



PARSA Postgraduate Representative Council (PRC) Agenda

5:30pm
18 April 2018
PARSA Office, Melville Hall

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1.0 Meeting Open

Meeting officially opened at 5.53pm, Wednesday 18th April.

1.1 Acknowledgement of Country

1.2 Attendance and apologies

Attendance: Alyssa Shaw, Zyl Hovenga-Wauchope, Darcy Jackman, Bethany Ellis, Randa Akila (arrived 6.15pm), Michel Watson, Zoe Tulip (left 8.40pm), Kai Yang , Yong Yang, Lauren Sadow, Emma Davies, Ankita Gagrani (left 8.34pm), Shaaf Danyal, Bede Thomson, Felicity Millar, Aley Haenni-Gabriel, Mingxin Dong, Varun Nair, Peter Park (arrived 7.45pm).

Other Attendees:

Apologies: Usama Elahi, Patrick Halton, Sisca Rudy, Tholi Sithole, Chris Ross, Rebecca Wardell, Naimah Talib, Chahat Chugh, Yuting Sun, Harish Chakravarthy, Abdullah Bashir.

1.3. Conflict of Interest

Members are asked to review the Register of Interests and notify the President if these need to be updated.

Members should declare conflicts of interest as they arise throughout the meeting.

1.4 Minutes from previous meeting

For decision

[Attachment 1 – February meeting]

[Attachment 2 – March meeting]

Motion: That the minutes from the February and March meetings of the PRC be endorsed as accurate.

Eligible voters: 32; Quorum: 16; Current voting: 17

Moved: Darcy

Second: Zoe

Motion carries unanimously

1.5 Action List

Activity	Meeting	Timeframe	Responsible	Progress
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SSAF Alcohol	Raised Feb 2018	April 2018	President	Ongoing discussions with ANU Item 4.4
Policy, advocacy and procedure writing	Raised Feb 2018	April 2018 Revised timeframe: prior to semester 2 commencement	President	Delayed Writing day on April 9 was a good start but poorly attended Item 3.4
Vacancies of PRC members – Gen Sec and Communications	Raised Feb 2018	April 2018	President, Vice President	Expected completion: week ending 20 April
SSAF Agreement negotiation	Raised Feb 2018	August 2018	President	Preliminary discussions with PVC (UE), timeline being organised by PVC.
MSL project	Nov 2016	Key milestone by O-week completed	President, General Manager	Mostly complete Update in agenda item 5.2
SEEF	2017	ASAP	President	Ongoing SEEF conferences review MSL set up Item 5.3
Strategic Planning	Nov 2016	March 2018 Revised timeframes: end of semester 1	Vice President, General Manager	Launch delayed Included in agenda item 3.3
Governance Review (see key action points in 3.1)	Nov 2016	Before AGM 2018	President, General Manager	Next stage includes training Included in agenda item 3.1
Long term investment options	November 2016	Early 2018	Treasurer, Financial Controller	Stage 1 complete Treasurer submitting draft to Finance Committee Item 3.2
Presidents and Treasurers Reports be included in previous minutes	August 2017	ASAP	General Manager, President	In progress
Procurement Policy – to review	Nov 2017	Feb 2018 PRC, or following PRC	Treasurer	To commence With Finance Committee
Advocacy and Policy Platform documentation	Nov 2017	Ongoing, before Election 2018	President, Advocacy and Engagement Officer	Ongoing

Completed actions:



Committee and Subcommittee memberships	Nov 2016	Ongoing	President, Advocacy and Engagement	Complete Audit of committees and subcommittees completed.
Disputes Committee – contact and confirm current members. PRC to submit nominations	November 2017	Disputes Committee passed Nov 2017, no nominations submitted by PRC	President, General Manager	Complete
MOU – ANUSA and PARSA	Nov 2016	Passed PRC November 2017	President	Complete (to place on website)
SSAF bid 2017	August 2017	Nov 2017	President	Complete (to place summary on website)

On hold:

Governance sub-committee: Standing orders review	November 2016	ASAP	General secretary	On hold given Constitutional Review
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2.0 Reports

2.1 President's Report

For information and discussion

To be provided at meeting

[Attachment 3]

2.2 Treasurer's Report

For information and discussion

To be provided at meeting

[Attachment 4]

2.3 Operation Manager's Report

For information and discussion

A General Manager report for this meeting will not be provided

2.4 Executive Reports

For information and discussion

Motion: that the PRC accept the reports of the President, Treasurer and note the Executive reports.

