

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 taker Catriona Nguyen-Robertson

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.