



June Executive Meeting

When 24-06-2018 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 , Ricardo Cannizzaro , Artemis Capa , Teagan Kaye , Jaimee Raper , James Salamy , Kate Tidswell , Jessica Woolley , Lily Xia

Apologies Vanessa Bradbury , Pravind Easwaran , Maxine Lotherington , Catriona Nguyen-Robertson , Aemilia Sherwell , Josh Suhaven , Faith Thornton

Minutes

1. Opening and Attendance

Meeting opened at 12:22 pm

2. Approval of Previous Minutes

It was moved from the chair, "I move to approve the minutes of the previous meeting from May as a true and accurate statement of the meeting." Motion carries, Michael abstains.

3. Correspondence In/Out

Lots of communication happening with ANZAAS, which will come up more with the Youth ANZAAS committee

4. Committee Member Reports

President: Things have happened. Most of these will come up at different points. The only thing that won't come up is the YSA phone, which I'm still following up on. We have now registered as a not-for-profit with one of the big tech companies, which is why we know have professional Slack.

VP - Science: not a lot has happened, just finished exams. The old website was still active, but it now only consists of one page that asks people to navigate to TidyHQ. All of the assets have been moved to Jess' house and the list is up on TidyHQ.

Secretary: I don't have a lot to say - most of what I've been doing you can see on Slack. This includes Trello, which hasn't been going too well. I'll also give more reminders when coming up to the meeting so that we don't have issues with attendance.

IPP: Ric introduced himself to everyone, telling those that don't know him about his history with YSA, offering mentoring and help for various parts of the organisation for people that would like help.

GeMs: Artemis has been busy with Swinburne, see Swinburne update. Trivia venue is also organised. Kate has been trying to rally people towards socials and camp. Teagan has been really busy with school, but has tried to get a few people to get to camp.

5. Circular Resolutions

Several circular resolutions were made between this and the last meeting. Those that passed include:

"I move to authorise James Salamy to spend up to i) \$150 on printing and acquisition of lanyards for youth ANZAAS and ii) up to \$100 on supplies to run Youth ANZAAS activities. Both of these sums are to be reimbursed to YSA by ANZAAS"

"I move to reimburse James Salamy the sum of \$75 for trivia medal prizes, to be purchased from AVST"

Both moved by James Salamy, and passed with majority.

6. Swinburne TCSE Update

Got confirmation from all the student staff that they will be helping out. Medical and payment forms have been sent out for, still need to send out photo consent form.

7. Donation to Swinburne

James has suggested a \$20 donation as a way of saying thanks for the use of one of their rooms for our study day.

It was moved from the chair, "that we donate a sum of \$20 to Swinburne University for the use of a room for studying for our study day event." Motion carried

8. Youth ANZAAS Update

Youth ANZAAS is getting under way. We've done a lot of work towards organising the students - into activity groups, how we're going to go with picking up the students from the airport. If we have 10 at the airport, we should be able to escort from the airport comfortably.

Most of the program is locked down, we're just waiting for Malcolm to confirm some of the final details. Student staff training will be on Wednesday, and the leadership team will be meeting with Malcolm on Thursday. Everything else seems to be running smoothly.

9. Levels of Achievement

We now have a method of efficiently tracking how well we're doing with our events, in particular for retention. It would be nice to find a way of recognising "levels" for our members (for example, "increasing their electron configuration" for every event they attend).

To do this, we first need a system where we identify what you get "levels" from. On top of that, there needs to be acknowledgement that not all training programs are equal. A week-long intensive camp, such as Youth ANZAAS, requires a lot more coordination and development than a social.

It was decided that a first good step would be to ensure that all student staff and leadership teams should be given feedback. If only one of these can be done, it was identified that the feedback to the leadership team is less intensive to collect. Lily noted, however, that something as simple as a 5-point scale could be incredibly effective, but is low-effort.

Jess suggested we trial a feedback system with either Youth ANZAAS or Swinburne TCSE. While Youth ANZAAS has less risk, most of the student staff will have higher scores. Swinburne is more likely to backfire with people getting upset at bad feedback, but is more likely to show us if a system like this could work.

The details of this system will be discussed in detail by the Swinburne TCSE leadership team.

