



Exec Meeting (October)

Monthly exec meeting, draft agenda included

Members of summer leadership teams have been invited, and are welcome to attend, but do not need to confirm attendance

When 08-10-2017 at 10:30 PM

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

Chairperson James Salamy

Minute taker Maxine Lotherington

Present Garth Bradbeer , Vanessa Bradbury , Pravind Easwaran , Maxine Lotherington , Timothy Newport , Catriona Nguyen-Robertson , Jaimee Raper , James Salamy

Apologies Lucinda Aulsebrook , Ricardo Cannizzaro , Artemis Capa , Chris Orrell , Angus Southwell , Jessica Suares , Jessica Woolley

Minutes

1. Opening

Meeting opens at 11:48am.

1.1. Attendance

Attending: James, Catriona, Tim, Maxy, Jaimee, Pravind, and Garth (guest)

Attending via phone: Vanessa (12:35 to 12:51)

Absent: Will, Steph

Apologies: Chris, Jess, Ric

1.2. Minutes of the previous meeting

Minutes pass with two abstentions.

2. Committee Positions

The committee recognises that the position of Treasurer is currently vacant.

Committee structure changed in January last year, which included membership requirements, including a new grace period of one month to renew. Garth, the previous treasurer, missed renewing his membership by two days and therefore has lapsed.

Tim moves a motion that Garth Bradbeer be appointed to the position of Treasurer. Maxy seconds. Motion passes unanimously. Garth is appointed to the position of Treasurer.

3. Financial Matters

Successful circular resolution: move to pay Waverly Valley Scouts the sum of \$1700, plus a refundable \$250 bond, in two instalments for the hire of their scout hall for Swinburne and Monash TCSEs. This is to be paid and refunded by EFT.

Successful circular resolution: I move to adopt the 2016-2017FY budget, and to authorise automatic payments as indicated within [from document].

--

Tim moves that we pay \$9.90 each month for the remainder of the term to Campaign Monitor for the use of their services. Pravind seconds. Motion passes unanimously.

Tim moves that we pay \$39 per month, billed annually, to be paid when invoice is received, to TidyHQ for the use of their CRM package. Maxy seconds. Motion passes unanimously.

3.1. Confirmation of Financial SGM arrangements

We are on the point of being deregistered because annual report hasn't been submitted. Cannot submit this until an SGM is organised. We'll attach this to the October social at the beginning since it should only be five minutes long.

Tasks

- ☒ Write up agenda and email.
Assignee: Garth Bradbeer
Due date: 10-10-2017

3.2. Finance Report

Sold one green t-shirt, three memberships. Honorarium from CSIRO (\$300) came through. Still need to chase up Melbourne University about last year's TCSE.

Working out with ANZAAS the difference over the last few programs.

Expenses: \$2.47 Paypal, \$21.63 Mailchimp.

Position: \$8370 bank balance, \$1299.56 Paypal balance, \$150 cash box. Net cash \$9819.56.

4. YSA Ball: go/no go

Tim moves that the YSA Melbourne 2018 ball be held at the Royce Hotel on the 5th of April 2018, and the first deposit of up to \$2000 to be paid when invoiced, and that the project proposal document written by James Salamy be approved. Maxy seconds. Motion passes unanimously.

Tim moves that James Salamy's credit card will be used to guarantee payment of minimum spend and any incidentals for the ball, and that any amount incurred for this purpose will be refunded to James Salamy at the earliest convenience. Jaimee seconds. Motion passes unanimously.

Plan going forward: another call for ball volunteers over the next week and confirm with the Royce Hotel. When deposit is put down, everyone is welcomed (and encouraged) to push the ball.

5. Future of YSA/paid help

5.1. Vanessa's Proposal

How do we get more YSA interest? Vanessa has drafted up a proposal similar to YSA Sydney's SCARS system - to give our members some kind of recognition for their contributions. A mentorship program could be implemented for GEMs, and push this to members as a stepping stone to what they'd like to do one day.

Physical rewards could include a certificate with resume-ready language so that our members can use this to their advantage. It would be great to give our members some benefits that help them become job-ready and use their YSA membership for something useful.

Vanessa has also been thinking about how to network event for members. The rest of the committee believe this could happen next year, as summer is very crowded.