3.0 Strategic business

3.1 Governance Review

For information and decision

[Attachment 5 – Townhall handout]

[Attachment 6 – draft constitution]

[Attachment 7 – role descriptions]

Discussions:

- *(Alyssa)* Reminded the PRC that the new Constitution is still in progress. PARSA is currently vetting this document with our legal team. This process should be finalised by the end of this week.
- *(Alyssa)* Definitions in The Constitution have been moved to the back (52) to aid in the reading of this document.
- *(Alyssa)* In section 2, the objects have changed slightly to align with our regulatory body, the ACNC (Australian Charities and Not-for-profits Commission).
- *(Bethany)* Queried the use of the word 'enrolled' when referring to The Membership. Some HDR students are technically not enrolled but are still active students. *(Alyssa)* To take on notice. *(Lauren)* Must clarify wording of 3.2.1.1.
- *(Alyssa)* 5.1 – Changed so that The Board has the ability to recommend the cessation of a membership to the Disputes Committee.
- *(Alyssa)* 10 – Changed to increase confidentiality of The Board's meetings. This aims to increase the effectiveness of The Board. A new procedure has been put in place where member's concerns can be addressed with the option to request to speak to The Board directly.
- *(Alyssa)* 11 – The liabilities of the members has been limited.
- *(Alyssa)* 13 – Disciplining members by The Board has changed to a resolution of 75% majority (originally 66%) for consistency within the document. *(Zyl)* The difference between 66% and 75% is hardly distinguishable. This was put to a straw poll with almost unanimous agreement to go ahead with this change.
- *(Alyssa)* 14 – The Member does not have the right to appeal the resolution of the Disputes Committee. This was added so that things do not get out of hand with the appeals process.
- *(Alyssa)* 16.1 – There should be no less than 6 or more than 11 Directors that can sit on The Board at one time. Eight people will be ordinary elected members, 1 will be The President holding an Ex Officio position. Anyone interested in sitting on The Board cannot run on a ticket.
- *(Alyssa)* 16.1.2 – Two natural persons can be appointed to sit on The Board. The draft Constitution includes that those who are appointed must have a mix of skills not already reflected on The Board. This is to increase diversity and inclusion.

- (Alyssa) 16.1.3 – In this new Constitution, there will be a gender and an international student quota for The Board. This is to ensure inclusion of marginalised groups. There are current concerns that the gender quota is too 'binary'. Discussions included creating an indigenous quota, however there were concerns that there would be not enough people who would apply for this position. PARSA is therefore writing guidelines on how to appoint members to The Board. This will include the appointment of persons with certain skills or to represent marginalised groups that are not currently represented.

(Emma) Does the gender quota only apply to the 8 people elected to The Board?

(Alyssa) Yes, if we put a gender quota to the entire Board it will potentially conflict with the President's position. (Zyl) 16.1.1.1 must be excluded from 16.1.3 in this draft. (Alyssa) Changed.

- (Alyssa) 16.2 – PARSA is moving to a proposed 2 year term. Those who graduate within this time are allowed to stay on for another 6 months after they are unenrolled.

(Bethany) Raised concerns about PhD students who submit and receive a job opportunity on the other side of the world. (Alyssa) It is the member's responsibility to resign or, if they are not performing their duties, The Board can discuss this matter.

(Emma) Queried the possibility of The Board members participating remotely, is there any responsibility on PARSA to help fund the travel of a Board Member.

(Alyssa) We haven't had that conversation, it would be the decision of The Board to make. We can deal with this in the guidelines if necessary.

(Ankita) Queried the reason why those who are no longer members of PARSA can still sit on The Board. (Alyssa) We have tried to balance this point with the loss of institutional knowledge we have if it is kept as a 1 year turnaround.

(Randa) Queried if this was actioned at the AGM, will this be applicable to us.

(Alyssa) No, this will come into effect at the next election.

(Zoe) Supported the idea of a 2 year term. Coursework students who are partaking in a course lasting 2 years or less, will now have the option of applying.

(Darcy) Ensuring a 6 month time limit to remain on The Board after graduating is good as there are concerns that they will not be as engaged or no longer have PARSA's best interest. The knowledge should be retained by the other Board Members. (Zyl) It is important to note that The Board is distinct from the operational roles and therefore they are not directly engaged with The Members. The Board is focussed on the strategic direction. They should be committed if they went to an election. (Randa) Agrees with Zyl, they should still be engaged with the university.

A straw poll was conducted, 15 out of 17 happy to keep the 2 year term.

- (Alyssa) 16.3 – If you hold office for 2 years, we have stipulated you can only be elected for a maximum of 3 terms (6 years). Casual vacancies are only appointed until the next election. Appointments are only for 1 year but can be reappointed for up to 6 years.

(Randa) Queried if the CEO was permanent. (Alyssa) The President (CEO) has 1 year terms and must be re-elected.

(Lauren) We need to change, or clarify the work continuous to consecutive years.

