

2022 Annual General Meeting Minutes

12.00pm-2.00pm

Thursday 26th May 2022

UNSA Building, Callaghan Campus and via [Zoom](#).

Meeting opens: 12:17pm

1. WELCOME & APOLOGIES

1.1. Acknowledgement of Country

Chair acknowledges the traditional custodians of this land, the Pambalong clan of the Awabakal people, on whose traditional land this Callaghan Campus of the University of Newcastle is situated and lands that members are zooming in from. Chair acknowledges that we are on stolen land, sovereignty was never ceded, nor was it terra nullius.

1.2. Welcome & introduction of Chair

Meeting is Chaired by UNSA SRC President and Chair of the UNSA Board, Jessica Philbrook. Chair welcomes members to the meeting and thanks them for their attendance. Chair introduces herself and her role at UNSA.

1.3. Apologies

Chair notes apologies received from:

Holly Nicholas-UNSA Student Accommodation Representative

Jane Gray-Independent Director on the UNSA Board

Nivya Abraham-Academic Senate Student Representative

Lucas Dowling-University Council Student Representative

Matthew West-Community Director on the UNSA Board

Tylah Roberts- Central Coast Campuses Convenor

1.4. Rights of Audience and debate

Chair grants rights of audience and debate to all UNSA members (current students), UNSA Board, UNSA professional staff and the auditor, Vishal Modi.

1.5. Voting

Voting rights are extended to all UNSA members (current UON students). Chair asks that students please ensure they have recorded their attendance (name and student number) either in person at the signup sheet or on zoom using the chat function. Voting on zoom will be done via poll. Voting in person will be done via raise of hand.

1.6 Process

Chair explains the format and process of the AGM. Members are welcome to submit questions throughout the course of the meeting. Online: please send questions via zoom chat to UNSA Office. In-person: please write down the question on the paper provided and give to UNSA SRC/staff. Once the meeting is closed, no further questions will be taken. After the meeting closes, time will be allocated to answer questions received during the meeting. For any further questions, please email unsa@newcastle.edu.au.

2. ESTABLISHMENT OF QUORUM

According to UNSA Constitution section 21.1: twenty-five members must be present (in person or via technology) for the entire meeting to meet quorum. Chair confirms with UNSA staff that quorum is established.

3. MINUTES OF THE PREVIOUS IGM 12TH AUGUST 2021

Meeting minutes from the Inaugural General Meeting (IGM) held 12th August 2021 can be located on the UNSA website <https://unsa.org.au/files/585>. These minutes are for noting. Chair invites members for questions or comments. None received.

4. FY2021 ANNUAL REPORT

4.1. Audited financial statements for the period ending 31 December 2021

4.2. Questions on audited financial statements

Scott Evans, Independent Director on the UNSA Board, gives an overview of the FY2021 Annual Report which was sent to all members via email before the AGM. UNSA is required to go through an audit process annually. The auditor's report is made in accordance with current accepted accounting standards in Australia. UNSA staff submit all materials to the auditor, then the auditor prepares the audited financial statements and audited opinion.

As seen in the Annual Report, UNSA is dependent on student funding (SSAF). UNSA's funding is changing over time year to year based on the SSAF agreement. There are gradual increases to our funding which is expected to continue over the years. In turn, you will notice some changes over time to our annual reporting. As a not-for-profit organisation, UNSA are not here to make massive profits nor huge losses. Instead UNSA are here to expend as much resources as we can according to student requirements. UNSA need to remain going concern, however this must be balanced with the amount of funding UNSA receives to provide for students. Independent Director hands over to Auditor for comment.

Auditor gives an overview of the audit process. Auditor explains that it is their responsibility to form an opinion on the financials to present to management. UNSA's level of preparedness was sufficient, and everything was provided to the auditor in good time. UNSA's accounts were in good standing and were not misstated. There were no instances of fraud and going concern is sufficient. Auditor invites members to ask questions. One member asks about software expenditure in 2020. Chair states this question will be addressed later as it relates specifically to operations and not the audit process. No further questions.

Motion: To accept the FY2021 Annual Report.

Moved by: Chair

Seconded by: Accessibility & Equity Collective Convenor

In favour: 25

Opposed: 0

Abstain: 1

Motion Carried.

