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## Previous Meeting Minutes

<b>Date</b>	18 March 2020
<b>Time</b>	1:30pm – 2:30pm
<b>Venue</b>	n/a, online only
<b>Link</b>	<a href="https://uqz.zoom.us/j/883074463">https://uqz.zoom.us/j/883074463</a> or dial +61 2 8015 2088 (Meeting ID: <b>833 074 463</b> )

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### 1. Welcome by the Chair (Prof Robert Henry)

- Apologies: Tanya Lutvey (Nicole Barton will represent UQ WD&I), Ian Godwin, Corey Worcester, Olufemi Akinsanmi, Neena Mitter, RCN Rachaputi, Lilia Costa Carvalhais and Louisa Parkinson
- Review current Committee Membership (*see below*)
  - New QAAFI Student Association representatives Daniel Edge-Garza and Emily Mantilla.
  - Deirdre Mikkelsen has resigned to take up a new position with SAFS at UQ.
  - Cathy Baynham has taken up a new role at the University of the Sunshine Coast.

### 2. Confirmation of meeting minutes from 21 October 2019 (*see below*)

Minutes reviewed and confirmed by meeting chair.

### 3. Review Table of Actions (*see below*)

## Standing items

### 4. Update from UQ Diversity and Inclusion Unit

- WD&I Staff Development currently on hold
- Warm Welcome program currently on hold
- Disability travel fund is progressing and updates will be provided
- Australian Workplace Equality Index report has been submitted. Silver status
- Cancellations and changes have been made to other events

### 5. QAAFI HR & QAAFI Policy Updates

No update provided due to no current HR representation.

### 6. Roundtable updates on inclusion/other events at QAAFI sites, any updates by QDIC Members

- Barbara suggested that Hermitage may start doing lunchtime seminars featuring personal or professional stories from various team members.
- CNAFS staff and students held a day long meeting at Coopers Plains.

## 7. Any other business

- Committee secretarial functions will be discussed at the next meeting due to Corey Worcester being an apology.
- Yasmina and Mary will lead the review of the SAGE Athena Swan action plan, and provide recommendations on how QAAFI can move forward to meet the criteria required to obtain Silver status.
- Liz commented on there being little representation of CNAFS in the Committee. Yasmina has offered to ask Bernadine or Nima if they are interested in joining the Committee. Yasmina also commented on there being representation from an EMCR member, following her attendance at the recent UQ Gender Steering Committee meeting.
- Workplace bullying and harassment procedures at QAAFI will be discussed at the next meeting due to Louisa being an apology
- HDR profiles are now able to be created for the website (similar to staff profiles) an online form (via [this link](#)).
- Daniel expressed that it would be great if QAAFI could offer Cultural Sensitivity training, similar to one run for Yasmina's ARC Training Centre staff. The course has a 20 person capacity. Liz will create an Expression of Interest form to be completed for those in QAAFI interested in participating.

## 8. Next Meeting

- The next meeting will be scheduled pending an update of SAGE Athena Swan review from Yasmina and Mary.