- (Alyssa) 16.6 The Directors cannot be an employee.
- (Alyssa) All Board meetings must be held in Canberra. (Zyl) Confirmed that electronic forms of communication are acceptable. The quorum for The Board is 6 Directors.
- (Alyssa) The PRC Committee is defined as all College and Office Bearers. Once in a period of 6 months the PRC Committee and The Board must hold a meeting to ameliorate the distance between the two.
- (Alyssa) The Chair does not have the casting vote, all Board members have an equal vote. Currently the Chair has more powers.
- (Alyssa) 20 – The Membership can remove a Director. 100 member signatures will bring a meeting to remove a Director with no less than 20 Members to vote. (Zyl) We should make this a simple majority vote. General agreement with Zyl by the PRC.
- (Alyssa) The Treasurer is no longer required. The President can only be elected for 2 consecutive 1 year terms. (Zyl) Pointed out that the other Board appointed positions should be moved to this section. (Alyssa) Changed.
- (Alyssa) Removal of The President can be achieved by 75% resolution of The Board. We want to have more rigour. (Emma) Can we remove The President by The Membership (20.2)? (Alyssa) We should clarify this. General agreement by the PRC. (Zyl, Emma, Bede) Noted that less Members needed to cease a Membership than to remove a Director.
- (Alyssa) 21.9 – To fill a President vacancy, The Board must go to an EOI process with 75% resolution. Failing this, we must go to a by-election. General agreement by the PRC that The Board should not appoint The President.
- (Alyssa) 22 – The March PRC meeting decided that The President (CEO) could be elected by The Board, as The Chair. (Zyl) Strongly opposed to this. It is inappropriate for the CEO to reside over the governance functions as it has the potential to create confusion over the roles and this may not result in a clear separation between the Governance and Operation sides of the organisation. Additionally, The Chair and The President make a good team and can work collaboratively together. (Darcy) This can assure that everything is balanced. (Varun) There is the potential for conflict between The Chair and The President.

A straw poll was conducted, all but one were in favour of ensuring The President could not be The Chair of The Board.

- (Alyssa) 26 – The Treasurer is not mandatory. General agreement among the PRC that The Board *may* appoint a Treasurer.
- (Alyssa) 27 – Do we want to give The Board the power to create temporary Officer position with permanent Officer position needing to be approved by The Membership?

(Emma) The portfolio positions are to represent the students and therefore The Membership should decide how they are to be represented, not The Board.

(Zyl) This is a strategic decision. Giving The Board the power to temporarily create a new Officer position will allow PARSA to accommodate emerging needs and allow us greater flexibility.

(Michel) A temporary Officer position should be made permanent by The Membership after 12 months. General agreement by the PRC.

(Emma) Can you remove an Officer? (Alyssa) Only The Membership can remove an Officer once an Officer's role is placed in The Constitution. (Emma) We should only allow The Board to *create* a temporary role, not *remove* one. A straw poll was conducted with unanimous agreement in favour of this.

(Zyl) It is worthwhile clarifying this language within The Constitution.

- (Alyssa) March PRC meeting feedback showed a need for a Queer Officer, Disability Officer, potentially a Distance/Online Student Officer. Broader questions on whether to remove the Communication Officer, the General Secretary and the Environmental Officer.

(Lauren) There should be clarification around the definition of an Officer. An Officer should represent specific groups of students that have specific needs. For example, HDR and Coursework but remove Social and Communication.

(Zyl) The Officer's should also have operational areas of focus and areas of interest. This allows us to have greater flexibility within PARSA. (Alyssa) Agrees, we should remove the Communications Officer as we already have a Communications staff member. However, social community building is a core part of what we do so we need a Social Officer. (Emma) Students have interests that sometimes unite us beyond identity categories.

(Felicity) Proposed that the Equity Officer should be separated into Parents, Queer and Wellness Officer (Disability and Mental Health). (Randa) We need to talk about the titles of the Officers. (Zyl) Parents should be a separate portfolio. (Alyssa) PARSA needs to have a Disability Officer, it is disappointing that we do not have one already. Parents should remain in equity, if needed a new position should be created for them at a later date. (Lauren) Having a Parents Officer will create visibility. (Alyssa) At the moment we are struggling to get parents involved, filling this position might be hard.

(Darcy) Request to change the Indigenous Officer title to Aboriginal and Torres Strait Islander Officer. Unanimous agreement by the PRC.

(Darcy) Questioned whether we should include a Coursework Officer position. (Alyssa) There are so many committees that it would be a good idea. The Education Officer could be more of a coordinators role. (Zoe) Concerned that it will be hard to bring the College Representatives together.

(Alyssa) The role of The General Secretary is superfluous as we have an Operational Manager. In the past, the General Secretary compromised the integrity of the election process.

Straw poll was conducted to determine whether each portfolio will be included in the new Constitution.

Officer portfolios to be included: Aboriginal and Torres Strait Islander, Social, Environment, Coursework, HDR, Womens, International, Disability, Equity

Officer portfolios to be removed: General Secretary and Communication.

- (Bethany) Should there be 1 coursework and 1 HDR student nominated as College Representative. (Alyssa) Concerned about vacancies not being filled. (Michel) It will make our representation on each committee stronger if we had one student of each. (Zoe) Rather be recommended rather than enforced by The Constitution. General agreement by the PRC that it should be a strong recommendation. (Bede, Emma) If HDR or Coursework positions not filled, we could go to next best person. (Alyssa) Taken on notice.

