



Arc @ UNSW limited
PGC MEETING MINUTES
Friday 29 September 2023
Hybrid (Arc Training Rooms/TEAMS)
4:00 pm

Present: Anthony Sunjaya (PGC President), Tony Le, Ratih Listiyandini, Gurpreet Hansra, Eman Alzghoul, Daiana Venancio, Sidra Sarwat, Karina Grunewald

Apologies: Haley Stone

Attendance: Arthy Mukunthan (Chair of the Arc Board)

Absent: Ankita Gupta, Jack Lodge

1. MEETING OPENING

The meeting opened at 4:15pm.

1.1. Acknowledgement of Country

Completed by the PGC President.

1.2. Apologies

Apology was received from H. Stone

RESOLUTION

THAT the apology received from H. Stone is accepted.

CARRIED

1.3. Conflicts of interest disclosure

N/A

1.4. Previous Minutes

1.4.1. Confirmation: 25 August 2023

RESOLUTION

THAT the minutes from the PGC meeting held on 25 August 2023 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. Selection of meeting observer

T. Le was appointed as the meeting observer.

1.5.2. Items flagged for immediate discussion

The PGC discussed updates to the upcoming Postgraduate Festival:

- There are approximately 300 – 400 attendees registered for the overarching Postgraduate Festival event. Beyond that, students have also registered for events separately.
- The sports, pitching presentation, alumni panel and wellbeing and parents guide events have low registrations.
- The Clubs night at Roundhouse was popular and sold out.
- There was not enough time to promote and incentivise Paddington students to attend the alumni panel event, as it was a last-minute venue change to Paddington from Kensington campus. In addition, two out five panelists dropped out. There is a need to find a backup panelist.
- PGC Canberra had more than expected attendance for the CEBRIN x ANU x PGC event.
- The Equity Committee Liaison will promote the Wellbeing and Parents Guide event to Equity committee members to extend to their networks. It was raised that a hybrid option to attend online or in-person can be incorporated to promote attendance, with the session to be recorded and linked online.
- The Research Vice President and Committee Liaison are following up with Arc Sport regarding the setup of the sports event.

2. MATTERS FOR DECISION

N/A

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

4. OFFICE BEARER REPORTS

4.1. President

The report was taken as read.

Further points:

- HDR students should also experience student life beyond research. Going forward, it will be beneficial for PGC to continue and seek perspectives to advocate for HDR students.
- The PGC newsletter included content to encourage students to vote and be informed about the Voice at the upcoming Referendum.
- The PGC Gala Dinner is being planned in place of the PGC Cruise.

4.2. General Secretary

The report was taken as read.

4.3. Equity Vice President

The report was taken as read.

4.4. International Vice President

Points raised by the International Committee Liaison:

- There are no meditation rooms in schools for postgraduate students to sit and relax. It would be beneficial to have a meditation room in every school. While finding spaces on-campus may be challenging, the Chair of the Arc Board will help raise and follow up the matter in UNSW future campus meetings.
- The PGC Lounge is not utilised by students frequently, as many may be unaware of the space available. The location is also not ideal, which can be a long distance for students coming down from lower or upper campus.

4.5. Research Vice President

The report was taken as read.

4.6. Coursework Vice President

The report was taken as read.

4.7. Canberra Officer

The report was taken as read.

4.8. Paddington Officer

N/A

4.9. Media & Communications

N/A

3. MATTERS FOR DISCUSSION

3.1. Charter Update Discussion

The paper was taken as read.

The PGC discussed the proposal to include two additional roles in the PGC structure:

- Chief Marketing Officer:
 - The role is similar to Arc Marketing. There is no need to create a new position that already has a group of people who perform or can perform similar tasks.
 - The General Secretary would be the best person to take up marketing tasks, versus creating a new role. On the other hand, the General Secretary may not have capacity given their other responsibilities.
 - Marketing is a highly important job, and it would best that a specialist who is adept in the field takes on the responsibility.
 - Assigning a single person the responsibility of the entire PGC's marketing can be overwhelming and may cause tasks to be delayed. Marketing tasks should be carried by all Offices.
 - Different tasks can be delegated to different Vice Presidents, e.g., one Vice President is responsible for Eventbrite, another is responsible for Instagram. Marketing training can be organised for PGC executives.
 - The PGC could also consult the SRC with regards to how their marketing is delegated.
- Indigenous Officer:
 - The Equity Office has struggled to advocate for the Indigenous topics. While it will be beneficial to have an Indigenous Officer, it has been difficult to find Indigenous students in the postgraduate group.
 - The Equity Vice President should discuss with the SRC Indigenous Officer in early 2024 about potentially assisting the PGC in Indigenous matters and filling that gap.

In summary, there are opportunities to trial the above discussed ideas in 2024 and have the PGC Charter amended as relevant thereafter.

ACTION

THAT the Equity Vice President liaises with the SRC Indigenous Officer in early 2024 about Indigenous matters for postgraduates.

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

There were some back and forth discussions, however it was great to hear everyone's viewpoints on the PGC Charter. A point for improvement is to discuss things more formally in the future. Overall, it was a good and efficient meeting.

7.2. Next meeting date: 27 October 2023

7.3. Meeting close

The meeting closed at 5:12pm.

Anthony Sunjaya

PGC President Signature – Anthony Sunjaya
Date: 16/11/2023