5.2. James' Proposal

James circulated a paid position proposal over Slack recently.

Garth is concerned about taking away skills from the committee in the future, and also since we currently do have the skillset on the committee it may not be the best use of our money.

James believes that while we do have the skills on the committee, there isn't enough due to time commitment from everyone. Everyone on the committee has jobs or academic commitments outside of YSA and so may not be able to do everything needed. Currently the skills are being stretched across all of the necessities and we are not able to take on any non-essential projects most of the time. He believes that it can be run by the elected officials.

Budget for the honorarium is \$2000. Most likely would be through submitting a timesheet, and then approve a monthly payment. Jaimee raises the concern about not actually working on this for money, but James believes that it will be easy to

Jaimee suggests including how high the honorarium can be, but James is concerned about leaving the number in the document.

Tim would like to conduct interviews with several committee members, not just James, and also would like to advertise this around when there is a social so that we can talk about it with people in person. James expects this to run up until a few days after the October social.

Deliberately, there is no age requirement, and no requirement to have a current member, even though ideally the candidate would be over 18 and a member of the community.

Tim mentions that this structure is common for volunteer organisations to have decisions made by the board and to have paid staff who carry out active duties.

James moves to approve the creation of a YSA General Manager position as per the attached description and to advertise this within the YSA community and more broadly. Motion carried with Pravind abstaining.

6. KIOSC

We had one very tiny Grade 5 kid who struggled at some sections very heavily. There was some confusion over YSA Melbourne's role - some thought we were there to participate, and some thought we were there to supervise. There was a difficulty with the program

7. Swinburne TCSE

James went to the meeting at Swinburne with Jess and Angus. Jamey is running it this year. Everyone is excited and Swinburne is doing final prep. Due to increase in numbers and change in time, planning to do lunchtimes outside that are longer. May not be a YSA-run event at the moment. Currently 50 registrations, almost certainly will go up by quite a bit.

Risks: only ~50 confirmed which means we'd only need 10 staffies. Honoraria from Swinburne might be possible - couple of hundred? will depend on their budget.

There is a scout event at the hall on Sunday, will see if we can switch training around so that they go on campus on Sunday instead of the Monday.

8. MySci

Please push this! Under 18s will not be able to staff. We will be circulating an email and lots of Facebook events. We need to push very heavily as we do NOT want this program cancelled and we need to put the hall payment down.

9. Dookie

James will be meeting with Jess Soares soon, Dookie will be her hopefully +1.

10. Socials

Scienceworks social - we thought it was fun!

Kate, the event coordinator from Scienceworks, was happy and was glad we came. She's sent us a list of upcoming events that we can attend.

Tasks

- ✓ Add Kate to mailing list
Assignee: Maxine Lotherington
- ✓ Add rest of exec to Campaign Monitor
Assignee: Maxine Lotherington

11. SSF Board

SSF has requested YSA Melbourne to nominate a member of the board by the 10th of October for their AGM on the 12th of October. The meetings take place in Hawthorn once a quarter.

James is stressed. It is important to have a representative on the board as we'll hear about issues earlier and we are also expected to do this by other national chapters. We need to ensure that the person we select will be comfortable speaking on our behalf, the ability to not commit us to things we can't do, and to help us skilfully avoid political problems.

Tim was previously on the board.

Cat and Maxy are able to be on the board - Maxy will have to call in. James will call Jacqui on Monday and gauge what the best course of action is.

James moves to appoint either Cat or Maxy to the role of SSF Board Representative, pending a discussion with Jacqui. Motion passes.

Tasks

- ☒ Call Jacqui to confirm call-ins
Assignee: James Salamy
Due date: 09-10-2017

12. Federation University

Tim supplied relay quiz materials and instructions - 8 attendees. Same coordinator as last year.

Feedback: 'Thanks Tim. Everything went well.'

Meeting closes at 2:01pm.

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of Exec Meeting (October) on 08-10-2017

Summary of Matters Arising

Tasks

Item	Task	Assigned to	Due date
3.1	Write up agenda and email.	Garth Bradbeer	10-10-2017
10.	Add Kate to mailing list	Maxine Lotherington	
10.	Add rest of exec to Campaign Monitor	Maxine Lotherington	
11.	Call Jacqui to confirm call-ins	James Salamy	09-10-2017