Conclusions:

- The AGM and updated constitution to be advertised on Friday 20th April, 2018.
- To maintain consistency within the draft constitution, all votes that are not classed as a simple majority will be changed to 75%. This was put to a straw poll at the PRC meeting with only 2 out of 17 people voting against this decision.
- Officer roles to remain: Aboriginal and Torres Strait Islander, Social, Environment, Women, Education, International, Equity
- Officer roles to remove: Communication, General Secretary
- Officer roles to add: Coursework, Disability

Action items:

- ✓ To clarify the wording around enrolled students in the draft constitution. HDR students, once submitted, are still classified as part of the membership but are not technically enrolled.
- ✓ To confirm that those who were elected to the board but graduate (16.2) are able to remain in their position for up to 6 months.
- ✓ To clarify the removal of the president (21.8.4) can be achieved by either 75% agreement of the board or by the membership (see 20.2)
- ✓ To confirm that The Board can only *create* a temporary officer role (27). A permanent new position or the removal of an officer role can only be done by taking this proposal to The Membership.

- ✓ To change the title of the Indigenous Officer to the Aboriginal and Torres Strait Islander Officer.
- ✓ To confirm 22 so that the CEO (President) cannot be elected as The Chair of The Board.
- ✓ To remove two Officer positions from The Constitution (General Secretary, Communication)
- ✓ To add two new Officer positions to The Constitution (Disability, Coursework).

Motion: That the PRC endorses the constitution for transmission to the AGM and empowers the executive to make the necessary amendments which still reflect the intention of the PRC.

Eligible voters: 32; Quorum: 16; Current voting: 17

Moved: Felicity

Second: Bede

Motion carries unanimously

April meeting

Objective: to finalise and approve the constitution for transmission to the PARSA AGM.

Motion: that the PRC approve and endorse the PARSA constitution to be taken to the 2018 PARSA AGM.

Background – March 2018 – Strategic PRC

Please see minutes for a comprehensive summary.

Conclusions regarding board composition:

- There was agreement that a reduced number of board members would be of benefit to the organisation. In general, no more than 11 (or fewer) was considered an appropriate number given advice and current best practice, as well as the experience of the current PRC
- In order to combat the issue of a loss of institutional memory, there was agreement that the members of the PARSA board should have the opportunity for a 2 year term and that half the board should be rotated every year
- At any point in time the majority of the board must be postgraduate students however the likelihood is that many board members will not be able to serve the full two year term given coursework lengths. As such there was agreement that so long as board members were elected as students they could serve out their term on the board.
- There needs to be term limits imposed
- There is a need to ensure diversity on the board, in particular gender, international student presence and indigeneity. Consideration for how to ensure this was asked to be further considered.



- There was concerns regarding the number of, and power of external members (non-postgraduates) on the board however this was generally overcome by ensuring that the majority of the board was postgraduate
- There was previous concerns raised regarding the need for Officers to also be part of the board, over and above the President being on the board. Generally this was considered possibly problematic in undermining the separation of governance and operations, however there was a genuine need to ensure the voices of marginalised groups, represented by officers, was heard. Further consideration for this was asked to be investigated. Some options raised were an elected Officer representative to the board although this also creates issues and further administrative processes.
- One of the issues discussed was how to ensure that politics did not play out at a board level. A suggestion was given that any postgraduates running as board members must do so individually, and therefore not be part of a ticket, in order to reduce the risk of politicisation and ensure a clear focus on governance versus operations.

Conclusions regarding President role (CEO and Chair):

The delineation and determination between the current President role, and what this role should be (and how it comes into being) is perhaps one of the most challenging questions raised as part of this review and was a large focus for this session.

There was majority agreement that the Presidents current dual roles of Chair and CEO should be divorced. The Chair, a governance role as leader of the board, should be elected within the board. This person could be the same as the President, but that was not necessarily the case.

The President name would be retained in the context of being the CEO of the organisation, this is necessary to ensure alignment with ANUSA who's CEO is also the President and ensure clarity in ANU as to who was the representative (operational) versus governance body of the organisation. By majority agreement, this person would be directly elected by the membership and be ex-officio (automatically elected onto the board) by way of being the CEO. The President, through vote of the board could also be the Chair of the board (as is currently the case) but this was not automatic and indeed, there was a general feeling that this is not an ideal case.

In an ideal situation the Chair and President would be held by 2 individuals that would work together to help achieve the strategic aims of the board, as is commonplace in many Not For Profit organisations.

The PRC members asked for further information on the role descriptions of the President and Chair.

Over the course of this review the question as to if PARSA should move the CEO to being a staff role, rather than a student rep role was raised. At this time it was deemed outside the scope of this review, but something the Association must consider in future given the growth of PARSA and the high work load associated with the President role, as well as the risks associated with a CEO that turns over annually.

