

## Meeting 05/2020

A meeting of the **Monash Graduate Association (MGA) Executive Committee**  
was held from 12.00pm – 2.00pm, Friday 26 June 2020  
by Zoom invitation.

Jenny Reeder  
MGA Executive Officer  
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## MINUTES

The meeting opened at 12:04pm.

### 1. Formal matters

#### 1.1 Acknowledgement of country

The MGAEC acknowledged and paid respect to the people of the Kulin nations as the original and ongoing owners and custodians of this unceded land.

#### 1.2 Apologies

##### MGAEC19/20

Roy Rozario, Jordana Bragg  
Robyn Oxley, Pooja Bhageria, Julie Dao, Georgia Dudgeon  
(from 3.2), Allison Ho, Nikhil Kathe (left at item 5), Jessica Lu  
(left at item 5), Caitlyn Neale, Joel Samu, Ke Xiou Tan, Roby  
Vota, Xinxin Yang

##### MGAEC20/21

Elliot Anderson, Stacey Coe, Wendy Febrita, Damon Hu (left  
at item 5), Aman Madaan, Preeti Mehta, Samuel Miles, Emily  
Pryor, Ailsa Webb, Mazaya Windhiana (IT issues during item  
5, not present for voting on Research Education Officer)

##### In attendance

Janice Boey, Jessica Fimmel, Zuzana Quinn, Jenny Reeder

#### 1.3 Consideration of the agenda

No further items were added to the agenda.

### 2. Minutes and Action sheet

#### 2.1 Minutes 04/2020 for confirmation

It was moved:

*That the minutes of MGAEC meeting May 04/2020 be confirmed.*

Moved: Robyn Oxley  
Seconded: Roby Vota  
Carried.

#### 2.2 Action sheet

Noted.

### 3. Reports

#### 3.1 President's report

Robyn acknowledged that this would be her final meeting, and took the opportunity to thank Jenny and all the MGA staff for their hard work, and expressed her appreciation to the entire executive committee for a great year's work.

### **3.2 Office-bearer reports**

The office-bearer reports were noted.

#### *Joel Samu, Coursework Education Officer*

Joel queried the variability in the fees paid by constituent graduate student associations and questioned why the MGA were paying more than other associations. It was explained that fees were paid on a per capita basis with different rates for coursework and research students. With Monash University having one of the largest graduate student populations, MGA affiliation fees were on the higher end of the scale. The MGA's 2020 fees had been paid early in the year before the impacts of COVID-19 were known. Regardless the MGAEC had capped the payment at \$35,000. The committee agreed to reconsider the 2021 fees in light of the financial position of the MGA.

#### *Pooja Bhageria, Caulfield Campus Representative*

Pooja noted that she was currently working with Ke Xiou and Rhian on the MGA's virtual After Exams Party for Semester one. She encouraged all incoming and outgoing MGAEC to attend. She also noted that this would be her last MGAEC meeting and thanked everyone she had worked with over the past year.

#### *Julie Dao, Research Education Officer and Clayton Campus Representative*

Julie noted that Allison had mentioned the creation of an MGA LinkedIn page in her OB report, and agreed that she thought this was a good idea. There was a general consensus from the committee that such a page would be valuable. The idea would be discussed within the new committee in the July meeting.

### **3.3 Staff report**

It was noted that the Advocates had been working with the university to help resolve anticipated concerns around the delivery of the new virtual exam format. There had been an increase in the number of students accessing the MGA advocacy service for assistance in relation to the new exam format and special considerations. It was expected that there would be an increase in requests for advocacy coming out of the exam period, from students who had experienced problems with the exam and invigilation processes.

### **3.4 May 2020 profit and loss report**

The May profit and loss report was noted. A number of key items within the MGA's accounts were explained in response to questions, as well as a clarification of the fiduciary responsibilities of the MGAEC. It was noted that while the MGA held a reserve of \$1.8M, only \$600,000 of that was actual surplus, with the remainder required to be held by law (under the NES) to cover the MGA's liabilities in the event that the Association was wound-up.

### **3.5 MGAEC meeting attendance records**

Noted.

## **4. Business**

### **4.1 Business arising**

#### **4.1.1 Email motions: staff changes; term deposit; privacy regs**

Three motions were circulated by email on 05 June 2020.

Motion One:

*That the MGAEC approve the reduction of the four events staff to 40% of their fractions, under the JobKeeper scheme, effective to 25 September 2020 and the termination of the Graphic Designer's contract.*

Moved: Robyn Oxley

The motion was declared carried on 10 June 2020 with the note that should on-campus events be able to recommence prior to September, events staff fractions would be increased appropriately.

