

Meeting 08/2019

A meeting of the **Monash Graduate Association (MGA) Executive Committee**
was held from 9:00am – 10:30am on Sunday 11 August, 2019
at the MGAEC retreat, Yarra Valley Lodge.

Jenny Reeder
MGA Executive Officer
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MINUTES

The meeting was opened at 9:08 am

1. Formal matters

1.1 Acknowledgement of country

The MGAEC acknowledged and paid respect to the people of the Kulin nations as the original and ongoing owners and custodians of this unceded land. A short silence was held to consider the pre-colonisation lands.

1.2 Apologies

Present Robyn Oxley (chair), Pooja Bhageria, Georgia Dudgeon, Allison Ho, Travis Hong, Jessica Lu, Nikhil Kathe, Cammi Murrup-Stewart, Roy Rozario (from item 3.1), Egor Skaletckii, Ash Solanki
In attendance Sandra Azavedo, Sarah Murphy, Jenny Reeder, Vicki Stevenson, Kim Trahar, Jessica Fimmel, Ying Xu
Presenter Belle Lim (item 4.2.4)
Apologies Julie Dao, Caitlyn Neale, Roby Vota, Xinxin Yang

1.3 Consideration of the agenda

No further items were added.

2. Minutes and Action sheet

2.1 Minutes of MGAEC meeting 07/19 for confirmation

It was moved:

That the minutes of MGAEC meeting 07/2019 be confirmed.

Moved: Robyn Oxley

Seconded: Cammi Murrup-Stewart

Carried.

2.2 Action sheet

Noted.

3. Reports

3.1 President's report

Noted

3.2 Office-bearer reports

Noted. Two MGAEC members provided further comments on their reports.

Jessica Lu, Parkville Campus Representative

Jessica requested that PPA were provided with MGA staff assistance to comply with University event regulations, in particular completing risk assessments. Jenny noted that the MGA would work with PPA on their needs and provide staff assistance to the committee. Additionally it was clarified that part-time graduate students were members of the MGA.

Cammi Murrup-Stewart, Indigenous Students' Officer

Cammi announced that the MGA's inaugural Indigenous graduate writing retreat was in September, and had proved to be popular, with all places now fully booked. The event was being run in collaboration with the Gukwonderuk unit and the Office of the PVC (Indigenous). She noted that this event was a great opportunity to address the isolation Indigenous students could experience, especially those located off-campus. In addition, Cammi is planning a series of regular writing sessions for Indigenous students in the Gukwonderuk unit.

Cammi reported that MGRO had responded to the MGA request for information on professional development post-completion HDR sessions. The MGA response listing the relevant sessions on offer had been reviewed, the gaps identified, and feedback provided to MGRO.

3.3 Staff report

Noted.

3.4 Profit and loss report June 2019

Noted.

3.5 MGAEC meeting attendance records

Noted.

4. Business

4.1 Business arising

4.1.1 Email motions (minutes, staff position, funding & regs)

Noted.

An email vote was conducted for six outstanding motions from the July MGAEC meeting. Twelve members responded before the deadline. All motions were declared carried on 1 August 2019. The motions and their outcomes were noted.

Motion 1:

That the minutes of MGAEC meetings 04/2019, 05/2019 and 06/2019 be confirmed.

Moved: Robyn Oxley

For: 12

Against: 0

Abstentions: 0

Motion 2:

That a maximum payment of \$60,000 be approved for transfer to the MSA for 2019.

Moved: Roy Rosario

Seconded: Roby Vota

For: 10

Against: 0

Abstentions: 2

Motion 3:

That the MGAEC approve the establishment of a program that recognises outstanding contributions to MGA from university staff.

Moved: Roy Rosario

Seconded: Roby Vota

For: 11

Against: 0

Abstentions: 1

Motion 4:

That the draft MGA policy on events and refunds be approved.

Moved: Roy Rosario

Seconded: Xinxin Yang

For: 12

Against: 0

Abstentions: 0

Motion 5:

That the position of Finance Assistant be created as a part-time, 0.6 fraction, two year contract at the level of SUE 3.

Moved: Robyn Oxley

For: 11

Against: 0

Abstentions: 1

Motion 6:

That the draft MGA Emergency Support Scheme regulations be approved.

Moved: Roy Rozarion

Seconded: Roby Vota

For: 12

Against: 0

Abstentions: 0

4.1.2 Video report on MGA orientation

A short video of the various MGA Semester 2 Orientation activities was shown. The committee agreed that the MGA welcome party was a great success and a hit with graduates. The MGAEC thanked the MGA Marketing and Events team for their fantastic work in running orientation events across all campuses.