To resolve:

- Circular motions
- Proxies
- Term limits
- Transitional clause

Action points:

- Consider how to ensure quotas on the board
- Consider how to ensure marginalised voices and officers were included in board deliberations
- Position descriptions for CEO and Chair
- Resolve election regulations
- Regulation for disciplining of President and Officers – misconduct and underperformance
- Propose new officer roles, resolve Executive role changes
- Consider how the changes will impact the day-to-day operations of PARSA

Background – February 2018

Governance training for PRC on February 24th and 25th introduced some of proposals and ideas for the new constitution. There was rigorous debate regarding several points:

- The established of a board, its size, composition, powers and interaction with PARSA operations. This included:
 - The necessity to decouple the current President role as both CEO and Chair of the board
 - A discussion on the connectivity between operations and governance i.e. should elected student representatives sit on the board, and if so, to what extent.
 - The need for the board to have the ability to discipline and manage the performance of student representatives, including the ability to end their tenure on reasonable grounds e.g. misconduct or underperformance
 - The inclusion of external members on the board, which could include past postgraduates
 - Utilising longer term periods, term limits, and rotating elections to the board to ensure a strong board
- How the CEO (i.e. President) should be elected/appointed i.e. through appointment by the elected PARSA board, or through direct election by the membership
- The role of the CEO – whether this should be a student representative (as is currently the case) or transition to staff, and if so, when this should occur
- What Officer roles should be transitioned to board roles, kept (or new roles created) at an operational level, and which should be abandoned

In this, and past meetings, there has been general consensus on the need to:

- More clearly delineate the operations and governance of the organisation
- Reduce the size of the board to make it more functional
- review current officer positions to ensure they are all fit for purpose and that there are no gaps in representation

Based on the complexity of the discussion it is proposed that the PRC form a sub-committee to workshop these issues, including how to present and test ideas with the membership.

The current project timeframes are:

- March – consultation with members
- March PRC – collect feedback from members, subcommittee to write position paper and recommendations to PRC, PRC to determine final constitution to take to membership
- April – socialise constitution and release draft constitution to membership
- May – constitution to be voted on in AGM

Motions passed in February to support the establishment of a constitutional sub-committee and to clarify the goals of the PRC, that being to: : that the PRC form a Constitutional sub-committee to seek member feedback and provide recommendations to the PRC on the new constitution.

Motion: that the PRC endorse the goals of this project: to reduce the number of board members, to more clearly delineate between governance and operations, to review elected student representative roles

Update – November 2017

Following discussions with Geoff, the complexity of reworking the Constitution, and the need to conduct governance training for PRC members, it is proposed to roll the initial PRC consultation in with the Governance training, which will be delivered by Geoff. Owing to PRC availability this will likely take place in early 2018.

Background – pre election of current 2017/2018 PRC

Geoff Carter has provided an Explanatory Memorandum regarding the many aspects of the PARSA constitution that need review. He presented this in person to the 2016/2017 PRC with the draft constitution.

The PRC is asked to consider the items raised, noting specific items that the PRC is for or against progressing for discussion to the PARSA membership. Noting that membership forums will be organised to discuss this Memorandum and changes to the constitution, however this may need to be done in stages e.g. planned OGM this year, and follow up in an AGM or OGM next year.

3.2 Diversification of revenue

For information

Sponsorships

PARSA has taken several important steps recently regarding our strategic priority of diversifying our revenue. Chief against them is the alteration of the Communications, Marketing and Events Co-ordinator to the Communications and Marketing Director role. The events component of this role will be moved to a new staff member position who has carriage for supporting and carrying out PARSA events. The Communications and Marketing Director role will be dividing their time primarily to communications strategy and implementation, but also to fundraising primarily through sponsorships, merchandise sales and advertising with external stakeholders.

Investment policy

A draft investments policy has also been prepared by the (acting) Treasurer which will be reviewed by the Finance Committee and then transmitted to the PRC for endorsement.

PARSA Shop

PARSA is currently scoping the opportunity for a student run food business in the new Union Court Redevelopment (Kambri). Should such a venture be potentially profitable, this would be an ongoing source of revenue for the organisation and could alleviate some of the issues currently on campus regarding the high cost of food.

3.3 Strategic Planning

For information

[Attachment 8 – draft Strategic Plan]

This project has been delayed, launch timeframe by end of semester 1

Background – February 2018

Following consultation with staff and student representatives, namely by a workshop led by the consultant, we are in the final stages of drafting the Strategic Plan. This is currently sitting with the General Manager and Vice President. It is anticipated that we can launch this in March 2018.

November 2017

Progress on the Strategic Plan has been made with the Vice President and General Manager spearheading this project. The next stage is a consultation with a small group of PARSA PRC members before socialising the draft Strategic Plan more broadly.

Background

PARSA engaged 'For Purpose' to undertake the Strategic Planning for PARSA. The General Manager will have primary responsibility for this project, with support from the President.

Initial Environmental mapping and the survey has been complete. The survey had a reasonable response rate of just under 11%, close to other surveys of its type such as the Student Barometer at 12%. The survey results have informed some initial ideas for the Strategic Plan.

The timeline for this project has been extended to the end of 2017.

3.4 Advocacy and Policy Platform

For information

PARSA conducted a writing day for policies and procedures. This had low attendance but those who did come to support and write made some great progress. These drafts will be made available online and another writing day scheduled.

These documents need to be in place before election.