5. Brief overview of UNSA

UNSA is still a fledging organisation which was born in the middle of the pandemic. The members on the UNSA Board and UNSA Student Representative Council (SRC) change every year. Thus, Chair elects to give an overview of UNSA, SSAF, and how UNSA uses SSAF. UNSA receives 17.5% of SSAF from students enrolled at the University. The remaining 82.5% of SSAF collected from students is allocated to the University itself, funding entities including Student Central (who coordinate orientation and graduation), NUSport, Library, Careers, Counselling, capital works etc.

6. 2022 STUDENT REPRESENTATIVE COUNCIL (SRC) MEMBERS - ROLES & GOALS

Chair invites each member of the UNSA SRC to discuss their role and goal(s) for the remainder of 2022.

President and Chair of the SRC, Jessica Philbrook:

Chair (she/her) has been with UNSA from inception (beginning in the role of VP Welfare & Wellbeing) and is UNSA's first female President. Chair takes on more of a policy role advocating for students on a high-level. Most recently, the chair negotiated broader opening hours/access to NUspace campus with NCCC. Chair's goal is to increase opportunities for students whether that is careers, engagement, volunteering (recognised by AHEGS) etc. Since COVID took a lot of those opportunities away, Chair aims to restore them. Chair is also focusing on ensuring the student voice is represented in decision making at every level of the University.

VP Experience & Engagement, Georgie Cooper:

VPEX (she/her) finished a science degree and currently undertaking a law degree. VPEX is in her second year on the SRC in this role. VPEX is involved in student media (Opus magazine). VPEX's goal is to work with clubs, student groups and student media to help support their activities, events, and endeavours to bring students together. VPEX has been working hard to help these groups re-establish again after COVID. VPEX hopes to increase ability of students to connect and work together. Another broader goal of the SRC is to increase student feedback channels. On this note, VPEX was recently appointed to the board of NUservices to represent the student voice. NUservices look after food and beverage outlets and commercial retail outlets across campuses.

NUservices is currently working on addressing the lack of access to food and beverage options and expanding the offerings available to include more vegan, vegetarian and gluten free options.

VP Welfare & Wellbeing, Ruby Walker:

VPW (she/her) is a second-year environmental science and management student. VPW focuses on advocating and supporting initiatives in the welfare space for students. VPW also sits on the University Equity, Diversity, and Inclusion Committee to bring student feedback and ideas to the University. Coordinates the UNSA Welfare and Wellbeing Committee. Main goals this year are to bring back drug testing kits to help students be as safe and informed as possible. Also working toward bringing in therapy dogs to campus to help bring stress levels down. Lastly hopes to bring back cheap fruit and veggie boxes for students.

VP Education, Summer Harrison:

VPEd (she/her) is studying law and social science in their third year. Main role is leading the UNSA Education Committee which is currently being formed. Main goal for this committee is to address feedback and concerns that come up whilst studying. Another goal is to help the University work to maintain teaching standards and bring issues to their attention, typically related to institutional processes or availabilities of online classes. Broadly, VPEd's goal is to provide a friendly face to everyone and let them know that UNSA are here to help if needed.

International Students' Senate Convenor, Sarthak Birani:

ISSC (he/him) aims to promote voices of international students. Main goal for this year is to help international students get part time jobs as this is a big problem identified within the cohort. ISSC also plans to collaborate with other student groups and departments on campus to increase engagement. This includes collaborating with the University's Makerspace for semester 2.

Postgraduate Students' Senate Convenor, Tegan Stettaford:

PSSC (she/her) is in their first year at UNSA. PSSC is studying a PhD in psychology. PSSC role is to advocate and promote issues and concerns of postgraduate students. PSSC goals for this year are:

1. To help make postgraduates a more connected community as it can be quite isolating.
2. To work on clearer process and guidelines around the role of being both a staff and student at the same time (common for PhD students).

3. To help make the postgraduate experience more fun. PSSC plans to do this by helping coordinate the HDR festival to be bigger and better.

Newcastle Campuses Convenor, Samuel Cox:

NCC (he/him) has been able to work with lots of people across Callaghan and NUspace campuses this year. NCC was heavily involved with orientation, Harmony Day, and activities in the student residences. Recently NCC worked with the Chair to extend NUspace hours to be open from 6am-1am. The goal for semester 2 is to grow UNSA's presence at City Campus across Q Building, NUspace and the Conservatorium. NCC will also be attending meetings with the Campus Security Committee. Encourages students to get in contact with their representatives via email on found on the UNSA website. Also feel free to come have a chat in person. NCC thanks members for their attendance at the AGM.

Sydney Campus Convenor, Zhangxue Zhong:

SCC (she/her) is studying Master of Professional Accounting at Sydney Campus.

