



## January Committee Meeting

Monthly committee meeting. We will be aiming to have our next meeting first weekend of February if possible. Do not stress if you are out of the country/state/city and unable to make it, we will have more in depth discussion of key events (e.g. TCSEs) once everyone is back.

New Section: Reports are 2 minutes in length, summary of what you've been working on what you'll be doing next. If you can't come, please feel free to submit a report, but this is *\*not\** something you have to do if you don't want to.

When 07-01-2018 at 11:00 PM

Location: 10 Fairfield Ave, 10 Fairfield Ave, Camberwell VIC 3124, Australia

Chairperson James Salamy

Minute  
taker Jessica Woolley

Present Vanessa Bradbury , Artemis Capa , Pravind Easwaran , Catriona Nguyen-Robertson ,  
Jaimee Raper , James Salamy , Stephanie Terlato , Jessica Woolley

Apologies Garth Bradbeer , Daniel Keirnan , Maxine Lotherington , Chris Orrell

## Minutes

## **1. Opening and Attendance**

Meeting opens 12:09

Attending

Artemis Capa

Catriona Nguyen-Robertson

Jaimee Raper

James Salamy

Jessica Woolley

Pravind Easwaran

Stephanie Terlato

Vanessa Bradbury

Apolgies

Chris Orrell

Daniel Keirnan

Garth Bradbeer

Maxine Lotherington

Absent

Jessica Michael

Timothy Newport

William Orrell

James welcomes Artemis as a guest, announces the rules of being a member who is not part of the committee

## **2. Minutes of the previous meeting**

James moves to approve the minutes of the November meeting

amendments- James needs to be move to attending

motions passes

### **3. Financial Motions**

James moves to reimburse Catriona \$790.47 and \$521.40 for public liability and associations insurance

Motion passes 1 abstention

James moves to reimburse himself \$29.70 for campaign monitor fees

Motions passes 1 abstention

James move to pay YSA Sydney for server hosting

Motion passes

### **4. Committee Reports**

James move to appoint Catirona into the vacant GeM spot

motion passes

#### **4.1. President's Report**

Full steam ahead for MySci and lots of work with Swinburne before TCSE

Ball is going ahead, quotes are locked in and payments need to be confirmed

New YSA flyers are being worked on, being refreshed due to age of previous flyers

Plans to move documents into a better format, so they can be located with ease, trying to change from Dropbox with plans to move to google drive, Dropbox stuff needs to be reordered so the move can occur

#### **4.2. VP Science Report**

Sciweek show in Vic market - issues in commitment over time

MySci has had a lot of advertising in schools, people have signed up due to this, but we don't know the exact number from this, was 55 students total as last count

Not much is planned for the future, the question depends on location, wants to reestablish a science magazine, like the CSIRO magazine, learn the ropes of article writing

Wanted to pick up on the science week grant, but in the next year to sign up to the grant into the next year into 2019

James asks for the science week grant wether it is this a replacement for CSIRO

Steph says its fro ruining their own program \$500 to \$5000,

Prav says its not having to rely on CSIRO, giving it a YSA touch

#### **4.3. VP Events Report**

#### **4.4. Secretary's Report**

CAV has been paid, YSA's taxes

Now has access to PayPal and campaign monitor (email system)

#### **4.5. Treasurer's Report**

Low point financially, due to buying a lot of things lately such as insurance and the ball deposit

Balance is around \$7500 with \$500 in PayPal, around a total of \$8000. Including other assets leads to around \$9000 and \$2000 to \$3000 in liabilities. This comes from the Swinburne program getting cut short which meant a lot of non-perishables were not used and due to less people staying at the hall, which lead to a \$50 loss. This is with the SSF money given being put into subsidizing the event. We were break even with subsidy, same position for MySci, break even with the subsidy, which we are due to get about \$800 due to 25% from the sign up fee of the students. Monash MySci has a lower amount of students leading to lower total income

#### **4.6. Communication Report**

Membrane has been reopened. Vanessa move to reopen it on medium, due to lack of professionalism on Tumblr and wants to use medium instead of WordPress due to increased work load of WordPress.

Steph asks if we can move it to tidy

James states that we can embed the blog into the front page but not write it on tidy

Vanessa says no one else has to work, but both Prav and Steph are willing to help

Vanessa mentions her csv writing program as a side point from the medium, setting up a workshop though it is currently still in the draft. Vanessa wants a way to allow people to put YSA work on a resume, a sentence that you can use in your resume explaining what it is you do and working to remove the ambiguity from the naming of roles, still will be fun, but needs to make it easier for use with employers

James volunteers to help alongside Steph,

Networking wise Vanessa has talked to a lot of people into how to network and has people who are willing to come in and talk to people. While networking can seem scary Vanessa believes that it is important to learn. However Vanessa is aware that not a lot of people may come, and is planning in having a practice round before getting academics

James states that people were working on a similar problem, but much more specific

