



**Arc @ UNSW limited**  
**PGC MEETING AGENDA**  
**Tuesday 27 September 2022**  
**TEAMS**  
**6:00 pm**

**Present:** Joshua Karras (PGC President), Suhyun Kweon, Anthony Sunjaya, Annabelle Radford, Reem Almasri, Dana Tribbia, Andrea Tsui, Ece Egilmezer

**Apologies:** None

**Attendance:** None

**Absent:** Olivera Nesevski, Hang Bui, Umme Laila Urmi, Eman Alzghoul

**1. MEETING OPENING**

The meeting opened at 6:08pm.

**1.1. Acknowledgement of Country**

Completed by the PGC President.

**1.2. Apologies**

No Apologies were received.

**1.3. Conflicts of interest disclosure**

N/A

**1.4. Previous minutes**

**1.4.1. Confirmation of previous minutes: 30 August 2022**

**RESOLVED**

THAT the minutes from the PGC meeting held on 30 August 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**

**1.5.2. Selection of meeting observer**

A. Radford 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**

Points raised:

- Parking and RTP papers have been submitted to relevant officers. The Research Committee was thanked for the logistical assistance during the process.
- The President has contacted a number of European Universities and their postgraduate council equivalents to exchange ideas during his travels around Europe.
- The President thanked various PGC officers for attending meetings on his behalf during his leave.

### **4.2. General Secretary**

The report was taken as read.

Further points raised:

- The General Secretary thanked volunteers for their help during O-Week.
- It reminded that everyone should be inviting people to the PGC Cruise.
- T. Le will be submitting the PGC newsletter to Arc.

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

Points raised:

- There have been roughly 100 attendees for the Comedy Night. It was noted the event can be redone next year as there are contacts available now for further collaboration.
- The Burnout Seminar has been postponed to the 6<sup>th</sup> October due to the additional public holiday. UNSW Health & Wellbeing will also be helping with the marketing and communications. There are currently 21 registrants, which is a good number for an online event.
- The Tell Me Your Story event is experiencing low signup numbers. The Equity Committee will reconvene after the final date of submissions. While there is an idea to have PGC members involved and is still considered ethical as the panels do not consist of PGC members, the Equity Committee is trying to improve the submission numbers. The low interest may be due to the large amount of work and effort required for the submissions.

Feedback provided in regards to the low signup issue with the Tell Me Your Story event:

- The future PGC can potentially organize dedicated event planning meetings for major events that align with PGC.
- Discussions should be held to reflect on what has worked and what did not work.
- As the context of the event has changed from year to year, issues in this year's Tell Me Your Story event should be included in the handover document for next year.
- Advice was provided from the International Vice President, in hindsight of the International Food Competition, in which Clubs and Arc social media were contacted to help promote the event. The way of promoting the event was varied to broaden the audience reached.

### **ACTION**

***THAT the International Vice President shares the relevant contacts with the Equity Vice President to help promote events.***

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

The report was taken as read.

Further points raised:

- The International Committee helped with O-Week.
- Work is underway for promotion of the International Food Competition, which has its deadline extended to the end of October. The International Committee is proceeding with the International Food Market, and there will be a stall and distribution of the winning

recipe to all attendees. In addition, the International Committee Liaison Officer is currently undertaking a food safety certificate, with a plan to have it before the event.

- There has been a successful job search strategy event, with more than 50 participants.

It was raised that events may need to be further promoted by socialising and letting students know around campus. It was suggested that volunteers can print posters and have them put up in their shared postgraduate offices.

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

Points raised:

- The Delivering Impactful Research Presentation workshop was conducted with the Public Speaking Society with over 100 registrants.
- Collection of the scholarship survey was completed with a total of 296 responses.
- Content was developed for the PGC Newsletter and GRS Newsletter.
- The assessment process of the Arc PGC Research Awards was completed.
- Planning of the Research Awards Ceremony was progressed with support from the Graduate Research School.
- There has been focus on planning the Arc PGC Research Awards Ceremony in November.
- The Research Committee is also supporting the International Food Competition and Tell Me Your Story event.
- The Committee is working on the handover for the 2023 PGC Research Elected Officials.

#### **ACTION**

***THAT the General Secretary contacts M. McBurnie to find out the number of registrants for the PGC Cruise from Eventbrite.***

***THAT the PGC YouTube account details are shared in WhatsApp.***

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

The report was taken as read.

Further points raised:

- The Coursework Committee helped with O-Week.
- The Committee is continuing to reach out to personal contacts for the Tell Me Your Story event and the International Food Competition.

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

N/A

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

N/A

#### **ACTION**

***THAT the Research Vice President shares the survey he managed at the beginning of his term with the Paddington Campus Officer so she can update and release a survey specific to Paddington postgraduate students.***

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

N/A

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

N/A

#### **6. Q&A (if any)**

It was raised that the Paddington Campus Officer can recruit a committee, which would be beneficial to her work.

**ACTION**

***THAT the Paddington Campus Officer recruits for a Paddington Committee.***

**7. MEETING FINALISATION**

**7.1. Meeting evaluation**

It was a good meeting. Everything was addressed and everyone was informed as to what was happening. Ideas and feedback were given to help move things forward.

**7.2. Next meeting date: 25 October 2022**

**7.3. Meeting close**

The meeting closed at 6:53 pm.



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PGC President Signature – Joshua Karras

Date: 08/11/2022