



June Committee Meeting (2)

Meeting to finalise details for MYSci and Swinburne TSSE.

When 18-06-2022 at 01:00 AM

Location: Slack, Slack

Chairperson Beck Smith

Minute
taker Orion Zymaris

Present Paul Hwang , Beck Smith (Communications Officer), Orion Zymaris (Immediate Past President)

Minutes

1. **Approve May Committee Meeting Minutes**

Meeting Opens at 2:15 pm

Present: Rebecca Smith, Orion Zymaris

Rebecca Smith: I move a motion to confirm the 'May Committee Meeting' minutes as a true and accurate record.

Passes Unanimously.

2. MYSci Planning

Orion: Things we need. Ask Jim about showers at Monash, food lists,...

Becky: I'm composing a list of things we need to do.

Orion: I'd like to have this mostly worked out by this meeting, we're running out of time.

Orion: I'm looking at the lists of dietary requirements. There's a few vegetarian or no beefs listed, one no seafood (it's expensive so we're unlikely to use it anyway), and a couple of lactose free/soy milk preferred. Those are all easy to work around.

Becky: Yeah, I can start throwing together some recipes over the next few days.

Becky: Packing list! That's an important one to send out to people. How many people have WWCC?

Orion: Looking through the list, looks like all the ones applying for MYSci either have one or are waiting for one.

Becky: What are we gonna do on the days before the program?

Orion: We need training activities. Mind games, Mental health handling etc

Becky: I technically have mental health qualification, but can't come to the program. Maybe I could come later one day for one session?

Orion: That would be fine.

Becky: We can add a timeline as well, for the volunteers. Do we wanna do the last night Uber eats?

Orion: Yeah, we should.

Becky: What else?

Orion: I want to sit down and think up a complete list. Jim from Monash has offered indoor heaters as well, there is wood heating at the hall.

Becky: How many applications so far?

Orion: About 9, still chasing up a few people. Need 13 minimum.

Tasks

- ✓ Compose shopping list
Assignee: Beck Smith
Due date: 21-06-2022
- ✓ Fully think out the whole program to double check things
Assignee: Orion Zymaris
Due date: 20-06-2022
- ✓ Plan Training
Assignee: Orion Zymaris
Due date: 24-06-2022

3. Swinburne TSSE Planning

Orion: They've booked in a training day for us next Wednesday on campus. That's quite soon.

Becky: Yeah, a lot of people won't be able to make it; I can't.

Orion: I'll ask the applicants if they can make it, if they can't I'll ask if we can change the day.

Orion: We don't have to do as much for this one. We need to let people know where it is and when it starts each day, when to get there (ask Swinburne for a schedule!)

Orion: We need to organise the training day too, it'll mostly be 'here are the games we're doing'.

Becky: I'm fairly sure a whole bunch of this training stuff is on dropbox somewhere, I've seen it before.

Paul Hwang arrives at 2:45

Tasks

- ✓ Send out Swinburne acceptance, ask about training day
Assignee: Orion Zymaris
Due date: 19-06-2022

4. Bank Signatories

Orion: Can organise in chat later w/ Jamieson

5. General Business

Becky: On Monday I'll make an instagram post for MYSci and Swinburne TSSE. I'll look into making a food list as well. Orion, are you happy to do the packing list?

Orion: I'm happy to do that and send it out.

Becky: If people haven't confirmed they have a WWCC by the 20th, follow up. We should also do a media release form, we can do that on the day of the program.

Meeting closed at 3:00 pm

Tasks

- ✓ Packing List
Assignee: Orion Zymaris
Due date: 20-06-2022
- ✓ Follow up WWCC
Assignee: Beck Smith
Due date: 20-06-2022
- ✓ Send Jim Email
Assignee: Orion Zymaris
Due date: 19-06-2022

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of June Committee Meeting (2) on 18-06-2022

Summary of Matters Arising

Tasks

Item	Task	Assigned to	Due date
2.	Compose shopping list	Beck Smith	21-06-2022
2.	Fully think out the whole program to double check things	Orion Zymaris	20-06-2022
2.	Plan Training	Orion Zymaris	24-06-2022
3.	Send out Swinburne acceptance, ask about training day	Orion Zymaris	19-06-2022
5.	Packing List	Orion Zymaris	20-06-2022
5.	Follow up WWCC	Beck Smith	20-06-2022
5.	Send Jim Email	Orion Zymaris	19-06-2022