th</sup> May as a final consideration of the Constitution.
- There will be no substantial changes. It has to be approved by the board.
- There is a need to appoint a returning officer for the elections 8 weeks prior.
- SGM on 22<sup>nd</sup> June for the constitution to be ratified by the council.
- There has been Constitutional overview with Geoff Carter from Strategic Governance Group on how to review the Constitution for best practice for NFP. There is a need to continue with core values with a few minor changes and wording of some provisions. With advice from Andrew Heath of Governance & Risk at ANU, PARSA Lawyer and Geoff Carter with feedback and timelines to make it watertight, and fit for purpose. There has been a delay by 2 weeks to bullet proof, by working with Julian Widdup (GenSec). There is one final round with Geoff Carter to make sure the language reflects the intent.
- Review will include:-
  1. Changing the nature and scope of board.
  2. Recognised issue with ongoing memory of PARSA.
  3. Nature of president role, from chair & CEO to have separate chair, which cannot be held by president.- President will be CEO who is elected by the membership and will oversee staff and officers. Chair of the board will be elected from within the board and cannot be president or run on a ticket, but will oversee the board.
  4. Changed nature and title of officers, -Indigenous officer to Aboriginal & Torres Strait officer, and a new Core Work officer.
- Changes will apply for 2018 election due to a transitional clause.

**No official motion on the constitution.**

**6. Other Business**

**7. Meeting close – 6.35pm.**