# **YSA Melbourne**



# YSA Committee Meeting February

When 02-02-2020 at 08:30 PM

Location: The Peter Doherty Institute for Infection and Immunity, 792 Elizabeth St, Melbourne

VIC 3000, Australia

Chairperson Jessica Woolley

Minute Catriona Nguyen-Robertson

taker

### **Minutes**

1. Acceptance of Past Meeting Minutes

#### 2. Discussion of the future of YSA

GEMs:

- -It would be beneficial to have a training day and be given tasks immediately to utilise these new skills (potentially immediately after the AGM/first meeting)
- -Have "how to" guides: treasury, Campaign Monitor (mail), Typeform (TSCE applications), social media (Facebook and Instagram), Tidy, Dropbox

Who will write which

Campaign Monitor - Jess

Typeform - Nikky

Facebook + Canva - Prav

Tidy - Catriona

Dropbox - Jess to have a look and potentially move to Google Drive

Treasury - done (Jamieson to update with photos)

Top 6 - each to write guides

- -Have a list of who knows what (so there people know who to ask for help)
- -People need to feel more equal and less intimidated
- -We keep keep the GEM name but change our mindset: we will open it up for 10 positions

Positions:

President - it might be a good idea to have the vice-presidents for socials and outreach sharing this role

Secretary

Treasurer

#### Socials:

Hold them every 2-3 months in associated with TSCEs and other volunteering opportunities (and advertise here)

### 3. AGM

To be held on the 29th of March as an afternoon tea. People to bring baked goods.

Email has been written (awaiting date) - emails to be sent Facebook post needs to be written and posted

All expressions of interest to be sent to Catriona after Jess sends out forms

End of minutes.