



Arc @ UNSW limited
PGC MEETING AGENDA
Tuesday, 02 August 2022
TEAMS
6:00 pm

Present: Joshua Karras (PGC President), Suhyun Kweon, Anthony Sunjaya, Olivera Nesevski, Hang Bui, Reem Almasri, Dana Tribbia, Umme Laila Urmi

Apologies: E. Egilmezer, Andrea Tsui

Attendance: Tony Le (Marketing & Communications Committee Member)

Absent: N/A

1. MEETING OPENING

The meeting opened at 6:02pm.

1.1. Acknowledgement of Country

Completed by the PGC President.

1.2. Apologies

Apologies were received from E. Egilmezer and A. Tsui

RESOLVED

THAT the apologies received from E. Egilmezer and A. Tsui are accepted.

CARRIED

1.3. Conflicts of interest disclosure

N/A

1.4. Previous minutes

1.4.1. Confirmation of previous minutes: 14 July 2022

RESOLVED

THAT the minutes from the PGC meeting held on 14 July 2022 are accepted 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. Items flagged for immediate discussion

The PGC President noted that he has been working with Arc to update the PGC Charter to allow students graduating in the year of the term to be able to remain for a longer period of time.

The PGC President advised PGC officers to start writing their relevant handover documents, including real-life examples. Also, that ideas for updates to the handover template be sent to him.

ACTION

THAT PGC officers start writing handover documents.

THAT any ideas of contents to include in the handover document template be sent to the PGC President.

1.5.2. Selection of meeting observer

H. Bui 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.

4.2. General Secretary

The report was taken as read.

The General Secretary noted the below:

- Any updates to the website can be raised with the General Secretary/T. Le.
- There are leftover funds from the PG Week, which can be utilised by other portfolios for their events.

The PGC President gave thanks for T. Le's work and contribution to PGC.

ACTION

THAT the General Secretary creates a shared document for proposed changes to the PGC Charter.

THAT the General Secretary shares her handover document to the Canberra Officer.

THAT an in-person meeting is scheduled for the next PGC meeting.

4.3. Equity Vice President

The report was taken as read.

- The last coffee catchup saw less attendees due to potentially more COVID cases.
- The Equity Committee Liaison Officer raised that assistance is needed from other officers and volunteers in relation to the Tell Me Your Story event.

ACTION

THAT the Equity Committee Liaison Officer has a meeting with the Equity Vice President and 2021 General Secretary to discuss the works of the Tell Me Your Story Event.

4.4. International Vice President

- The International Committee has been researching potential cruise themes.
- The Committee has expanded in numbers after some successful interviews.
- The Committee is organising an online seminar on job search strategies for international students in collaboration with Careers UNSW.
- A postgraduate pub event has been organised for students to unwind after exams.
- International Food Day is scheduled for later in the year, with the main theme being minimising food waste.

4.5. Research Vice President

The report was taken as read.

- The PGC Research Awards have over 100 nominations currently, with a goal of 150. There are lower numbers of nomination from certain faculties such as Business, where there are lower numbers of research students. Help from other PGC members was requested to promote the awards, so there may be an award for every faculty as planned.
- There has been contact with other universities around Australia to work on having a set and unified criteria for the awards.

4.6. Coursework Vice President

The report was taken as read.

- The coffee catchup was successful, with some potential new committee candidates within the attendees.

ACTION

THAT the Coursework Liaison Officer informs the PGC President of the date of the next Coursework Committee coffee catchup.

4.7. Canberra Officer

The report was taken as read.

- The Canberra Officer requested help to promote the Canberra trip, which has been organised in collaboration with the Research and Coursework Committee for postgraduate students.
- The Canberra Officer has contacted a bakery for resources to help launch the Canberra Food Hub.
- An event is planned for HDR students in October, which is yet to be finalised.

4.8. Paddington Officer

N/A

4.9. Media & Communications Report

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

It was a very transparent meeting and everyone's voice was heard. The meeting also included all current relevant information.

7.2. Next meeting date: 30 August 2022

7.3. Meeting close

The meeting closed at 6:42 pm.



PGC President Signature – Joshua Karras

Date: 15/09/2022