4.1.3 Letter to Vice-Chancellor re funding to MSA

The MGAEC noted the letter sent by the MGA to the Vice-Chancellor and Chancellor the previous week. There had been no response to date. A session

to discuss the funding situation had been included in the retreat program for that week-end.

4.2 General Business

4.2.1 MGA festival

Sandra explained that the MGA festival was a large-scale cross-campus promotional week, designed to highlight the association's change of name from MPA to MGA. To fund the event, it was requested that each office-bearer allocate \$2,000 of their OB budget line funds towards the event (a total of \$16,000). It was noted that from funds available to OBs in semester one, only \$10,000 of a possible \$30,000 had been spent.

It was agreed that this money would be allocated towards launch activities and free or subsidised food for graduate students. Additional costs would be drawn from the Merchandise and Marketing budget lines.

The committee suggested having a large launch event on each campus as well as several small events. It was noted that Monday was the best day to host events on Peninsula campus as this was when the majority of graduates were present.

The committee went on to discuss merchandise and proposed the following:

- Bike or Rain jackets;
- Look for sustainable products and minimise plastic;
- Aim for good quality clothing items as merchandise, and make them available for sale to students at a subsidised rate; and
- Consider the use of Supply Nation, an Indigenous business database, when searching for marketing and merchandise suppliers.

In a subsequent discussion about daytrips, Egor requested a report on the MGA Monkey Mia trip held in July 2019.

4.2.2 Disability Officer

Cammi requested that the MGAEC consider the creation of an additional Office-bearer position. The incumbent would represent the needs of graduate students identifying with a disability, illness or carer responsibilities. The necessity of such a position was noted in that the issues for disabled postgraduate students were unique from the undergraduate community.

Applicants for the position would need to identify as disabled in order to be eligible. It was noted that the committee had the power to create such a role, but could only coopt to the position from existing members as the committee was already at its maximum number of members. To coopt an additional member to fill the role would require a constitutional change which would need to be made at the next AGM.

The proposed title was discussed at length. It was agreed that Disability Officer would be used in the interim, but DSS and the relevant graduate community would be consulted on the suitability of the title.

It was moved:

That the MGA create the office-bearer position of Disability Officer on the MGAEC.

Moved: Robyn Oxley
Seconded: Roy Rozario
Carried.

4.2.3 Accessibility guidelines

Cammi requested that the MGA create accessibility guidelines for its events and activities. She agreed to work closely with the new Disability Officer (OB) once appointed, the MGAEC subcommittee and the University DSS to draft accessibility guidelines for MGA.

4.2.4 Future female conference

On behalf of CISA, Belle requested that the MGA sponsor the CISA Future Female conference in September 2019. The minimum sponsorship option was \$3,000 for organisations. Tickets cost \$150 per student for student association delegates, or \$30 for individual students to self-book.

After discussion of the sponsorship costs and considering the number of Monash University graduates who would benefit from such sponsorship, it was agreed that the committee would not provide CISA with conference sponsorship, but would instead fund approximately ten students to attend the event. The funding would be taken from the Women's Officer budget line.

4.2.5 Attendance at CAPA Annual Council Meeting

Expressions of interest were requested from the committee for attending the CAPA ACM in December 2019. The following members responded: Jess Lu, Cammi Murrup-Stewart, Ash Solanki, Nikhil Kathe, Pooja Bhageria and Egor Skaletckii. The invitation would also be distributed to MGAEC members currently not present. Attendance would be discussed in the September MGAEC meeting.

4.2.6 Appointment of reps on university committees

Noted. Any MGAEC members interested in making themselves available for ad-hoc panels for selecting postgraduate representatives on university committees, were encouraged to contact Kristy Welch via email.

4.2.7 Submission for additional space on Clayton

A submission made to BPD for a larger space on Clayton for the MGA offices and postgraduate lounge was noted.

5. Membership

Elections were held for the position of International Students' Officer. The Executive Officer acted as Returning Officer. Nominations to the position of International Students' Officer were invited. Robyn nominated Pooja Bhageria. Pooja accepted the nomination, and the nomination was seconded by Roy. Cammi nominated Nikhil Kathe. Nikhil accepted the nomination and the nomination was seconded by Jessica Lu. There being no further nominations, both candidates were given two minutes to speak and respond to committee questions.

A confidential ballot was held. Nikhil was declared elected to the position of International Students' Officer and was congratulated by the committee.

6. Next meeting

It was agreed that the next meeting would be held on Clayton campus in September at a time to be confirmed.

The meeting was closed at 11:28am.