

Meeting 05/2023

A meeting of the **Monash Graduate Association (MGA) Executive Committee** was held from 2.00pm – 4.00pm, Wednesday 28 June 2023, in H8.01, Level 8, Building H, Caulfield campus and by zoom.

MINUTES

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 Attendance

Present: Radhik Rammohan (Chair), Saham Hettiarachchi, Anumanth Senthilkumar, Maria Lammerding, Ummatul Siddique, Rose Huang, Michael Lin

Apologies: Phil Kairns, Maggie Gendy, Sarah May

Incoming MGAEC members: Grace Bennetts, Prashansa Chadha, Calvin Chow, Arathy Kurup, Ying-Xian Lai, Runali Patil, Harshita Rathi, Jonathan Robberts, Saral Gupta, Rachel Lee, Mahima Choudhary

In attendance: Jenny Reeder, Executive Officer
Janice Boey, Student Engagement Manager
Jessica Fimmel, HR and Finance Manager
Zuzana Quinn, Senior Advocate
Ryan Edwards, Research Officer
Ash Finn, Graduate Policy and Liaison Officer

1.3 Consideration of the agenda

No items were added.

2. Minutes and Action sheet

2.1 Minutes of meeting 04/2023 for confirmation

It was moved:

That the minutes of MGAEC meeting May 04/2023 be confirmed.

Moved: Saham Hettiarachchi
Seconded: Ummatul Siddique
Carried.

2.2 Action sheet

Noted.

3. Reports

3.1 President's report

Noted.

3.2 Members' reports

Noted.

3.3 Staff report

Noted.

3.4 May 2023 profit and loss report

Noted.

3.5 MGAEC meeting attendance records

Noted.

4. Business

4.1 Business arising

4.1.1 Bank Australia accounts

It was explained that the MGA had been unable to effect the transfer of MGA accounts to Bank Australia due to one member not having verified their identity with the bank. It was noted that if the incoming committee wished to proceed with this transfer, the entire process of verification would need to be repeated with all the incoming committee members.

4.1.2 2023 budget adjustments

Given that CAPA had not complied with its own constitution and was unable to operate in a functional and responsible manner, it was proposed that the annual affiliation fee allocated to CAPA be removed from the 2023 budget, and \$5000 be allocated to the Off-campus events line item.

It was moved:

That the CAPA allocation in the 2023 budget be removed and \$5000 allocated to the Off-campus events line item.

Moved: Saham Hettiarachchi

Seconded: Ummatul Siddique

Carried.

Radhik suggested to the incoming committee that CAPA should not be supported as they had not complied with their own constitutional obligations. There was a brief discussion where the committee weighed the benefits of attempting to rebuild CAPA as opposed to supporting a new graduate association structure. It was unanimously agreed that no payment would be made to CAPA for 2023 and the incoming committee would reassess the state of affairs in 2024.

4.1.3 Migration agency space

Following on from the committee's in-principle support to set up a not-for-profit migration agency, the MGA had been negotiating with BPD for a space in the campus centre. The space where the optometrist was situated, next to the medical centre, had

now been agreed upon and a provisional costing made for the refurbishment, supported by the COO Peter Marshall.

4.1.4 Orientation program

The program for MGA's orientation activities for semester 2, 2023 was presented and members were encouraged to participate, and to help students get to know about the MGA events through their orientation experience.

4.1.5 Audit findings report

The audit findings report for 2022, prepared for the MGAEC by the external auditors was noted.

4.2 General Business

4.2.1 MGAEC email account handover

All outgoing committee members were reminded that the MGAEC role accounts would be transferred to the incoming committee members within 24-48 hours of the meeting's conclusion.

4.2.2 MGA ball

All past and current committee members were reminded that they were entitled to receive a free ticket to attend the [MGA Annual Ball](#) for 2023 on 19 August at the State Library of Victoria, but must pay for any additional tickets should they be bringing partners.

It was agreed to close the meeting and allow the incoming committee to run their own meeting to elect the office-bearer positions. The President acknowledged that Jessica Fimmel was leaving the MGA and both he and the Executive Officer thanked Jessica for her tremendous contribution to the MGA over the years she had worked there, in particular the progress she had made towards making the MGA a more sustainable organisation. The Executive Officer also thanked the President for his work over the past term in supporting the graduate community.

The meeting closed at 2.24pm.