Background – February 2018

At the November 2017 meeting the PRC endorsed a list of key advocacy topics, PARSA's position in relation to these topics. The intention is to create a policy handbook to clearly articulate the values and position of the organisation. This is of strategic importance to ensure:

- organisational positions are clearly understood
- transparency and communication with our members regarding what we advocate and stand for
- to utilise an evidence base to inform our positions that aligns with the interests and needs of members. This is primarily through utilising feedback obtained through our 2017 postgraduate survey
- risk mitigation, through reducing the risk of future PRC members making decisions on PARSA's position that are not aligned with membership interests

This work is ongoing but it is anticipated that there will be an update on draft policy positions at the next PRC meeting, in April.

4.0 Key business

4.1 Audit next after opening

For information and noting

[Attachment 9 – Audit letter]

[Attachment 10 – draft financials]

PARSA has received an unqualified audit. Whilst some of the final accounting points and audit summary is being concluded this is a great result. This audit has also supported clarifying some legacy issues that PARSA has in regards to unspent SEEF money (historical funds), prepayments and depreciation of systems (MSL).

This will be discussed further in the meeting.

Discussions:

- (Shaaf) Explained the definitions of each subsection of the draft Financials and the Audit letter.
- (Alyssa) Clarified that this Audit is still being looked over by PARSA.
- (Alyssa) We donated our 'training' funds to ANUSA as we funded our own training last year. Although it was from our 2017 budget, our governance training occurred early this year (2018).
- (Alyssa) we have a large amount of unspent SEEF funding that is to be returned to the university.
- (Alyssa) Even though we have an unqualified report, it doesn't mean everything is perfect. As a PRC, we must make sure everything is checked.
- (Mingxin) Why is SEEF now part of the Unspent SEEF Funds? (Alyssa) This was a recommendation made by the Auditor.
- (Shaaf) We need to look into receiving higher interest from our bank.
- (Shaaf) This Financial Statement does not include the other assets we bought this year, for example laptops.
- (Alyssa) We will highlight the Treasurer's report at the AGM. At present we are still trying to reconcile the Auditor's report with the university to find out how much surplus we have.
- (Shaaf) MSL is a non-current asset and is included in the report.

Actions to take:

- ✓ The Executive to clarify with the Auditor
- ✓ To take up the Auditor's recommendations
- ✓ To update the Executive Member list in the Financial Report.

Motion: that the PRC note the audited financial statement for PARSA 2017

Eligible voters: 32; Quorum: 16; Current voting: 17

Moved: Alyssa

Second: Vuran

Motion carries unanimously

4.2 Calling of Annual General Meeting

For decision

Consistent with our constitutional and regulatory obligations PARSA must hold an AGM within 5 months of the conclusion of our financial year (December 2017). As such PARSA must hold an AGM by the end of May 2018.

The proposed date is **May 16** with advertising to go out on Friday, 20 April to meet the 21 day notice period requirement.

It is intended that an all necessary information will be available for advertising on this date including: President and treasurer report, audit and constitutional reform.

Discussions:

- *(Bethany)* Does the AGM need to be quorate? *(Alyssa)* Yes, but not sure how many.
- *(Bethany)* Suggested sending an email out the week before to remind all PRC members to be at the AGM.
- *(Emma)* Does the PRC need to be present at the AGM? *(Alyssa)* I expect all PRC members to be there. We need to support the safe passage of the new Constitution.

Actions to take:

- ✓ To send an email reminder to all PRC members to be present at the AGM
- ✓ To confirm quorum for the AGM to be held May 16

Motion: that the PRC call a PARSA AGM for May 16, 2018.

Eligible voters: 32; Quorum: 16; Current voting: 17

Moved: Shaaf

Seconded: Vuran

Motion carries unanimously

4.3 Election schedule 2018

For decision

The PRC are asked to consider and approve the current draft timeline for elections, noting that this will be the election of the new PARSA structure.

It should also be noted that whilst PARSA runs the election for the postgraduate member of council, the changeover is instantaneous rather than on a 6 week timeframe as PARSA's is.

Proposed timeline:

Dates	Election stage	Description	Actions
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May 2018	Election awareness	To start generally awareness and provide opportunity for interested people to ask questions	Email in May newsletter Workshops and videos
16 – 23 July O-week semester 2	Election awareness	Generate awareness with new and returning students	Marketing material at events and onling
23 July – 3 August	Nominations period	No campaigning can take place before the close of nominations	Open nominations
6 – 12 August	Campaign week		
13 – 17 August	Voting week and announcement of results	Campaigning can still take place	
17 August (Friday)	Election results announced		
18 August - 28 September	6 week handover period between outgoing and incoming PRC	Outgoing PRC in power but active handover in place	
29 September (Saturday)	New PRC in place		

ANUSA elections are currently planned for week 5 (20 – 24 August) and as similar to last year, it is desirable to have PARSA elections before this time.

Discussions:

- (Alyssa) PARSA will start preparing for the elections expecting The Constitution will pass at the next AGM.
- (Yong) Queried if PARSA needed to finalise The Constitution before the election awareness campaign? (Alyssa) Ideally yes, but it will more likely be advertised in stages.
- (Bethany) Queried if the 6-week handover for everyone? (Alyssa) Yes, the new Constitution will take effect at the end of the 6-week handover period.
- (Bethany) Queried if the outgoing Officer graduated before they finish the handover, is there something in place? (Alyssa) We can still appoint casual vacancies in this time period to help with the transfer or we can let the newly elected member start earlier.

