



PARSA Postgraduate Representative Council (PRC)

Executive Meeting Agenda

Date: 23rd January

Time: 12:33pm

Location: Online / PARSA Office

1.0 Meeting Open

1.1 Acknowledgement of Country

1.2 Attendance and apologies

Attendees: Tristan Yip (President), Neil Pollock (Vice President) Jacob de Keijzer (General Secretary), Yalan Chen (Social Officer), Sharrada Segeran (Equity Officer), Irina Samsonova (HDR Officer).

Apologies: Akrti Tyagi

Observers: Jane Brownbill

1.3 Call for other business

1.4 Approval of minutes from previous meeting

Motion: To accept the minutes of the previous Executive Meeting (9th January) as an accurate and true statement of events

Proposed: TY

Seconded: IS

Voted: SS, YC, JDK, NP

2.0 Reports

2.1 President's Report

- Attended appeals meeting, met with Jane, Neil and Yalan on the Control Group, which starts tomorrow. Still working through event planning and budget approvals
- Staff meeting on the 17th – looking at the services

Actions: Jane to share notes from the Staff Meeting with the Exec prior to next Exec Meeting

2.2 Vice President's Report

- Will most likely meet with Kieran regards PARSA cycles strategy

Action: Jane to brief Neil regards outcome of meeting with James



2.3 General Secretary's Report

- Have been assisting with organising events based off requests on the event form. Have reached out to COS Officer Anjali, Intl Officer Luka, COL and CECCs Officers Eweha and Zhangcheng and Women's Officer Jiayi and have provided next steps to these officers while handing over further event organisation to Dan.
- Have organised Garth to consult on the Kambri Heritage Walk with Dave Johnston, assisting Alley, which requires a \$450 fee for the time for of a Ngunawal Elder to come out of the O-Week budget. Will hand this event over to Alley (CAS Officer) and Garth soon. Mark's O-Week role will primarily be based on having PARSA's contributions for the week being as sustainable as possible, including via a pivot to digital comms and sustainable merchandisers.
- Have been working on several comms pieces, including putting together Jan newsletter, updating website, FB and IG content and assisting with promotions for the Zoo visit.
- On Jan 17 I chaired a meeting for O-Week Merch with Environment Officer Mark, Dan and Yalan where we finalised budgets for merch and how the merch pack will start to look like, which has now been paid for.
- Remotely sat on the Student Services Council Meeting on 18/02 alongside Neil and Jane. As this was my first meeting, was interesting listening to the different stakeholders and understanding the consultation processes the university has for deciding where SSAF goes. Talk of finding administrative efficiencies in the merger which I was somewhat concerned by if it means that a consolidated union loses out of funding to the university so interested in how this committee lands when it comes to SAF. I have yet to decide whether ongoing attendance of this meeting is a good use of my time considering Jane and Neil are attending and I believe Tristan usually does too, but this is an area I am passionate about so I will leave it up to the group.
- Corresponded with Ruth regarding setting up a Committee for the Confirmation of Candidate Accessibility campaign.
- Have organised a PRC dinner at Bar L'Americano for the 10th of February after our meeting.

2.4 Equity Officer's Report

- Meeting with Dan re. Event structure, need to book events quickly. Equity Meeting.
- Map for Genderless Bathroom – ANU already has a comprehensive map. Potentially incorporate that into Google – might be technically tricky.
- Wellness Officer –
- HDR/Equity Dinners – dates already put out.
- Advocacy – very understaffed, we might have to delay timeline if we can't organise events this week.
- Concern: can we add another staff member to assist Clair?

Jane: Kate (SAT Director) taking redundancy does open budget for staff.

Jacob: Ruth wants to set up another committee – flagging this as I am wary of capacity issues in Equity space.

Neil: Can we engage an external survey analysis company? Can we use our funds to ensure additional accessibility on campus – especially getting to our very office?

2.5 HDR Officer's Report

- Future of SUAW – met with Inger from research and development (AKA. the thesis Whisperer) and Ben Langley

Jane: Jane has been meeting with BL regards future of SUAW, BL will meet with Ben Yates to discuss potential for SUAW going to ANUSA.

Actions: Irina to keep Jane informed about any movement in this space.

2.6 Coursework Officer's Report

2.6 Social Officer's Report

- PARSA stall approved. How frequently we do it? Just on Market Day or every day during O-Week.

Tristan: Need to confirm PRC capacity. Ensure that volunteers are aware of general food safety

3.0 Items for discussion

3.1 General Meeting for Windup of PARSA

Jane: As per of our constitution, we need to hold a general meeting with a certain percentage of voting attendees agreeing to close the organisation (50% of voting attendees). Timing looking to be around the time of the AGM (March – early April). Jane has the procedure in a spreadsheet.

Actions: Jacob and Jane to make a time together to go over Constitutional Requirements for windup after Jane meeting with the lawyers

3.2 Advocacy Campaigns

Sharrada: Main campaign = the accommodation campaign. Officers come up with additional campaigns, but nothing can come out until approved by Exec and Advocacy Campaign Clair. Timing is important but a lot of burden on one officer (Clair). Believes there is a strong case for another staff member to assist Clair.

