



**Arc @ UNSW limited**  
**PGC MEETING MINUTES**  
**Friday 30 June 2023**  
**Hybrid (Arc Training Rooms/TEAMS)**  
**4:00 pm**

**Present:** Haley Stone, Daiana Venancio, Gurpreet Hansra, Jack Lodge, Tony Le, Ratih Listiyandini

**Apologies:** Anthony Sunjaya (PGC President), Sidra Sarwat, Karina Grunewald

**Attendance:** Ada Choi

**Absent:** Eman Alzghoul, Ankita Gupta

**1. MEETING OPENING**

The meeting opened at 4:28pm.

H. Stone chaired the meeting with consensus of the PGC.

**1.1. Acknowledgement of Country**

Not addressed.

**1.2. Apologies**

Apologies were received for A. Sunjaya, S. Sarwat and K. Grunewald.

**RESOLUTION**

THAT the apologies received from A. Sunjaya, S. Sarwat and K. Grunewald are accepted.

**CARRIED**

**1.3. Conflicts of interest disclosure**

N/A

**1.4. Previous Minutes**

**1.4.1. Confirmation: 26 May 2023**

**RESOLUTION**

THAT the minutes from the PGC meeting held on 26 May 2023 are accepted as a true and accurate record.

**CARRIED**

**1.4.2. Matters arising/ action list**

The action list was noted.

**ACTION**

THAT a system or formal document is developed to ensure a process is followed when dealing with unresponsive Subcommittee members.

**1.5. Meeting administration**

**1.5.1. Selection of meeting observer**

G. Hansra was appointed as the meeting observer.

### **1.5.2. Items flagged for immediate discussion**

N/A

### **2. MATTERS FOR DECISION**

N/A

### **3. MATTERS FOR DISCUSSION**

N/A

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

### **4. OFFICE BEARER REPORTS**

#### **4.1. President**

Not addressed.

#### **4.2. General Secretary**

Not addressed.

#### **4.7. Canberra Officer**

The report was taken as read.

The Canberra Officer sought assistance from the Research Vice President to help create a document requested by GRS to streamline and formalise the Canberra to Sydney and Sydney to Canberra trips for future years.

#### **ACTION**

THAT the Canberra Officer and Research Vice President further discuss developing the Canberra Sydney trip document as requested by GRS.

#### **4.5. Research Vice President**

The report was taken as read.

#### **4.9. Media & Communications**

The Marketing Office has been working on requests submitted by different Offices. The channels of marketing have mainly been through Facebook and Instagram.

The Coursework Vice President will help contact Arc's Communications Officer with regards to having the PGC monthly newsletter promoted through Arc's Mailchimp system.

#### **ACTION**

THAT the Coursework Vice President helps A. Choi contact Arc's Communications Officer in having the PGC newsletter promoted through Arc's Mailchimp system.

#### **4.6. Coursework Vice President**

The report was taken as read.

Further points:

- There is room for improvement with the attendance, planning and marketing of the Coursework Awards, as there was little experience or documentation from previous years regarding the planning of in-person Coursework Awards. It will be helpful for future year Coursework Vice Presidents to contact the Research Office, as they hold resources and information that will be beneficial in organising the Awards.
- The Coursework Office will focus on social events for the next few months.
- The social events should be held more so in T1 and T2, and the Coursework Awards should be held at the end of year. This will help build the postgraduate coursework community

over time, and potentially lead to greater awareness and attendance at the Coursework Awards at the end of the year.

#### **4.4. International Vice President**

The report was taken as read.

Further points:

- It was suggested that unused budgets from Offices could be put towards regular postgraduate meetups. The idea of café meetups may entice more postgraduate students to attend.
- It will be helpful to create a report on the PGC Survey results. Instead of putting the pressure solely on the Research Vice President, the PGC should develop the report as a group.

#### **4.3. Equity Vice President**

The report was taken as read.

#### **4.8. Paddington Officer**

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 was good, although slightly delayed. H. Stone was thanked for chairing the meeting.

##### **7.2. Next meeting date: 28 July 2023**

##### **7.3. Meeting close**

The meeting closed at 4:59pm.

*Anthony Sunjaya*

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PGC President Signature – Anthony Sunjaya

Date: 11/08/2023