



August Executive Meeting

When 05-08-2018 at 11:00 PM

Location: The Royal Society of Victoria, 8 La Trobe St, Melbourne VIC 3000, Australia

Chairperson James Salamy

Minute taker Michael Beards

Present Michael Beards , Vanessa Bradbury , Ricardo Cannizzaro , Pravind Easwaran ,
Maxine Lotherington , Jaimee Raper , James Salamy , Aemilia Sherwell , Josh
Suhaven , Jessica Woolley

Apologies Artemis Capa , Teagan Kaye , Catriona Nguyen-Robertson , Kate Tidswell

Unconfirmed Faith Thornton

Minutes

1. Introduction and Attendance

Meeting opened at 12:13 PM

2. Approval of Previous Minutes

It was moved from the chair,

"To approve the minutes of the July meeting as a true and accurate record"

Motion carries unanimously

3. Correspondence In/Out

All correspondence is being covered in major points of the meeting, with the exception of one student asking about involvement in the winter staffing season. This was received after Swinburne TCSE and Youth ANZAAS, and so he was instead directed to MYSci and socials.

4. Committee Member Reports

President: Handover to Jess is progressing, should be done soon. August is looking a lot quieter since we don't have National Science Week, but September is abnormally busy. All else will be discussed later in the meeting.

VP-Sci: Handover is going well, also attended NatCon and e-mails.

VP-Socials: Survived another month.

Treasurer: Had the financial report done in time for the SGM. All the reconciling is done, the financial tracking should be up and running again soon.

Secretary: I have recently started using Tidy to distribute tasks, people have enjoyed doing this, so I will look into using this more as people seem to enjoy it.

Communications: Pretty quiet this month - we've gotten the e-mail out about the breach, no response yet. Last month was our highest rate of attraction on Facebook, probably due to Youth ANZAAS, Swinburne TCSE, and science in the park.

Aemilia: Gonna have to start delegating design work because there's too much, also need photos to do the design work.

Josh: Changed the dates for MYSci, as well as writing the MYSci page for our website.

Jaimee: Researched LIDO for October social, looks okay, but probably only worth booking seats, not a theatre. Otherwise, look at the legalities of doing it ourselves in a lecture theatre with Netflix.

IPP: Not too much to report, wasn't here at the last meeting, but have assisted with ANZAAS. Soon I will be liasing with Jess for the November social.

Jaimee arrives at 12:18 PM.

5. NatCon Summary

NatCon happened, was in Sydney, had all four current presidents at. It was very productive, most of which happened on the sides. Some of the material from NatCon will be moving to a Skype call following this meeting. As a general overview, Sydney are doing okay in TCSEs but struggling with socials, Brisbane is the converse. We still need to obtain the other chapter reports, which we will then circulate with our committee. All states have also agreed to endorse interstate exchange as well, which we'll discuss in more detail soon.

Sydney have asked for help with socials, so we would like a GeM to go through their inbox, and write a summary of our social resources (what we did, comments on how we went, and media releases) to share with Sydney to help them with running socials.

We are in charge of NatCon next year, hopefully it will run well and we can get everyone there.

We also discussed insurance at NatCon, it was brought up that Jackie from the SSF might be able to get us public liability insurance through the SSF's insurer, which may cut our insurance costs as it will be joint with all chapters.

Tasks

- ✓ Obtain other chapter reports
Assignee: Jessica Woolley
Due date: 01-09-2018

6. Interstate Exchange

MYSci is from the 5-12

USYD TCSE 7-11

PASS (Sydney) 14-16

Brisbane TCSE 16-26

All of these are in January. The Brisbane president is okay with attendees from PASS missing the first day of Brisbane TCSE. Firstly, we need to decide on how much money we're willing to subsidise for members. James suggested covering \$100-150 per person, potentially up to \$200 if someone wants to do both, up to a maximum of \$500. Vanessa finds this to be reasonable.

It was moved from the floor,

"that we cover costs for exchange programs as discussed in this agenda item, as agreed to by the treasurer, Vanessa Bradbury"

Moved by: Pravind Easwaran

Seconded by: Maxine Lotherington

Motion carries unanimously

We need one person to write a quick blurb about MYSci to be given to other chapters. Josh agreed to this.