Vanessa wants to create a resume writing social

James says we need to work out what our socials are, if we get the people doing these programs they will be different from usual attendees, which means they may clash due to vast differences in the socials

Maxy has been working with her list and is on track, there is a revise of the flyer and the shirts alongside other things

Steph asks about the new membership card

James states they are to be between promo cards and business card

Vanessa brings out the old business cards, James says to have it less promotional than the original, make it more easy to find us with less of a professorial manner. Have it as promotional to YSA but not too formal, an easy way to get to the website and Steph mentions that it would need to be attached to Facebook and other social media

#### **4.7. GeM Reports**

Catriona paid the insurance

Jaimee, tried to organize the December meeting but it didn't go ahead, if people could communicate better then it would have worked better

Steph says she hasn't been giving a lot of stuff to do

### **5. Upcoming Events**

January social - meant to be scavenger race, Chris says that station masters and questions

are done, everything is ready to go ahead

James asks to please click attending on Facebook if you are going

Issues in the payments of staffies, payment is part of the fee, so the inclusions of free staffie ticket stops PayPal refunding

Melbourne TCSE- run by Dan who will take some staffies to Melbourne to run the relay quiz, make sure not to give too much stuff about the running to Melbourne as Melbourne staffies want more influence and we are still waiting on last year's payment from Melbourne. James will try to get to her about YSA involvement and payment, need to find a better way for us to be involved

February - ice skating is in the works, Prav is waiting on resources. Going to ice house due to fees and complication in getting to Oakleigh. Prav is going to get contact details so we can lock this in before January, trying to get the same contact as last year

April will be the ball

AGM will be late March and there will be a proper March social alongside AGM social, having AGM roughly on the 24-25, and having earlier socials allows to skip exams.

Need to start planning these a lot further out, having GeMs much more involved in running socials need to be pushed forward in work we need, both ideas and in the writing and organisation of the program. Makes it easier with by planning yourself but more work to do.

Need to arrange March, in the start, AGM may be laser tag archery tag or bowling. Steph had issues in the laser tag and archery tag due to people not having to participate. However bowling is more expensive and main purpose of AGM where if the social is too far from the AGM, people waiting for social and skipping AGM. Bowling is very time flexible as well, lanes may have to be booked however. James doesn't want archery tag due to weather, distance and other issues in attending the meeting. James asks who is interested in organizing the program. Possibly the board games thing in the city. Games lab in Lt Lonsdale. Jaimee will work on organizing it, James will want it sorted in the next week, but if they don't take bookings then that is fine, will still put it into tidy. James needs to work out the dates before proper booking so we can use free RSV meeting room. James will look into booking, Jaimee will get events worked out so members can see what's happening.

Main March social - possibly zoo, museum, science works, swimming or beach, rock climbing - often later, these are weather dependent. Beach has a few issues in finding a location and weather. Using MSAC there is no weather dependence, inside and outside pools. James and Steph will not be involved due to lots of experience. Both of them are expensive but not a lot needs to be done in advance, we can check for discounts but we still will go even without them. We want to appeal to range of age groups. Vanessa asks if we need another social. James responds having lots of events in the month is due to Easter and other events, so uni students can do a few weeks, people can adapt to uni and understand workload. Everyone will be on holiday in Easter. February is early as we are trying to miss school workload, which can lead to a gap in March which is why we want more, introduce a wide range of socials, possibly have a custom YSA social early in the year to promote member attendance. Able to

talk to people about the what we need to do. Steph will work on it with help from Vanessa, want it done by next Friday, wants the text to be done, make sure its all ready to be completed so its easier to push out. Will be on the 3rd of march. Steph will also help Vanessa in the workshop for csv's

April will be the csv program from Vanessa will have a plan for by early February, James makes sure to promote pushing back deadlines if not possible to make them, mid April.

Steph says to plan each of them early, when exams finish how long after do we want the social to be? Earlier in May its easier for programs to run, need to be an early June social, as it makes it more accessible. The benefit of planning in advance allows them to be early.

June should be less of a social and more of a catch up and is it worth trivia being in late June instead of July, really early need to sell to year 12's due to the issues in stress. Maybe have it on a Friday?

May is to be mid to early and ball to take place of the min April social

James lists an overview; ice skating is the 4th of February, swimming is 3rd of march, the 24 or 25 the of march is the AGM and board games, ball is the 5th of April, the csv development day is the 22nd of April, the May social will be the 5 or 6th, the 1st of June is the dinner nonsocial or antisocial dinner and between the 25th to the 29th of June is trivia

Trivia is just us, it has been done interstate before but it hasn't worked well in past, need to have better communication and technology. If its going to happen it needs to be planned in advance, need to work out a better way of doing it.

May could be rock climbing.

