



Arc @ UNSW limited
PGC MEETING AGENDA
Friday 27 January 2023
TEAMS
4:00 pm

Present: Anthony Sunjaya (PGC President), Daiana Venancio, Haley Stone, Gurpreet Hansra, Sidra Sarwat

Apologies: Jack Lodge, Karina Grunewald, Andrea Tsui, Ankita Gupta, Ratih Listiyandini

Attendance: Tony Le (PGC Marketing Subcommittee Member), Shawn Andrews (PGC First Nations Advisor), Olivera Nesevski (PGC Project Management Officer)

Absent: Rinu Steaphen

1. MEETING OPENING

The meeting opened at 4:07pm.

1.1. Acknowledgement of Country

Completed by the PGC President.

1.2. Apologies

Apologies were received from J. Lodge, K. Grunewald, A. Tsui, A. Gupta and R. Listiyandini

RESOLVED

THAT the apologies received from J. Lodge, K. Grunewald, A. Tsui, A. Gupta and R. Listiyandini are accepted.

CARRIED

1.3. Conflicts of interest disclosure

N/A

1.4. Previous Minutes

1.4.1. Confirmation: 11 January 2023

RESOLVED

THAT the minutes from the PGC meeting held on 11 January 2023 are accepted as a true and accurate record.

CARRIED

1.4.2. Matters arising/ action list

The action list was noted.

ACTION

THAT the General Secretary investigates about having a postgraduate tour for week 1.

1.5. Meeting administration

1.5.1. Items flagged for immediate discussion

1.5.2. Selection of meeting observer

A. Sunjaya was appointed as the meeting observer.

2. MATTERS FOR DECISION

N/A

3. MATTERS FOR DISCUSSION

N/A

4. OFFICE BEARER REPORTS

4.1. President

The report was taken as read.

Further points:

- The President raised that PGC morning teas should be continued and promoted to students.
- Comments regarding the Needs Survey should be sent before the survey is placed in the PGC newsletter.

S. Andrews joined the meeting at 4:28pm.

S. Andrews provided a brief introduction of himself.

4.2. General Secretary

The report was taken as read.

Further points:

- The General Secretary is planning and allocating volunteers for PGC O-Week stalls.
- There will be a meeting with the Canberra Officer to discuss plans for the trip to Sydney.
- There will be meetings with Arc Clubs Representatives to plan collaborations for different events.
- The General Secretary has joined the Students Health Advisory Committee (SHAC).

The General Secretary presented a spreadsheet of the current budget, noting amounts used and left over.

4.3. Equity Vice President

The report was taken as read.

The President advised the Equity Vice President to schedule a meeting with the Equity Liaison Officer to discuss the priorities and actions for the Equity Office this year.

4.4. International Vice President

The report was taken as read.

Further points:

- International Office recruitment has finished.
- The International Office held its first office meeting and has gained ideas to update the students' brochure with.

4.5. Research Vice President

The report was taken as read.

4.6. Coursework Vice President

N/A

4.7. Canberra Officer

The report was taken as read.

Further points:

- The Canberra Officer had meetings with the UNSW Canberra Library and SAS (Students Administrative Services) to discuss event plans.
- The idea for the Sydney to Canberra trip around September is to have a day focused on research and employment.
- The Canberra Officer requested someone to help tour guide the Canberra students, and/or for a map of the Sydney campus to be shared with her.
- The Canberra Officer will share the timeline of the Canberra to Sydney trip on the 8th February and asked that people available to help to contact her.

4.8. Paddington Officer

The report was taken as read.

4.9. Media & Communications Report

Update:

- Two students have been keen to get involved in the Marketing Office. One of the students has been recommended to the PMO (Project Management Office), so there is a bridge between Marketing and the other Offices.
- The regular meetup time of the Marketing Office has been confirmed.
- Marketing jobs can be sent straight to the marketing channel or to T. Le.
- Due to busy workloads, there will be a combined newsletter issue for January and February.
- The Marketing Office is seeking to automate many of the internal processes.

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

5.1. Appointment of Shawn Andrews as PGC's First Nations Advisor

The paper was taken as read.

S. Andrews is waiting to understand the number of Indigenous postgraduate students at UNSW to determine the next steps of action. He is also seeking to contact Nura Gili to find out more about the Indigenous postgraduate student group. PGC members were welcomed to contact him regarding Indigenous matters.

S. Andrews left the meeting at 5:02pm.

6. Q&A (if any)

Discussions and ideas for O-Week:

- Students should be encouraged to follow the PGC Facebook and Instagram pages before merchandise is provided.
- Once student numbers for the Canberra to Sydney trip are determined, O-week merchandise packs can be set aside for the Canberra students. The PGC should also take another group photo when the Canberra officer arrives.

Discussions regarding Harmony Day:

- While it would be a good idea to include multicultural foods at Harmony Day, food preferences need to be taken into consideration.
- Open air space, MCIC or the Roundhouse would be the most suitable places to hold Harmony Day.

O. Nesevski joined the meeting at 5:10pm.

The Project Management Officer provided below updates:

- The O-Week volunteer table has been updated.

- The Project Management Officer is seeking to create a template spreadsheet for different Offices recruiting volunteers.
- The first PMO team meeting will be held next week.

ACTION

THAT O. Nesevski discusses with T. Le about creating a marketing brief to promote internal volunteer opportunities to PGC office members.

THAT PGC holds an internal event for the entire Council and include a welcome for volunteers coming into PGC by the end of February.

7. MEETING FINALISATION

7.1. Meeting evaluation

It has been good to see members doing well and planning events for the year. The President looks forward to results from the Needs Survey, which will be distributed from next week onwards. There is a need to finalise events early on as places can be difficult to book, and at the same time the Council should encourage more volunteers to engage and be active. The PGC will also look to centralise its internal files and systems.

7.2. Next meeting date: 24 February 2023

7.3. Meeting close

The meeting closed at 5:30pm.

Anthony Sunjaya

PGC President Signature – Anthony Sunjaya
Date: 02/03/2023