Jane: Also concerned that Clair is taking on too much (as is Mia), just found out about a Parents and Carers survey going out in O-Week and heard rumblings of a mental health survey. Ruth already working on EAP issues, echoes Neil's call for easy wins in Accessibility space.

Sharrada: Mental health survey is now shelved. Progressing on INTL student buddy system – which might require a committee. Accessibility campaign is also on the radar. P&C will also need a subcommittee. Women's Officer SASH will restart. Can we get more HDR / Coursework Officers on the committees?

Irina: HDR officers are already running at high capacity.

Jane: Nothing holding us up on bringing on another casual. Proposes that we take this list of advocacy campaigns and see what we can manage.



Tristan: Check in with Mia on the budgeting.

Neil: How to frame it to Clair – assistant not “another Clair”

Jacob: Potentially have a Communications and Advocacy Assistant? Fill in stop gap with me leaving the Marketing position – someone who can sit between Dan and Clair?

Sharrada: Need to consider time spent on advocacy research – very intensive, used up most of her break.

3.3 SSAF underspend

Neil: Years back, due to impacts of COVID and student numbers, ANU has accumulated pool of AU\$2.1Mn that has been underspent for Student Services. Committee has opened up EOI for purposes for this spending. Can we use it for accessibility? Help it for students struggling with costs of living pressures? This pool could benefit as much as student population as we can think. Potential to spend on capital items but this may be risky (ie. New infrastructure – although this comes with caveats for upkeep/maintenance etc.)

Actions: Group to come with ideas for potential SSAF spending, Jacob to include in next week’s agenda, allowing for more time to discuss.

3.4 Attendees for the Control Group

Tristan: Program control group meeting tomorrow (24/01), Neil and Tristan listed on the terms of the reference. Yalan to also attend, investigate inviting Will as he is privy to ANU Council rulings.

Jacob: Perhaps investigate getting someone not PARSA

Actions: Tristan to investigate attendee of Town Hall who was very involved in giving feedback.

3.4 O-Week Update

Yalan: Teams message me if there are any questions. Working closely with Dan, will be developing roster shortly.

Actions: Tristan and Jacob to keep looking at budget approvals, Sharrada and Yalan to find efficiencies for rostering by having a meeting.

3.5 Budgetary Procedures

Background: We need to all be completely aligned in our understanding of budgetary approval procedures and how we engage Mia for payments, need to protect staff workloads.

Jane: Not Mia’s Job to deal with suppliers, she just does payments, Dan can *help* with quotes – but work needs to be put in by officers first and foremost.



Actions: Yalan to chat with Mia to clarify processes / Tristan to send out all of PRC note on how to engage Mia

4.0 Other Business

5.0 Meeting close and next meeting 1:46

6.0 Appendices (Reports and Meetings)

6.1 President's Report

- Last week, I continued to assist Yalan with O-Week preparation, particularly the Function on Campus form. We are currently clarifying the status of our PARSA Stall location, as we have conflicting information from ANU Events and ANU Facilities. We have requested college representatives liaise with their college faculty to see if we can get college staff members to attend our college brunches as guests.
- I have also set up a meeting with Student First to discuss their work for 2023, and the new round of student consultations they will be opening up in February. I am hopeful of being able to invite Akrti to this meeting as well.
- Finally, Jane and I will have our own AICD training in addition to the NFP Directors training being arranged for the rest of the Executive. Jane will be attending the five day AICD Company Directors course in March, and I will be attending the AICD Conference in Melbourne in early March.

6.2 Vice President's Report

Summary of Week's Meetings:

- Staff meeting held to advise staff and invited NTEU delegate to advise of redundancies and intended process for notification; Jane may expand but the meeting went v well with all attendees, including the invited union rep, accepting the proposed process – well done Jane; the staff will have this week to advise of choice to take voluntary redundancy or wait until 30 June 2023
- Tristan and Jane meeting to discuss next steps with unified student association; first meeting of project control group (PCG) to be set up – have requested either wednesday this week or sometime the following week.
- Appeals Meeting = completed.
- 18/01 Student Services Council Meeting Review of Q4 performance and setting the scene for next year. AU\$2.1Mn underspend – discussion in AOB of this meeting.
- Unified Student Representative Association Project Control Group (PCG) first meeting scheduled this week. More on this next week.
- PARSA Cycles: Need to schedule meeting this week (w/o 23/02) to review next steps.
- Still no response from the Co-president of Association of Postgraduate Students, University of Queensland Union; removing this note from further updates.

Other meetings/activity:



- Planning for JAMs – ongoing
- Continued follow up actions on PCG – I've sent thru an amended strat doc for Tristan and Jane to review...
- PARSA Cycles follow up and next steps – recyclery discussion; vouchers/advertising for o-week and incentive for Sharrada's next campaign; kieran's proposal.
- Assistance with O-Week where I am needed
- PRC team building activity after the next PRC meeting – some confusion on my part with Sharrada's teams message but will sort that out in this meeting hopefully...