Meeting 06/2023

A meeting of the **Monash Graduate Association (MGA) Executive Committee** was held from 2.25pm – 4.00pm, Wednesday 28 June 2023, in H8.01, Level 8, Building H, Caulfield campus and by zoom.

MINUTES

1. Formal matters

1.1 Attendance

Present: Saham Hettiarachchi, Maria Lammerding, Ummatul Siddique, Grace Bennetts, Prashansa Chadha, Calvin Chow, Arathy Kurup, Ying-Xian Lai, Runali Patil, Harshita Rathi, Jonathan Robberts, Saral Gupta, Rachel Lee, Mahima Choudhary.

Apologies: Phil Kairns

In attendance: Jenny Reeder, Executive Officer
Janice Boey, Student Engagement Manager
Jessica Fimmel, HR and Finance Manager
Zuzana Quinn, Senior Advocate
Ryan Edwards, Research Officer
Ash Finn, Graduate Policy and Liaison Officer

2. Membership matters

The correspondence received from university senior managers requesting that the MGAEC defer their office-bearer elections (due to the university having received some complaints about the recent MGAEC elections), was distributed to members for their information.

The MGAEC considered the matter at length and determined that to delay the office-bearer elections would constitute a breach of the MGA constitution and hence a breach of the Associations Incorporation Reform Act 2012 (Vic). It was noted that without office-bearers the MGA would be unable to operate its bank accounts, effectively resulting in the cessation of MGA operations.

As a gesture of good-will the committee agreed to elect to the President's position only, and to delay the elections of the remaining office-bearer positions for a period of two weeks from the date of the June MGAEC meeting. This would allow for the provision of an MGAEC signatory so that MGA operations could continue, and would also allow the university time to properly consult with the MGA on this matter, as to their specific concerns.

It was moved:

That the MGAEC agrees to proceed with the election for the President and defer the elections of the remaining office-bearer positions for two weeks.

Moved: Maria Lammerding

Seconded: Saral Gupta

Carried unanimously.

3. **Membership matters**

The Executive Officer acted as Returning Officer and called for nominations for the position of President.

It was explained that the voting would be conducted anonymously as per the office-bearer election rules, where a voting round would be conducted and the lowest scoring candidate would be eliminated, with voting rounds being repeated until one candidate achieved an absolute majority.

Prashansa nominated herself and was seconded by Saham. Jonathan nominated himself and was seconded by Saral. Saham was nominated by Maria and was seconded by Saral. Harshita nominated herself and was seconded by Calvin. Phil nominated himself and was seconded by Ummatul.

Each candidate was given three minutes to speak to the committee and answer questions. Phil Cairns, who was unable to attend the meeting, had submitted a written statement which was read out on his behalf. The voting process took place, and the lowest scoring candidate was eliminated each round until one candidate received an absolute majority of votes.

Sahampath Hettiarachchi was declared elected to the President's position and was congratulated by members. Saham took over the chairing of the meeting.

4. **Motion to change the MGA bank accounts**

Due to the change in MGAEC President and Vice-President, and the resignation of Jessica Fimmel, the signatories needed to be updated on the current MGA Westpac bank accounts.

It was moved:

That the only four signatories of the following MGA bank accounts:

BSB: 033 289, Acc: 285 369

BSB:033 181, Acc: 345 569

BSB: 033 289, Acc: 275 435

BSB: 033 090, Acc: 617127

shall be:

Position	Current Incumbent	Type
MGAEC President	Sahampath Hettiarachchi	Student
MGAEC Vice-President	To be confirmed	Student
Executive Officer	Jenny Reeder	Staff
Student Engagement Manager	Janice Boey	Staff

*That the only four signatories of the MGA PPA bank account:
BSB: 033-289, Acc: 361 640*

shall be:

Position	Current Incumbent	Type
PPA President	Annie Roys	Student
PPA Treasurer	Bryce Barber	Student
Executive Officer	Jenny Reeder	Staff
Student Engagement Manager	Janice Boey [NEW]	Staff

These signatory changes come into effect on 01 July 2023 and supercede any signatory delegations on file with the bank.

Moved: Saral Gupta
Seconded: Calvin Chow
Carried.

5. Next meeting

It was agreed that the next meeting of the MGAEC would be held in July at a date and time to be confirmed by committee members.

The meeting ended at 4.40pm.