



YSA Melbourne Committee Handover Meeting

When 27-04-2020 at 02:00 AM

Chairperson Nicky Martin

Minute taker Catriona Nguyen-Robertson

Present Jamieson Doyle , Wren Jablonka , Nicky Martin , Rebecca Neville , Catriona Nguyen-Robertson , Aemilia Sherwell , Beck Smith (Vice President (Events)), Jessica Woolley , Jerry Zhang , Orion Zymaris

Apologies Michael Beards

Minutes

1. **Welcome**

Becky declares the meeting open at 3:11pm

Things to talk about:

- How committee functioned last year and how to improve it
- How we will function this year
- Some socials and volunteering ideas

Attendance is taken through Tidy

2. **Last year's committee and what we'll do**

Becky:

- There was a lack of communication and a lack of knowledge of committee operations as a result of a few years of 'YSA Culture', where most members to the committee weren't taught how to do things

Nicky:

-People wanted to sign up to do things but were unable to because they didn't know how, and it was awkward to say 'I want to do this but I don't know how'

-We don't want this problem to happen again

Becky:

-Not a sustainable way of running committee

Jess:

-Because a few people end up doing everything

Becky:

-One important thing that has changed is there are sort two presidents rather than one president and two vice presidents.

-To try and help this unsustainable way of running things is to start off by creating an environment where its okay to say you need help learning how to do something, or are struggling with something

-Want people to come to Becky or Nicky for help when needed

Bec:

-Also happy to help people

Becky:

-Past committee has created some tutorials (on dropbox) on different things that people need to know how to do such as emails, facebook, and treasury work

-Will be adding everyone to the dropbox shortly

-Wanna make a strong point that its okay to say you don't understand something or cant do something, we have all been there.

-Any questions?

Jerry:

-Is this discussion of last year in regards to events that were held?

Becky and Nicky clarify that the issues we're talking about are to do with getting stuff done within the committee, work was difficult to get done.

Nicky:

-Once everyone can access the how-to documents on dropbox, we will be happy to have little conferences looking at them and discussing how to do different things, there will be examples to look at, especially for emails through campaign manager

Jamieson:

-Would like to teach people how to record transactions into the spreadsheet and tidy tracker from the bank account

Nicky discusses roles of top 5: Becky, Nicky, Bec, Wren, and Jamieson

-Gems are able to help out in any of those roles that they choose to

-Jump on stuff you want to help out with such as when a social is being planned or there is lots of treasury work to do

-Lots of opportunities, don't have to decide now, will post things when we need help

-Role of Gems is to chip in at times and learn lots of things

Decision

3. Socials!

Becky:

-With Covid can't plan conventional socials

-Have been thinking about/discussing online socials using Zoom or Discord

-Some ideas so far: lego competition with prizes, baking competitions/showcases, bingo, mafia/werewolf, trivia

Catriona:

-Could make competitions science themed, like making molecule models out of lego or food stuff

Becky:

-Goal is to do at least two online socials

Bec:

-Competition stuff wouldn't have to be a full social, could do it through facebook page where people submit stuff

affirmative voices

Facebook competitions:

Nicky:

-Building lego stuff, could be themed or unthemed

-Did like what Cat said about science theming

Bec:

-Could try have them bi-weekly, or have one run for two weeks and then start a new one

Wren:

- Topic open for one week, we decide winner in week after, then open new topic
- Should send out by email as well as over facebook

Bec discusses wanting to get access to the instagram to have that as another platform for competition

Becky:

- Should it be themed or not?

Jamieson:

- Some could be science themed, some pop-culture like recreate your favourite movie scene

Cat:

- Instead of being as restrictive as having 'make it out of lego', could have an overall theme and use any medium

Becky summarises current ideas:

- Science food creation, recreating movie with household objects
- Can shout out winner/cool creations on facebook/instagram

Bec:

- Can brainstorm more ideas for themes on Slack

Nicky:

- Agree, chuck ideas on social tab

Wren:

- Facebook, instagram, and email will be how we both send out topic and receive submissions from people. Want to reach as many people.

Jerry:

- Can promote through school to get people to enter!

Prizes?

- Becky: Can send prizes through the mail
- Bec/Jess: Tshirts, wristbands?
- Need to check how much of these things we have
- Jess: we have 20 wristbands
- Bec: wristbands easy to send out in envelopes

-Jess: random things like totebags, pens, drink bottles

-Jamieson: that sounds like we could put together a YSA merch show bag

Bigger virtual socials

Becky:

-Want to run zoom werewolf/mafia

-Should practice with committee first

-Want to use discord rather than Zoom, Joshua knows how to use it and could run the discord

Wren:

-Should make a general YSA discord server for running games through

Becky:

-Two people to run the game: one for the MC-ing/all the talking, one person for tech support/general organisation of the game

-What kind of date/time should we do?