10. NatCon Agenda

The YSA National Conference is coming up in about 4 weeks, in which James, Jess, Jaimee, and Michael will be going to Sydney to have a national meeting with the Brisbane, Sydney, and Adelaide YSA chapters.

It was asked what points the committee would like to be discussed at NatCon. James mentioned that we should mention a YSA phone. Teagen would like to know how other chapters get new members, with Michael also wanting to know about the other chapter's retention strategies. It was noted that we should post to the NatCon Slack channel for anybody to add things they'd like to know from other chapters.

11. YSA Support Class

It was decided that we need a formal training session, but as we do not have enough new members in attendance, there's not a lot of point in running that training at this meeting. A discussion was had on the best way to run some training sessions for all of the new members.

Jess and Michael identified that they had not heard of Pablo, and so James demonstrated how to use Pablo to make banners. The next identified platform we have issues with is Campaign Monitor, and so James demonstrated how to use Campaign Monitor. James then demonstrated how to use the Google suite.

12. API/App Integrations

Now that we are associated with a the big tech company, we can now look at automating a lot of our systems. In particular, in the legal obligation for us to make backups of all of our records.

13. Engaging New/Returning Members

Lily was invited so that we could have a discussion on how we can get new members, but also hold on to them. The first starting point is to figure out why we've all joined YSA, and why we have all stuck around.

Kate mentioned that she enjoyed the fun of MySCI, however also enjoyed the idea of a fostering and helping environment. James sealed the deal with discussions of social events and activities.

Teagen really enjoys the ability to network, and being able to meet like-minded people - who actually care about things she does that she can't get at school.

James asked what about programs might make people less keen to come - Kate mentioned that travel can be an issue. Needing to come to the city for socials at the night, for example, is an issue. Friends also potentially have issues with prior, conflicting commitments.

Teagen noted that a lot of her friends' parents aren't keen on sending their children into the city. When asked if it was the travel to the city, or being in the city, one friend's mum didn't like the idea of the child needing to navigate to the city by themselves, even though an adult supervisor will be waiting on the other side.

It was noted one of the bigger problems with MySCI in this regard is that as all the students are in years 11 and 12, many of the students are busy with school and see YSA as an alternative to studying, and not a break from studying. Similarly, many in this age group see things such as clubbing or partying with friends as a better break, as they've just turned 18 and can do this.

Another point is some may complain as cost. However, it was pointed out that people will commonly spend much more money than we ask for our events, and likely this is because people aren't seeing as much value in our events.

With this all in mind, Lily noted that what she heard was that we have a group that is there to offer a welcoming community that can foster relationships and help push people to the best that they can be. Importantly, you can push to parents that we don't have a drug culture, we have a science culture, and offer mentors and facilitators that have working with childrens check, who can chaperone minors. On top of that, we can provide university connections, volunteering opportunities, and while we have fun events, we also have more resume-building like events.

Lily noted it could be good to have a "Parents Night" where we talk to all the parents and relieve any tension they might have. On top of that, all executive members should make an attempt to chat to everyone, making sure everyone is meeting new people and feels included.

14. Discussion of Unpaid Debt

This year, we have had some issues with attendees not paying for our events. In particular, this is in reference to a ball registrar, who didn't end up coming, and hadn't paid for their ticket despite the organisation having already paid for the event. The person in question has now paid, but it would be better to develop a system to stop this from happening again.

The main take-home message was that for more expensive events where payment will happen later, it is important to stress that each registrar is making a commitment to pay.

15. National Science Week

Jess and James had a discussion with RSV, who are now running National Science Week, instead of CSIRO. As a result, we are no longer going to be paid for our involvement. On top of that, due to an influx of volunteers, it is likely we won't be able to help out at the event in the capacity that we normally would.

The representative is, however, very keen to get to us involved in future years, and potentially to get us into schools during the week to speak to students for.

16. Camp

We currently have 17 people registered for camp, with James organising transportation, Jess organising food, and Michael organising the activities

Decision

17. Close

Meeting closed at 2:58 pm

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of June Executive Meeting on 24-06-2018

Summary of Matters Arising

Decisions

| Item | Decision |
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| 16. | |
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