Actions to take:

- ✓ To confirm the advertisement plan for elections and how the new Constitution update will change this.

Motion: that the PRC endorse the proposed election timeframe.

Eligible voters: 32; Quorum: 16; Current voting: 18

Moved: Beth

Seconded: Felicity

Motion carries unanimously

4.4 SSAF bid and alcohol prohibition

For information and decision

In February the PRC endorsed the immediate use of reserve funding for alcohol subsidies, noting ongoing negotiations with the ANU and ask that PARSA looks to raise sponsorship funding to support with this current issue.

Despite having a meeting with the Vice Chancellor little process has been made in securing support for alcohol from the ANU for this year, despite (in PARSA's view) violating the SSAF Agreement through not meeting consultation requirements in which to change the condition of the Agreement, leading to this current situation. The ANU is holding a strong line against alcohol expenditure for this or future years but also acknowledges that it would prefer PARSA to not seek external sponsorship support from alcohol companies.

In terms of resolving this, PARSA still has the option of raising a formal dispute but this will likely only yield a short term solution if any, and serve only to strain relationships and detract from our core advocacy work.

Given staffing changes PARSA is yet to start gaining expertise and knowledge in order to go and seek sponsorships in a strategic and meaningful way. Whilst there is potential to seek sponsorships for next year this year is unlikely to yield anything meaningful and could undermine long term efforts.

For the year, PARSA does have the ability to cover alcohol expenses through non-SSAF funds. Our events income for last year was approximately \$41,000 and alcohol expenditure for events would be roughly \$10,000 - \$15,000 for a year. As such it is possible for PARSA to determine to fund this from 2017 revenue whilst it looks to seek sponsorships from other sources in future.

Discussions:

- (Emma) We should put forward a dispute, the university still serves alcohol at their events.
- (Alyssa) It will be a large dispute with many resources going towards this. Are we willing to do this? We can only fund ourselves for so long.
- (Bede) Students go to events because there are bar tabs.
- (Emma) If we don't bring a dispute we will risk future community building efforts.
- (Bede) If we don't we also set a precedent for not acting.

Conclusions:

- ✓ The PRC confirmed their commitment to file a dispute with the university about their decision to exclude purchase of alcohol when using SAAF funds. This was taken as a straw poll and received unanimous support for this course of action.

Actions to take:

- ✓ To put forward a dispute to the university.

Background – February 2018

Following from SSAF negotiations last year, the ANU advised PARSA that SSAF expenditure on alcohol was prohibited. As such PARSA can no longer spend SSAF money on alcohol without wilfully breaching its contract with the ANU, and therefore risking the removal of funding or other disciplinary action. The President has written a letter to the Vice Chancellor and Pro Vice Chancellor (University Experience) regarding the situation and PARSA's opposition to this, and has followed up with informal conversations. A solution regarding use of SSAF funds for alcohol subsidies looks unlikely.

As an interim solution the President has determined that money regarding alcohol subsidies should be drawn from PARSA's reserve funding. Whilst long term this is not sustainable, and there are other opportunities in place (such as sponsorships) to address this, in the short term PARSA must determine its course of action. Possible options, and assessment of their merits by the President are as follows:

- PARSA wilfully disregards this condition of the SSAF agreement – inadvisable due to possible repercussions
- PARSA brings a formal dispute to the ANU to contest this – possible, but possible unlikely to change the current outcome and could risk damaging our relationship with the ANU
- PARSA creates a campaign around this issue to apply pressure to the ANU – possible, but this would take considerable resourcing away from more pressing issues
- PARSA continues negotiations with the ANU regarding alternative funding – ANU representatives have indicated their might be short term funding that can be provided
- PARSA PRC unlocks reserve funding for 2018 with a view to gain sponsorship for alcohol subsidies for 2019

4.5 Public Officer and PARSA Administrator

For information and decision

Held over to next PRC

As the Operations Manager has now been appointed, a motion to endorse the appointment of this person to the role of Public Officer should be considered.

Background - February

In February the PRC appointed Tina Nash as interim PARSA's Public Officer and Administrator given the departure of the General Manager. The role of Public Officer (requirement under ACT law) and Administrator (requirement of the PARSA Constitution) need to be filled. To make this smooth transition it is proposed to move these role to the Administrator and Projects Officer, Tina Nash.

4.6 Student representative position scope and honoraria

For information and noting

In previous discussions regarding the Stipend and Honoraria regulation there has been unresolved issues regarding support for student representatives that work over and above their allocation of time. For Officers and College reps this can be resolved through honoraria but not so for Executive members.

The President is seeking support from the PRC to take leave for accumulated time work, as separate from leave as provisioned for in the Regulation.

4.7 Electoral regulations

For noting

With the anticipated change in constitution, it will be necessary to amend the PARSA election regulations. This will be prioritised for delivery ahead of the PARSA AGM so that the PRC can approve changes at the AGM, noting there is a period of time needed to amend regulations.

