

## **PARSA Postgraduate Representative Council (PRC)**

### **Executive meeting**

**Date: 21<sup>st</sup> of February 2022**

**Time: 12pm**

**Location: Online**

#### **1.0 Meeting Open**

12:05pm

#### **1.1 Acknowledgement of Country**

#### **1.2 Attendance and apologies**

Attending: Delephene Fraser (Vice President), Eleanor Cooper (General Secretary), Gunjan Dixit (HDR Officer), Arushi Ganguly (Equity Officer)

Apologies: Tristan Yip (Coursework Officer)

Observers: Eve Walker (Consultant), Jane Brownbill (Operations Manager)

#### **1.3 Call for other business**

1.3.1 Jane brought up the large covid outbreak in the university residences, and noted that most of the staff will be working from home for the week due to the infection risk

#### **1.4 Approval of minutes from previous meeting**

Motion to approve the minutes from the previous meeting as a true and correct representation of events

Proposed: Eleanor

Seconded: Delephene

Passed unanimously

#### **2.0 Reports**

## **2.1 Vice President's Report**

Delephene thanked the PRC and staff for all their work making O-Week happen, and said that we have had a large amount of engagement from postgraduates, and many individual students enquiring about how to stay involved, and about services we offer

## **3.0 Items for discussion**

### **3.0.1 Alcohol purchasing**

Eleanor: Given that we can only spend money on alcohol from the 'pool' of money earned from Cycles and there's no firm policy for this or strict procedures in place, how do we want to proceed?

Jane: In the past PARSA has allocated a specific alcohol budget in place for the year, anticipating the events which will involve alcohol purchases. Jane suggested that we write a policy around alcohol.

#### **Action items:**

1. Eleanor and Jane to write a policy around alcohol purchasing with a budget

### **3.0.2 Volunteers**

Eleanor: Raised the following questions, given that PARSA has over 40 willing volunteers

- How to communicate over the long term: FB, email, whatsapp?
- Should we have volunteer briefing documents for future events?
- How should we continue to ensure people are aware they can volunteer?

Arushi: Potential to promote our website more and put events very clearly on there

Eleanor: Volunteers should have a better idea of what the expectations on them are, and suggested a specific briefing text or email for each event, sent before the event.

Jane: That could be a good complement for a main briefing document. Clair could potentially work on this document

Decision that the main communication medium to be email, with potential to use informal whatsapp and facebook

### **3.0.3 Office signage**

Eleanor: During O-Week around a dozen postgraduates mentioned they found the office hard to find, so we should ideally change this with signage on the ground and first levels of Di Riddell



Gunjan: Noted she had experienced similar conversations, and that we should make the office accessible

Jane: This is a similar issue to the balcony being used for storage by ANUSA and the BKSS; suggested a meeting about both signage and usage of shared spaces

**Action items:**

1. Eleanor to work with Laurie to get quotes on wall decals, window stickers and other signage to make the office accessible
2. Delephene and Eleanor to open a discussion with ANUSA about usage of shared spaces including the boardroom and the balcony

**3.0.4 Ongoing time for executive meeting**

Decision taken to change the executive meeting to 12:30 on Mondays to suit tutorials and classes

**3.0.5 Updated role descriptions**

Jane and Eve presented the proposed new role descriptions for the PRC, with adapted reporting and responsibilities. One of the main changes was that equity portfolios will report to the vice president, and that Environmental and Social will report to the General Secretary.

Arushi: Noted that in her experience the equity role, while important, could be fulfilled by someone with other responsibilities

Eve: Expectations like fortnightly meetings with committees should be made clear at the outset

**3.1 Other Business**

**4.0 Meeting close and next meeting**