6.3 General Secretary's Report

- Have been assisting with organising events based off requests on the event form. Have reached out to COS Officer Anjali, Intl Officer Luka, COL and CECCs Officers Eweha and Zhangcheng and Women's Officer Jiayi and have provided next steps to these officers while handing over further event organisation to Dan.
- Overseeing O-Week events for my portfolios (First Nations and Environments), First Nations will be catered towards First Nations students (coffee catch up network style event) and Garth will also consult on the Kambri Heritage Walk with Dave Johnstone which requires a \$450 fee for the time for of a Ngunawal Elder to come out of the O-Week budget. Will hand this event over to Alley (CAS Officer) and Garth soon. Mark's O-Week role will primarily be based on having PARSA's contributions for the week being as sustainable as possible, including via a pivot to digital comms and sustainable merchandisers.
- Have been working on several comms pieces, including putting together Jan newsletter, updating website, FB and IG content and assisting with promotions for the Zoo visit.
- I also met with Yalan on Jan 16 to discuss our capacity for O-Week planning
- On Jan 17 I chaired a meeting for O-Week Merch with Environment Officer Mark, Dan and Yalan where we finalised budgets for merch and how the merch pack will start to look like, which has now been paid for.
- Remotely sat on the Student Services Council Meeting on 18/02 alongside Neil and Jane. As this was my first meeting, was interesting listening to the different stakeholders and understanding the consultation processes the university has for deciding where SSAF goes. Talk of finding administrative efficiencies in the merger which I was somewhat concerned by if it means that a consolidated union loses out of funding to the university so interested in how this committee lands when it comes to SAF. I have yet to decide whether ongoing attendance of this meeting is a good use of my time considering Jane and Neil are attending and I believe Tristan usually does too, but this is an area I am passionate about so I will leave it up to the group.
- Corresponded with Ruth regarding setting up a Committee for the Confirmation of Candidate Accessibility campaign, yet to decide whether this is an efficient use of my time to sit on, but like all projects I am happy to consult.
- Have organised a PRC dinner at Bar L'Americano for the 10th of February after our meeting.

6.4 Equity Officer's Report



To be verballed

6.5 HDR Officer's Report

To be verballed

6.6 Coursework Officer's Report

To be verballed

6.6 Social Officer's Report

- PARSA stall has now been approved by ANU O-week, Kambri Venue and Function on campus as below:

O-Week:

Monday: PARSA mini stall, 215pm-315pm.

Tuesday: PARSA Stall, 0900-1700. Location as indicated on map, level 1.

Wednesday: ANUSA market day, PARSA is allocated with a fixed BBQ.

Thursday: PARSA Stall, 0900-1700. Location as indicated on map, level 1.

Friday: PARSA Stall, 0900-1700. Location as indicated on map, level 1.

Week 1:

Monday-Friday 0900-1700, in front of Kambri Lawn, level 1.

- Continued supporting Parents and Carers' officer developing Family Friendly zoo trip. Trip date 29/1. High registration rate. Set ticket capacity at 15 for both adult and children, with currently 14 adults and 7 children registered.
- Had meeting with Ruth, disability officer learn about accessibility considerations when planning recurrent events. Ruth is currently developing an accessibility form for event booking.
- Had meeting with Dan event manger, provide him with the handover of events planning for O-Week and Semester 1.
- Continued developing Mount Stromlo star gazing trip visiting ANU school of astronomy and astrophysics, event date is on 6/2. Await bus booking confirmation. Trip capacity is 60 students.
- Developed PARSA photo competition, await Dan to upload on social media. This competition is open catagory, aim to encourage student's artistic development.
- Discussed with Dan regarding post-graduate welcome night planning.



PARSA

ANU *postgraduate &
research* students'
association

Level 2, Di Riddell Student Centre
University Avenue, Kambri
Australian National University
ACTON ACT 2601

- Booked all PARSA unwind for semester 1, they will be on fortnightly Saturdays due to Badger & Co's availability. Arranged a dedicated service staff to look after our students with drinks and plates, added non-alcoholic drink menu and healthier option to the menu as event quality improvement in responds to the feedback we collected last year.
- Discussed with Equity officer and HDR officer, HDR 8xdinner project now will be managed by Sharrada and Irina with thanks. This project aims to build HDR community to help reducing HDR student's isolation issue and provide spaces for advocacy work for portfolio officers.
- Had meetings with most restaurant managers in Kambri. Created an event booking resource document with booking number, restaurant capacity and pricing, shared with team.
- Continued working on O-Week movie arrangement with ANU film group in Kambri cinema, await final confirmation on booking.
- Booked ANU sports PARSA Program, 8 sessions of coached sports, badminton class. Informed Dan about free ANU sports fitness class for PARSA member, this can be further promoted through our website.
- Cancelled club clime Yoga, Zumba classes as discovered ANU Sports provides free fitness/yoga classes.
- Emailed School of Music to enquire about a welcome music performance on our Postgraduate Welcome Night, await response.