



September meeting!

September exec meeting! Please let Wren know if you'd like anything to be added to the agenda and they'll do it for you :)

When 05-09-2020 at 02:00 AM

Location: Slack, Slack

Minute taker Wren Jablonka

Present Jamieson Doyle , Hanah Gomberg , Wren Jablonka , Rebecca Neville , Beck Smith (Communications Officer), Orion Zymaris

Apologies Nicky Martin , Josh Suhaven , Jessica Woolley , Jerry Zhang

Minutes

1. Welcome/confirmation of previous minutes

Becky opens the meeting at 3:11pm

Attendance is taken via TidyHQ

Becky moves a motion to confirm the minutes of the previous meeting

The motion passes unanimously

2. Position reports

Becky (Events pres):

- Helped out monitoring study social
- A few instagram posts

Bec (communications):

- Wrote a lot of comms for social!
- More survey thursdays, consistently about 20 reacts per week
- Surveys are most popular type of post on facebook
- Up to GEMs for committee bios, so need Orion and Hanah to write theirs

Jamo (treasurer):

- Not really anything happening
- Awaiting on some comms RE bank account from Jess Woolley

Wren (Sec):

- Helped Bec with comms for study social
- Not any important emails or anything
- Wrote some extra Survey Thursday

3. Financial motions

Becky moves a motion to reimburse Jess Woolley 9.90 for Campaign Monitor payments

The motion passes unanimously with no abstentions.

4. First aid kit update

Becky audited the first aid kit and disposed of expired/near-expired items.

She notes that the first aid kit was also very full, there was too many items.

Want to look into having two small ones on hand that can fit in the same bag.

Need to get a few more things to add to kit - emergency numbers relevant to socials and volunteering, incident report templates, etc.

Also need to check that our current kit is fully compliant with current Australian first aid requirements

Also need to update the overall asset list once first aid kit is updated.

Nothing we need immediately because we aren't running events soon, but it will need to be replenished when we start doing physical events again (just something to come back).

Something we probably shouldn't have in the kit is an epipen- too expensive, short shelf life, anyone who needs one should be carrying their own, and universities where we hold programs often have them on hand also.

5. Study social wrap-up and baking social

Becky:

- Study social didn't really go as planned but still fun

- Didn't have any students come requiring help- might have been because of shyness

- Josh also raised the possibility that it clashed with virtual open days that were on that weekend

- Interestingly a few people joined the server just beforehand as if they were planning to attend, but didn't, but now we have extra people in the server.

Bec:

- Baking social an idea for the end of this month

- Possibility for recipe- chocolate chip cookies. Easily customisable

- Bec happy to run it on the ground on the day

Becky:

- Also thinking about doing another mafia night soon

- Could have both this month

Need to decide dates and timeline:

- Becky: baking social could be 19th or 20th of September and Mafia could be first week of October

quick explanation of what mafia is for Hanah

- Time for baking social: earlier afternoon could work better as won't get in the way of parents making dinner, so maybe 2-4pm

- Also could plan a game to play in the actual cooking time on the day

-Bec: email with a list of ingredients for people to buy. This will be announcement communication.

-Becky happy to make graphic for instagram

-Want these comms to go out monday-tuesday

-Can just use the general voice chat on discord to call on the day

Jamo:

-For mafia do we need specific rooms on discord?

-Becky: already have them set up from last mafia social

Mafia timing and dates:

-Might wait until after lockdown announcements to figure out what schools are doing so we know whether weekday/weeknight and what time will be best

Tasks

- ✓ Write baking social comms
Assignee: Beck Smith
Due date: 07-09-2020

6. reSTEM

Becky giving Nicky's report:

-Basically a program who want to connect with schools and encourage students to join STEM

-Want to start doing their major stuff in September but will get more updates later

-Basically just waiting to hear more

7. Volunteering updates

Becky giving Nicky's report:

-Has contacted Jamie (Swinburne) and Jim (MYSci)

-Jamie has said that Swinburne has said non-essential programs have not been allowed to be planned yet, but is still hoping for Swinburne early next year. She wants to make sure it will work with us so will talk more with us later

-Haven't heard back from Jim yet

-Any questions ask Nicky when she's feeling better

8. James

Becky:

-James has sent through a few handover emails now that he's been formally removed from Slack

-Needs to be removed from tidyHQ permissions and personal email be removed from backend of tidy

-Also needs to check the email forwards to make sure he doesn't get any of them

-Basically things that Becky and Nicky will have to do admin work for

-Wren might be able to have a look at the tidy stuff and then ask Nicky if they need help

-TidyHQ payment: need to have someone to be able to have their card connected for the payment to be done before they get reimbursed

-Currently this is James, which needs to be changed

-Wren happy for this to be then pending how much it is and as long as they know when the payment has to be made

-Becky will get more info on this and we'll figure it out

-Also, paypal- needs to be turned over to Jamo

Becky moves a motion to nominate Jamieson Doyle as the new owner of the YSA business PayPal account

The motion passes, Jamieson abstains

-Jamieson just needs to reply to James' email and they'll work that stuff out together

Tasks

- ✓ Look into removing James from tidy
Assignee: Wren Jablonka
Due date: 12-09-2020
- ✓ Check email forwards and get Tidy Info
Assignee: Beck Smith
Due date: 12-09-2020
- ✓ Work out PayPal stuff with James
Assignee: Jamieson Doyle
Due date: 12-09-2020

9. General business

Bec:

-Needs people to come up with survey ideas and science articles and put them either in the comms think tank channel or in the drive folder linked in that channel

Becky closes the meeting at 3:53pm

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

Minutes of September meeting! on 05-09-2020

Summary of Matters Arising

Tasks

Item	Task	Assigned to	Due date
5.	Write baking social comms	Beck Smith	07-09-2020
8.	Look into removing James from tidy	Wren Jablonka	12-09-2020
8.	Check email forwards and get Tidy Info	Beck Smith	12-09-2020
8.	Work out PayPal stuff with James	Jamieson Doyle	12-09-2020