



Arc @ UNSW limited
PGC MEETING MINUTES
Monday 18 December 2023
Hybrid (Arc Training Rooms/TEAMS)
6:00 pm

Present: Tony Le (PGC President), Sidra Sarwat, Nitharsaa Ambalavanar, Anushka Anchan, Salauddin Pathan Akash, Anuvinda Sreenivas, Daiana Venancio, Nicole Zhao

Apologies: Gurpreet Hansra

Attendance: N/A

Absent: Ada Choi, Ervan Herkusuma

1. MEETING OPENING

The meeting opened at 4:06pm.

1.1. Acknowledgement of Country

Completed by the PGC President.

1.2. Apologies

An apology was received from G. Hansra.

RESOLUTION

THAT the apology received from G. Hansra is accepted.

CARRIED

1.3. Conflicts of interest disclosure

N/A

1.4. Previous Minutes

1.4.1. Noting: 15 November 2023

RESOLUTION

THAT the minutes from the PGC meeting held on 15 November 2023 are noted as a true and accurate record.

CARRIED

1.4.2. Matters arising/ action list

The action list was noted.

1.5. Meeting administration

1.5.1. Selection of meeting observer

A. Anchan was appointed as the meeting observer.

1.5.2. Items flagged for immediate discussion

The PGC discussed a recent issue received from a postgraduate student's supervisor, where an international student has insufficient funds to purchase OSHC (Overseas Student Health Cover) to receive their student visa, and whether there is support available to help the student purchase OSHC.

Suggestions:

- The PGC can potentially take the matter to UNSW Management and Leadership to check what may be the best way to support such students.
- The PGC can suggest to the student suitable financial resources or scholarships.

It was noted that the matter requires further discussion and that the International Vice President should submit the issue as a motion for the next PGC meeting to discuss in more detail.

ACTION

THAT the International Vice President submit the OSHC financial difficulty issue as a motion for next PGC meeting.

THAT the General Secretary sends an email response to the supervisor regarding the OSHC financial difficulty issue.

2. MATTERS FOR DECISION

2.1. The PGC decides whether an internal Chief Marketing Officer position is to be sought in 2024

The paper was taken as read.

Discussions:

- It may be challenging for all PGC Offices to manage marketing if the marketing requests are disorganised.
- There should be a single contact for PGC Marketing, so communications are unified.
- Each PGC member should be responsible for a specific role, e.g. one Officer is responsible for Eventbrite, another Officer is responsible for PGC newsletter, etc.
- The PGC can experiment with the idea of all Offices managing marketing for a trial period and seek a potential candidate if unsustainable.
- There needs to be at least one PGC member who is always logged into PGC social media platforms to be able to respond to student enquiries in time.

RESOLUTION

THAT the PGC decides not to advertise a Chief Marketing Officer position but will delegate specific responsibilities to current and incoming team members.

CARRIED

2.2. The PGC decides whether an internal Project Management Officer position is to be sought in 2024

The paper was taken as read.

Discussions:

- In 2023, approximately 5 Project Management Officers were in place to improve communication within the Council. However, communications soon became scattered and inefficient. It was more efficient to communicate matters through the General Secretary and the Officers.
- There needs to be more volunteers for each Office, versus having Project Management Officers.

RESOLUTION

THAT the PGC decides not to advertise Project Management Officer positions but will delegate specific responsibilities to current and incoming team members.

CARRIED

2.3. The PGC decides how and when recruitment of subcommittee members is done in 2024

The paper was taken as read.

Discussions:

- A single form should be utilised for volunteers to enter their preferences of Offices.
- Team recruitment should commence in early January for volunteers to be sought in time for O-Week.
- Help can be sought from Arc marketing to promote volunteer applications.
- The PGC can also share the application form with 2023 volunteers if any are willing to continue volunteering.
- It is better to secure more volunteers at the beginning, in case some become inactive later in the year and are to be removed.

RESOLUTION

THAT the General Secretary opens an expression of interest form in early January and the PGC Offices determine their own subcommittee members.

CARRIED

ACTION

THAT the General Secretary opens an expression of interest form for Subcommittee recruitment in early January.

3. MATTERS FOR DISCUSSION

N/A

Order was suspended with leave of the Council. The minutes reflect the meeting order.

4. OFFICE BEARER REPORTS

4.7. Canberra Officer

The report was taken as read.

Discussions:

- The Canberra Officer seeks to hold a Sydney to Canberra trip for GR Day in Canberra and will be sharing the dates with PGC once confirmed in 2024. Support will also be sought from other PGC Offices.

4.1. President

The report was taken as read.

Discussions:

- The President will flag PGC's affiliation with CAPA as a discussion for later in 2024.
- The PGC held a picnic in collaboration with Funner Summer, which had good participation numbers. There were some feedback received regarding students' difficulty in finding the location of the picnic and disorganisation, which may have been due to the limited number of PGC volunteers and team members available to assist on the day.
- The PGC will be pushing to move communications outside of WhatsApp, and onto Teams and email for 2024.

4.2. General Secretary

The report was taken as read.

Discussions:

- Help is required from each PGC Office for O-Week.
- PGC Offices can alternate hosting PGC coffee catchups, but the General Secretary is also open to other suggestions for a PGC-wide event, e.g. lunch instead of coffee.

4.3. Equity Vice President

The report was taken as read.

The Canberra Officer thanked the Equity Office for helping incorporate Canberra in the Wellbeing Guide.

4.4. International Vice President

The report was taken as read.

4.5. Research Vice President

The report was taken as read.

Discussions:

- It was suggested that the July HDR Migration Pathway Seminar & Routine Event is moved to an earlier time, potentially February/March as visa conditions are changing, and it would be beneficial for students to be informed earlier.
- The International Office will also be putting forward a paper for the next PGC meeting regarding the changing visa conditions.

4.6. Coursework Vice President

The report was taken as read.

Discussions:

- The Coursework Office is looking forward to collaborating with other Offices in 2024.
- The Coursework Vice President is also seeking to develop greater engagement within its own Office.

4.8. Paddington Officer

N/A

4.9. Media & Communications

N/A

5. MATTERS FOR NOTING [discussed only on exception basis]

N/A

6. Q&A (if any)

N/A

7. MEETING FINALISATION

7.1. Meeting evaluation

The meeting went well. The PGC discussed the papers in detail and all questions were addressed properly.

7.2. Next meeting date: 22 January 2024

7.3. Meeting close

The meeting closed at 5:43pm.



PGC President Signature – Tony Le

Date: 29/01/2024