Wren:

-Should we keep it to the weekends to make it more like a classical social?

Bec:

-Could do a poll on facebook to see when people are more available

-Or do a weeknight? More like a socialising thing, people wont have extra-curriculars that they would normally have in 'after school time'

Becky:

-Will keep it on a weeknight for first try.

-How do we allocate people their roles of werewolf/mafia?

-Can have secret chat for different roles, GMs are in every chat so they can always see whats going on

-Date: May 9th, friday afternoon, starting 4, ends 6-7pm

-Trial run amongst committee: wednesday

-Who to GM? Orion and Josh both interested, Bec happy to help with background stuff, can also ask attendees to message us if they want to GM when we send out announcement.

Suggestion for later in May/Early June: Kahoot Trivia

Becky: Can tell people about it at the Mafia social to hype it up

Bec: send out announcement email day after Mafia to remind people

In order to not cram everything too close together, have trivia social be first week of junes and run facebook competitions in between

Therefore it would be Mafia Social Friday 8th, first competition opens that Sunday
Can tell people about about the competitions at the mafia social so they can prepare

When organising things like for Mafia social, Bec and Becky will show people how to use them

-This would all be done tonight or tomorrow, if people can't make it for the teaching call Bec can still do it and just do an example one even after Mafia email has been sent out

Announcement for science food creations (first competition) will also be organised

Decision

Tasks

- ✓ Writing email and facebook post for werewolf social
Assignee: Rebecca Neville
- ✓ Making instagram post for werewolf social
Assignee: Beck Smith
- ✓ Making tidyhq event for werewolf social
Assignee: Rebecca Neville
- ✓ Write announcement for science food creations, queue to be sent out
Assignee: Beck Smith

4. Misc admin

Nicky:

- Everyone should currently have correct access to tidy
- Need to address the bank problem: have to change the signatories so the correct people go on it

Jess:

- Need to take paperwork physically into commbank to change the signatories, and also need to physically meet up to make payments due to double signatory system
- Meant to get a form, go into bank with minutes showing new top 5 has been elected, and get things changed over
- Someone needs to call the bank and ask what we need to do, especially considering we cannot meet up at the moment

Wren:

- Does it have to be the entire top 5 to be signatories?

Jess:

- No, can have 2-5
- Can decide at some point who its going to be if not entire top 5
- Jamieson votes that he would like to be

Nicky: emails

- Nicky will send the top 5 instructions to reset the email passwords and be able to log in
- Gems?

Jess:

- One gem email, email login goes to all the gems, and each gem can add their own email signatures to switch between
- Then just decide who responds to email

- Nicky to give email login to all gems as well as access to campaign monitor, also currently working on dropbox

Tasks

- Call Commbank
Assignee: Jessica Woolley
- Give email logins to top 5 and gems
Assignee: Nicky Martin

5. TCSE and MySci

Nicky:

- Has messaged Jamie from Swinburne, who manages TCSEs
- Won't be one running in June-July period, trying to organise one at another time
- Aiming for November or Mid-January, but obviously January would conflict with MySci
- If they did conflict, unsure if we would be able to do both- depends how many enthusiastic volunteers we have available. If they conflict and we cant do both, we would be selecting MySci.
- There will be more open communication on this
- MySci should still be going ahead and kept at a smaller number than the maximum has been, aiming for around 60 student mark.
- Will be talking with Jim on this soon
- Will have to discuss food/money/residential situation in future
- Basically, no TCSEs soon, but will be kept up to date

Bec:

- Do we know about Dookie and Kiosk?

Nicky and Jess:

- These are usually september-november, but haven't heard for this year yet
- Nicky will keep us up to date

Jerry: Is YANZAAS still on?

Aemilia: It is cancelled for 2020

Becky: social idea for after corona: queen Victoria market bargain hunt, in teams of 2-3, looking for bargains to suit a specific theme

Bec: going to do teaching stuff after the meeting is closed so hang around for a bit longer if you can.

Meeting closed at 4:35pm

*End of minutes.
Summary of matters arising are tabled on the following page.*

Minutes of YSA Melbourne Committee Handover Meeting on 27-04-2020

Summary of Matters Arising

Decisions

Item Decision

2.

3.

Tasks

Item	Task	Assigned to	Due date
3.	Writing email and facebook post for werewolf social	Rebecca Neville	
3.	Making instagram post for werewolf social	Beck Smith	
3.	Making tidyhq event for werewolf social	Rebecca Neville	
3.	Write announcement for science food creations, queue to be sent out	Beck Smith	
4.	Call Commbank	Jessica Woolley	
4.	Give email logins to top 5 and gems	Nicky Martin	