



Arc @ UNSW limited
PGC MEETING MINUTES
Monday 15 April 2024
Hybrid (Arc Training Rooms/TEAMS)
4:00 pm

Present: Tony Le (PGC President), Salauddin Pathan Akash, Daiana Venancio, Sidra Sarwat, Gurpreet Hansra, Nicole Zhao, Nitharsaa Ambalavanar

Apologies: Ervan Herkusuma, Anushka Anchan

Attendance: Andrey Verich, Sairaj Shetty

Absent: Ada Choi, Anuvinda Sreenivas

1. MEETING OPENING

The meeting opened at 4:10pm.

1.1. Acknowledgement of Country

Completed by the PGC President.

1.2. Apologies

Apologies were received from E. Herkusuma and A. Anchan.

RESOLUTION

THAT the apologies received from E. Herkusuma and A. Anchan are accepted.

CARRIED

1.3. Conflicts of interest disclosure

N/A

1.4. Previous Minutes

1.4.1. Confirmation: 18 March 2024

RESOLUTION

THAT the minutes from the PGC meeting held on 18 March 2024 are confirmed 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

S. Sarwat was appointed as the meeting observer.

1.5.2. Items flagged for immediate discussion

N/A

2. MATTERS FOR DECISION

N/A

3. MATTERS FOR DISCUSSION

3.1. Postgraduate Satisfaction Survey

The paper was taken as read.

Discussions:

- The PGC can provide vouchers to students as incentives for completing the survey. Noting that students in Canberra will also need to be able to utilise the vouchers.
- The total budget for the vouchers is approximately \$250, which can be broken down into 5x \$50 vouchers.

3.2. PGC Communication Avenues and Strategy

The paper was taken as read.

Discussions:

- The President presented the data and noted that the spikes on the Facebook/Instagram graphs represent well-performing posts.
- Officers should submit marketing jobs to the Marketing Committee at least one week in advance, except for newsletter content which shall be at least one month in advance.
- PGC social media login credentials should be set up for all Officers to enable them to create and edit their own posts, which will help ease the workload on the Marketing Committee.
- Suggestions to increase student feedback:
 - Insert links in various communication channels for feedback.
 - Incorporate feedback QR codes on posters during events.
 - Run campaigns focused on what the PGC does to increase student awareness.

4. OFFICE BEARER REPORTS

4.1. President

The report was taken as read.

The PGC President has been working on a draft letter regarding concession travel fares for international and part-time students. Officers with feedback should reach out to the President.

4.2. General Secretary

The report was taken as read.

Discussions:

- It was suggested that the General Secretary tracks and reports the monthly funding requested by Officers from the shared budget line.
- The Townhall can be developed into a social mixer by combining it with a pub session.

4.3. Equity Vice President

The report was taken as read.

Discussions:

- The Cultural Diversity event had 50 registrations, however not all attended. Methods to prevent no shows include charging fees if the registered student does not attend, and increasing the limit to allow more registrations considering the attendance rate will not be 100%.
- Events for the upcoming months:
 - Cupcake giveaway event.
 - Boardgames from different countries in combination with possibly a pub session.
 - Suicide prevention walk.

4.4. International Vice President

The report was taken as read.

To avoid 'bad weather' cancellation of sports events in the future, the International Officer will consider indoor sports for T2. It is anticipated that the registration numbers for future sport event will be greater than the soccer event this time, which was planned during Ramadan.

4.5. Research Vice President

The report was taken as read.

Discussions:

- Approximately 40 people attended the Wine & Cheese Night and it was overall a success.
- The Research Office is currently comparing and researching affordable bus companies for the Canberra bus trip.
- There is a potential that the Research Office will collaborate with the Canberra Office for a HDR event.

4.6. Coursework Vice President

N/A

4.7. Canberra Officer

The report was taken as read.

4.8. Paddington Officer

N/A

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

N/A

6. Q&A (if any)

7. MEETING FINALISATION

7.1. Meeting evaluation

The meeting went well and there were a lot of suggestions and ideas received from meeting attendees.

7.2. Next meeting date: 20 May 2024

7.3. Meeting close

The meeting closed at 5:30pm.



PGC President Signature – Tony Le

Date: 29/05/2024