Tasks

- ✓ Draft MYSci Blurb for other chapters
Assignee: Josh Suhaven
Due date: 12-08-2018

7. Upcoming TSCes (Berwick and KIOSC)

Gippsland TCSE has now moved to Berwick, we will still want a kahuna, and two staffies. KIOSC is slightly more problematic, as it falls in the gap of Swinburne and Monash breaks, and is larger so we will need a lot of volunteers. It also falls outside of school holidays. We need to decide if we can do KIOSC TCSE. We have not gotten any volunteers for KIOSC leadership team yet, either. It was decided that we might have the bare minimum of numbers to run, but we might not. The decision for whether KIOSC or not will need to be run by the end of next week. Everyone will need to check Slack on Friday.

Berwick is very small, we'll need to decide on a coordinator very soon. We should also try and look for staffies soon.

Tasks

- ✓ Put out e-mail for KIOSC staffing
Assignee: Jessica Woolley
Due date: 05-08-2018

8. MYSci and Dookie/Melbourne TCSE

We spoke to Jim during Youth ANZAAS, we need to talk to him about a couple of things, which Jess will do. We've also moved MYSci to Wednesday-Friday, which gives the leadership team another day of training, which will be for more social.

We will need to put out a call for MYSci leadership team. It was recommended by Jaimee that we do this after Berwick and KIOSC are sorted, which it was agreed was a good idea. We will also call for Dookie and Melbourne TCSE leadership teams when we decide the MYSci leadership team. Both Dookie and Melbourne TCSE are starting to look good.

Tasks

- ✓ Chase up with Jim our requirements for MYSci
Assignee: Jessica Woolley
Due date: 01-09-2018
- ✓ Chase up hall
Assignee: Jessica Woolley
Due date: 12-08-2018
- ✓ Updating volunteering dates
Assignee: Pravind Easwaran
Due date: 12-08-2018

9. Youth ANZAAS

Jim, the ANZAAS treasurer, has paid us for our expenses, but not our honorarium. Assumedly, this is because Jim did not see our honorarium invoice. If he has not paid this by the next ANZAAS meeting, Jess will give him the invoice in person.

Tasks

- ✓ Chase up YA honorarium
Assignee: Jessica Woolley
Due date: 15-08-2018

10. Merchandise

We have discussed we need more merchandise, we have now sold out of some sizes of t-shirts. We will need to order new t-shirts ASAP so that we can have them in time, with the new colour being purple. We want to put the order in early September.

It was also discussed we should get a "fun", non-uniform YSA t-shirt. This t-shirt would cost a little more, but hopefully be t-shirts that people would want to wear. If people have ideas for this t-shirt, please put it up on Slack.

Tote bags are working well for Brisbane, we should look into these.

Lanyards we should look into getting, as the lanyards supplied by Swinburne were not very good.

Priority list:

- Uniforms
- Banner
- Shirts
- Lanyards
- Stickers/badges
- Tote bags
- Other fun things

Tasks

- ✓ Design business t-shirt
Assignee: Aemilia Sherwell
Due date: 01-09-2018
- ✓ Get new t-shirt supplier
Assignee: James Salamy
Due date: 01-09-2018

11. Website

Brisbane are very unhappy with their website, and so they wrote a proposal for a new website. They want to change up the way they do it, so James and Teagan called in. A website has two parts - the address, and your house. We are using the address, not the house, but are paying for both. Jess got rid of our house part of the website. Brisbane is currently planning to burn down the house, build a new one next door, and then change the address. This may prove some problems for us, Brisbane are still deciding how they're going to go about this.

We will need to keep an eye on this, Teagan is forwarding this.

12. Socials

It was moved from the floor,
"Michael ran a good social"
Motion carried unanimously

September we were looking at different activities, the general consensus seems to be that laser tag is the best fit for the social. This will be researched, and then put out to members ASAP. October we'll need to look into the legalities of Netflix, but likely will be fine if we do not charge for viewing.

The November social is dinner with a scientist, this will be organised by Jess with the help of a GeM.

The December social is video gaming, which we will need a lecture theatre to do at. This will be chased up with Lily Xia to get one at Swinburne for us.

January and February will be managed by the MYSci leadership team, likely to be an amazing race. Ice skating is getting expensive, and so is becoming a barrier for new people. Potentially, we can change this for a BBQ or science in the park, in which cost is going to be quite small. Ice skating can be done later in the year, which may also work since the temperature of the rink will match the temperature outside.

The rest of the socials will be decided about in December.

Tasks

- ✓ Look up laser tags
Assignee: Jaimee Raper
Due date: 12-08-2018
- ✓ Get science films on Netflix/Stan
Assignee: Michael Beards
Due date: 12-08-2018
- ✓ November Social
Assignee: Jessica Woolley
Due date: 06-08-2018

13. Aquinas College

We have agreed to be at the expo from 12-4. Preferably, we will have two the whole time, we currently have one person from 2-4. Pravind is able to be there for the whole session, so we will need one more person from 12-2. We are happy to pay for uber costs if necessary.