Motion Two:

*That the principle of the MGA's term deposit, being \$1,241,824 due to mature on 18 June 2020, be renewed for six months at a rate no less than 0.9% with Westpac.*

Moved: Robyn Oxley

The motion was declared carried on 10 June 2020.

Motion Three:

*That the MGA Privacy regulations and information handling procedure be approved. (See attachments Policy 4.1.1.1 and Procedures 4.1.1.2)*

Moved: Robyn Oxley

The motion was declared carried on 10 June 2020.

#### **4.1.2 COVID-19 update**

It was noted that the MGA would continue to run virtual events in line with current state government COVID-19 restrictions. Staff would continue to work from home until further direction was given.

#### **4.1.3 MGA elections**

The Returning Officer's report from the MGAEC 2020/21 elections was noted.

#### **4.1.4 MGA Survey on Health, Family and Finances**

It was announced that the MGA had received over 600 responses to date for the MGA survey on Health, Family and Finances. The prize draw associated with the survey had now closed, but given the continued high level of interest from graduate students the survey would remain open for an additional week.

#### **4.1.5 Study Melbourne grant application**

It was noted that the MGA application had progressed to the second stage but the MGA had not yet received a final outcome from Study Melbourne.

### **4.2 General Business**

#### **4.2.1 Special consideration during COVID**

The submitted report on Special Consideration was noted. MGAEC members wishing to add further concerns or suggestions to special consideration rulings

were encouraged to contact the MGA Senior Advocate, Zuzana Quinn to have their feedback communicated to the university in future exchanges.

#### **4.2.2 MGA Events survey for committee members**

Both the outgoing and incoming committee were encouraged to complete a short survey on the types of events they would like to see the MGA run in Semester 2, 2020.

### **5. MGAEC 2020/2121 Office-bearer elections**

#### **Attachment 5**

The office-bearer elections for the incoming MGAEC were conducted with Robyn Oxley, the outgoing President acting as Returning Officer. Robyn explained the election process to the incoming committee members. Each candidate was allocated a maximum of three minutes to speak to the committee and the opportunity to respond to questions while opposing candidates waited outside the virtual room. Only members of the incoming committee voted. Voting was carried out as per the MGA General Regulations via anonymous Zoom Polling.

#### **President**

Nominations were invited for the position of President. Samuel Miles self-nominated. Stacey seconded Samuel's nomination. Caitlyn Neale self-nominated. Stacey Coe seconded Caitlyn's nomination. An election was conducted and Caitlyn Neale was declared elected by an absolute majority to the position of President.

#### **Vice-President**

Nominations were invited for the position of Vice-President. Joel Samu self-nominated. Jessica seconded Joel's nomination. Stacey Coe self-nominated. Ailsa seconded Stacey's nomination. An election was conducted and Stacey was declared elected by an absolute majority to the position of Vice-President.

#### **Research Education Officer**

Nominations were invited for the position of Research Education Officer. Emily Pryor self-nominated. Sam seconded Emily's nomination. Sam Miles self-nominated. Stacey seconded Sam's nomination. An election was conducted and Emily was declared elected by an absolute majority to the position of Research Education Officer.

#### **Coursework Education Officer**

Nominations were invited for the position of Coursework Education Officer. Preeti Mehta self-nominated. Aman seconded Preeti's nomination. Joel self-nominated. Jessica seconded Joel's nomination. An election was conducted and Preeti was declared elected by an absolute majority to the position of Coursework Education Officer.

Due to time restrictions, it was agreed that the remainder of the internal office-bearer elections would be held over to a special meeting to be convened within the next few weeks.

#### **Outcome of Office-bearer elections for 2019/2020 MGAEC**

President – Caitlyn Neale

Vice-President – Stacey Coe

Research Education Officer – Emily Pryor

Coursework Education Officer – Preeti Mehta

Women's Officer – *held over*

Queer Officer - *held over*

International Students' Officer - *held over*

Indigenous Officer – *held over*  
Off-campus and DE Officer - *held over*

**6. MGAEC 2020/2021 bank signatories**

The motion to change to the MGA's bank signatories was held over to the next special meeting of the MGAEC, or in the absence of a special meeting to be voted on by email.

**7. Next meeting**

The next meeting would be a special meeting to hold the internal Office-bearer elections for the remaining committee positions. There would be a full MGAEC July meeting held later in July at a date and time tbc, most likely by Zoom.

The meeting was closed at 2:03pm.