Queer Collective Convenor, Frey Cooper:

QCC (they/them) has 4 main goals for this year:

1. Help the Queer Collective get back on its feet
2. Hold more events at Ourimbah
3. Assist other Collective Convenors to establish themselves and their Collectives
4. Help the University increase their support for EDI and Collectives' presence on campuses.

Women's Collective Convenor, Tyler Bridges:

WCC (she/her) is a current law student. WCC's main goal is to get the Collective back up and running to be a safe space for women and non-binary students. We are all coming out of a hard period for everyone so the focus is on slowly and steadily establishing the Collective. WCC's priority is to be here for students to support, especially with the NSSS survey results released earlier this semester.

Indigenous Collective Convenor, Matthew Craig:

ICC (he/him). Main goals are to establish the Indigenous Collective, build a collaborative relationship with Wollotuka Institute and coordinate succession planning for the Collective so it can stay strong

for the long term. ICC is looking forward to attending the Rising of the Embers Festival for Reconciliation tomorrow 27th May.

Accessibility & Equity Collective Convenor, Jen Lowe:

AECC is studying a Bachelor of Science majoring in chemistry and is a very proud autistic person. In terms of goals, AECC aims to:

1. Establish the Collective as a force to be reckoned with. Our Collective has been going strong even though it has only been started. We want to ensure this voice is being heard and make it a more inclusive space on campus.
2. Push accessibility to the front as a standard for any event.
3. Make a website presence listing the obligations the University has stated and that students know there are avenues in place for them to be protected at university.

Parents & Carers Collective Convenor, Kate McAlpine:

PCCC is studying an undergrad in computer systems engineering and is an associate lecturer in computer engineering. PCCC is also on the executive of many clubs. The P&CC is very small, so the goal is to help encourage membership to build a bit of a community and hold regular events when we have time, likely one per month.

Chair hopes that students got the chance to meet the SRC if they have not before. This concludes the main portion of the AGM.

Meeting closes: 12:57pm

Chair invites Pro-Vice-Chancellor-Student Experience (PVC-SE) Laura-Anne Bull to speak to students. PVC-SE is also the Academic Registrar. Has been working on reviewing policies and procedures students use while studying. Asks students to inform her if they see things that need to be overhauled. In PVC-SE's view, we need to consistently review these policies and procedures to ensure that they are student-centric and current.

Chair invites Associate Director Student Engagement (ADSE) Adi Peirsol to speak to students. ADSE oversees many student services, specifically orientation, graduation, and program advice and Student Coms. ADSE comes from the role of Manager, Strategic Relationships.

7. OTHER BUSINESS

7.1. GENERAL QUESTIONS WITHOUT NOTICE FROM MEMBERS

Why was \$34K spent on computer software?

Acting General Manager (AGM) Jennifer Hanson answers: \$34K was spent in 2020 – to build an industry-leading, bespoke membership-management platform (website). This was spent at the beginning of UNSA's inception and was a large initial cost, but as you can see there is not a cost in the category for 2021. There was a typo in the original documents. This expenditure was in 2020, not 2021.

Can UNSA provide fruit regularly?

AGM answers yes, we can, we will soon be putting fruit out in bowls again! In fact, we just got a delivery today! This went away during the height of COVID but we're bringing this back. We are always looking at ways to increase free food for students.

Majority of SRC are from one college – is UNSA aware of this?

Chair answers that every student is voted in, so that was decided by the student body (not UNSA as an organisation). Diversity of college is ensured in other ways such as the Education Committee which has specific roles for representatives from each college. This is also achieved through Academic Senate which has specific representatives from each college. AGM adds that when elections come around later this year, UNSA will be rolling out an awareness campaign to target all colleges equally. However, it is up to the students to choose their representatives from those who nominate.

What is being done for clubs storage?

Clubs Manager (CM), Jessica Schuhmacher answers we are talking with IFS to work toward this. We've found several suitable spaces for this, including next to the Shortland Clubs space. While CM works toward securing clubs storage, she adds that the student voice can always help us get to this

outcome. CM invites students to send UNSA an email which we can pass on to University leadership to secure more clubs space. PVC-SE states she is happy to send an email to IFS to prioritise this.

What is being done to improve the UNSA website for clubs?

CM answers that the UNSA Clubs Team feel the same as clubs do, it is not the website that was promised to us. UNSA were told they would have a comprehensive all-encompassing membership management platform but that is not what we received. Contracts are as you know, difficult to get out of. But rest assured UNSA empathise with you, and we are doing our best to address this.