5.0 Standing Items

5.1 Staffing

For information and decision

Update on current staffing:

- Operations Manager has been offered, commencing April 30 after a lengthy selection process
- Events is interviewing this week
- SEEF Administrator has commenced
- PARSA lawyer will be commencing on the 18th of April

To flag with the PRC, there are two staffing roles that should be next considered. One is for a casual Communications and Marketing support who is fluent in mandarin to support the Communications and Marketing Director and ensure we can engage the large cohort of Chinese students at ANU.

The second is a casual or part time Executive Assistant to support the work of the President, and possibly Vice President, with meeting and calendar management which takes up a considerable time and which is not currently being met.

It is asked that the PRC endorse an exploration for both of these roles with further information to come back at the next meeting (aligned with the May AGM)

Wee chat and mandarin proficient, for communication and administrative support. Scope, figure out budget and come back to the prc

Motion: the PRC agree to support the development of position descriptions and a case for support for a Communications and Administrative position.

Eligible voters: 32; Quorum: 16; Current voting: 16

Moved: Felicity

Second: Bethany

Motion carries unanimously

5.2 MSL project update

For information

Staffing capacity to address the limitations, and make full use of MSL has been limited. Following the appointment of a SEEF Administrator and a change in the Communications Staff member position, there is expected to be further capacity to ensure MSL is fully utilised.

Background – August 2017

PARSA has experienced some limitations and issues with the software regarding events, in particular with the PARSA Ball bookings. Although PARSA has linked a Paypal account to this system we need to test the system before use. As such we have opted to use Trybooking for the short term and work with MSL on a solution.

Ensuring SEEF is set up in MSL is still in progress.

Background – February 2017

PARSA employed a casual contractor, one of our formal administration assistants, in order to deliver this project by O-week. Because of this we were able to changeover the PARSA website has been changed over to MSL and have made progress in areas that need further work.

Systems still to come online include:

- Paypal system for booking trips and other event charges
- SEEF
- Emailing to students

Background – November 2016 meeting:

PARSA and ANUSA currently use a program called OrgSync to process SEEF and GAC (Clubs and Societies) grants, refunds, administration etc. This is an opt-in system, with students registering to use the system in order to access these administrative processes. This, in large part, has been a failing of OrgSync, which was intended to act as a hub of information for students – but which currently, few student engage with.

As the OrgSync 3-year contract is due to expire in January 2017, ANUSA and PARSA commenced searching for an alternative product that would deliver some key functions, including:

- An opt-out system with greater accessibility for students
- A program that could continue to run SEEF and GAC administrative processes
- A system that could run elections, for ANUSA/PARSA as well as Clubs and Societies
- A system that can be better integrated into ANUSA/PARSA's work and has the potential for greater functionality, such as case management for Student Assistance Officers

This project has been led by ANUSA President, Ben Gill, and resulted in recommending Membership Solutions Limited (MSL) as one of the only viable options for ANUSA/PARSA based on our requirements. As such, negotiations for MSL have been conducted for some time.

At this stage, ANUSA and PARSA are currently reviewing and negotiating the contract with MSL, which is complicated by the role of ANU as being the key contract holder with MSL – necessary in order for the University to make available student data for ANUSA/PARSA to effectively use the system.

All going well, this contract should be completed before the OrgSync contract expires, allowing for PARSA to have a new system in place for SEEF rounds and O-week next year.

Website

As part of the MSL package PARSA will be given a website with a basic template that can be customised (to a degree) that will integrate with MSL systems. In PARSA's case, SEEF.

PARSA will work with MSL to design this website and MSL staff will do an initial loading of content to the new site.

This means a change to our current website.

There is a risk that the new website options offered will not be suitable to PARSA's needs, in which case we could consider a website built for us, however this could cost closer to \$10,000.

In order to mitigate this, PARSA is starting discussions with MSL regarding options. A further solution is also proposed for the PRC to consider under 3.7.1 of this agenda.

SEEF – change over systems

There is some risk that should the contract not be signed before the expiration of OrgSync then there will be no system for SEEF.

In order to mitigate this risk, the General Manager is planning a manual system that could be used in the intervening period. This would likely use an online form (google forms, for example) that is embedded in the PARSA website, and rely on the new PARSA Administrative Assistant for additional correspondence. Whilst there might be additional administrative burden due to a larger emphasis on emailing etc. and therefore the overall time commitment to SEEF might increase, this is manageable.

5.3 SEEF project update

For information

Following PARSA's successful bid for 2018 SSAF funding, PARSA will be recruiting a part time/casual administrator for SEEF.

Background

Following a SEEF working party the guidelines for SEEF application have been changed and SEEF itself has been rebranded. This has been a long term project this year with these 2 critical steps being successful. The remaining steps include reviewing the SEEF conferences guidelines and setting up SEEF on MSL for electronic applications.

6.0 Other business

PRC members are asked to foreshadow other items of business prior to the PRC meeting

7.0 Confidential business

For confidential PRC business

8.0 Meeting close and next meeting

Next meeting Wednesday, 16 May 2018, held following the PARSA AGM.