It was moved from the floor,

"that we reimburse Jessica and Pravind up to \$50 for the cost of a uberX to get people to the Aquinas College event on the 14th of August"

Moved by: Jaimee Raper

Seconded by: Maxine Lotherington

Motion passes

14. New GeM Appointment

Pravind left the meeting at 2:12 PM

As we have so many applicants, it is worth deciding to co-opt some of the applicants as unofficial committee members. As per our constitution, only one of them can be an official GeM, so we need to decide a few things - one, who will be the official GeM, two, how many others we want to co-opt. This will be a four point process:

1. How many GeMs we wish to take on.

It was suggested by Michael that we only take 3 to make quorum easier to manage, James suggested 4 so that we can get more people involved. Maxine made the point that we do not need to co-opt people to get them involved. This was done to a vote, in which we decided on 3, with a favour of 5 versus 3.

2. Have a discussion of each GeM, and note any issues or major benefit we'd get from them joining us.

The first is Bec, it was noted that she's helped before, and is a valued member. She was interested in March, but was unsure having only just starting to uni, but now must be sure. Bec has also helped out with instagram.

The second is Becky Smith, it was noted she's very enthusiastic, and is also a younger member. We'd have less availability from her during school time, and has been to nearly ever social. Becky has also helped out with instagram, she was also a pretty good staffie, no issues.

The third is Lauren Robertson, Lauren has helped us before with some last-minute assistance, she's really good at alleviating stress. She's helped us with planning socials, and a lot with Youth ANZAAS.

The fourth is Lily Xia, she'd be a really good candidate. She's been with us for a while, but

she's not been very active. She has a lot of useful contacts, and has helped us out of a lot of jams. She has all the skills we like in admin tasks, but isn't as socially involved as Lily.

The fifth is Annabelle Wang, she's now done two TCSEs with us. She's relatively new, still in school, but over 18. She has a lot of initiative and is very proactive.

The sixth is Jasmine Francis, she'd be a great committee member. It was noted that she's going to turn 26 soon, and would be best utilised as helping us with staffing. She likely won't get much from us on the committee, either.

The seventh is Orion Zymaris, and has been around for about 3 or 4 years now. He has not been very involved until last year, but has been a regular at socials.

3. Select the amount of GeMs as decided in point 1.

After an election process, the decided GeMs are Becky, Bec, and Lauren. They will be notified by the secretary of their success, and those who were not chosen will also be messaged by the secretary, with a list of other opportunities we would like them to help with. We will also notify them if we have committee tasks that we still need help with.

4. Decide on the official GeM of those selected in point 3.

First, we need to decide what rights the co-opted GeMs have. This includes e-mails, Tidy access level, no for any option in circular resolutions, Slack access, treated like a committee member in public and at events, and will definitely be allowed to list themselves as a full GeM in media platforms. Co-opted members will not count for quorum or be able to use this time to run for top 6, as the constitution requires.

It was important to note that if Lauren is given the official role, she could run for top 6. The others won't, as the term is not long enough. It was also noted that Bec will be able to count for a lot of quorum, Becky slightly less so, and Lauren less than that.

Bec Neville was appointed the official GeM.

15. Closure

Meeting closed at 2:55 PM.

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of August Executive Meeting on 05-08-2018

Summary of Matters Arising

Tasks

Item	Task	Assigned to	Due date
5.	Obtain other chapter reports	Jessica Woolley	01-09-2018
6.	Draft MYSci Blurb for other chapters	Josh Suhaven	12-08-2018
7.	Put out e-mail for KIOSC staffing	Jessica Woolley	05-08-2018
8.	Chase up with Jim our requirements for MYSci	Jessica Woolley	01-09-2018
8.	Chase up hall	Jessica Woolley	12-08-2018
8.	Updating volunteering dates	Pravind Easwaran	12-08-2018
9.	Chase up YA honorarium	Jessica Woolley	15-08-2018
10.	Design business t-shirt	Aemilia Sherwell	01-09-2018
10.	Get new t-shirt supplier	James Salamy	01-09-2018
12.	Look up laser tags	Jaimee Raper	12-08-2018
12.	Get science films on Netflix/Stan	Michael Beards	12-08-2018
12.	November Social	Jessica Woolley	06-08-2018