Steph says we need to stop specific socials in specific months, as we are planning ahead we can change. We need a more active social for May. YSA run event like mind body science? This was a 3 part social where we do mind games then something body based and finally a science event of having people talking about their degrees and research. in the past, when it was run, there were lots of younger members and schools didn't do career expos or promote university. It doesn't have to be the same just need to be YSA created and run. Needs to be different from events which can be run with a group of friends. Can go into fields of research, get people in to talk. Worth a survey to our members, what do people want to see, want catches, have a suggestion box and then run a vote on the given ideas. Choose your own social, have a type form

For csv we need to work out how many people we need and the people who are involved so we know numbers and is willing to come and help, do one on our own, talk to people who are involved, Steph can find contacts. Run it first with us running it, have older past members, depends on the numbers who are interested, have a summary by mid February, so it can be advertised earlier, for social James wants full details but this is different

meeting pauses at 1:26

meeting resumes 1:39

## **6. Executive Committee Assistant Role**

Vote on Slack with results being 7 in favor 1 against 1 defer. Jaimee deferred due to dislike for the position, Jaimee feel like faith should not be hired

James mentions this comes from issues in organizing meetings, people need to mention

something in the pools and check slack, you need to fill in poll really quickly and set up pretty quick so people can actually make. When you see a poll fill it in relatively quickly

James states we use slack opposed to Facebook messenger due to fear for work even with personal communication. Can we have an urgent poll for slack, not really urgent more important, doesn't have to be stated as urgent needs to pick a day for the meeting in advance. Speak to RSV in advance and organised meeting days into the future, in reference to how we use slack

Faiths application

...

Job description - need a CO, appointing her as an assistant however due to experience, asked to work to prepare for the committee, without the delegated independent work, people who can't volunteer, however not very high profit if you are not in high school

#### Interview

Mainly asked around experience, and where her limits are, if they know limits it shows a willingness for weakness and can ask for help if required. She is interested in developing her full time professional work due to past showings of a bubbling personality. Understands that she cannot be bubbles and informal person in this position. Steph states this could be an GeM role, willing to work for free, may be issues in why higher workers are not being paid, considering this payment, not enough people involved in the committee, people want to be paid, asked to anybody, but people are not willing to take the job due to minor payment. Steph is willing to step up and take some of the role.

MWOP used to be the main role in getting people involved and some did more than that, people organised things themselves. MWOP was removed due to lack of work, GeM was switched in so you can still do work, and opening for GeMs to do more work. GeMs are doing interesting things but the other stuff needs to be done, we can't do ideas because base stuff is not being done. People were giving them so that they could, and in further roles here are baseline expectation. There are requirements for roles which we cannot control. The issues sound simple, but things get forgotten, this comes up often because it's still an issue, no one to get work done, can be other reprimands into a paid job, issues in getting stuff done, things take less time than required, we need someone to do something. Due to next committee what can we do before the ending of the committee, we need to plan in advance. Her attitude towards VCE is different due to personal issues, while she is not ideal things need to change, this discussion has been going on for a long time, things need to change.

Jamiee says Faith can do communication, but doesn't know if she can deal with treasury, could put her as a GeM for a trial until the AGM and then make the choice in the future. James wants her outside the committee

Steph asks if she is hired what will she do. James states she will do an audit of all the members records, copy all of the financial

This may need to be put on the back burner, if people want to take over, hire her for a non paid trial period and then decide if we want payment

James doesn't want a committee member due to the executive committee current set up instead of doing these things. Only president and secretary have roles which need to be done. James wants people in positions to do things that help them the best. James wants people to be able to do what they want in involvement, need more forward planning, so things get done. If people think this is changing then we can leave this to the future. We need to get



ahead in the game, no current issues but short term stuff may soon occur, stuff to do in Swinburne TCSE and how to respond. The role is about providing the communication, call people and tell them what to do and what they are doing. Currently its easier to put out the fires ourselves, need to fix the communication holes.

adjourned at 2:17

meeting reopens 2:33

Continuation - 3:57

Faith should start doing the work, give her the opportunity, have her do base replies. Steph asks about a 6 month co opt, while Jaimee says to do a 3 month trial before AGM. James says this will make hand over a mess, as there are problems with all the set up, she can help in a nonofficial capacity for the mean time. James says he will go from a clean slate from now for committee members and then record for deadline issues make sure to tell people when there is a problem, don't need details just know that something may not get done, will offer jobs to GeMs first and then move to Faith

## **6.1. Motion on Faith Thornton's appointment to role**

## **7. Swinburne TCSE Update**

Weekend was cancelled on the Friday due to weather warning, social was canceled. Sunday was a day at Swinburne which was orientation which went well.

Minor miscommunication from Swinburne but nothing major occurred due to this

At Kiosk Amelia had an anaphalactic attack which was handled well by Melina and Vanessa.

Minor communication loss, other wise went well, had to call an ambulance and it did park next to the kids making it hard to ignore and had to work out how much information could be giving to them and explaining the loss of staffies due to both missing.

Swinburne where very good especially as Luci had to go with Amelia and they paid for Luci to get a taxi back to Swinburne .

Need to get an incident report, Vanessa had issues in finding an incident report and do we need to get one created, don't know if we need one. James commends the team over what happened. Need to start doing paper work due to loss of people and experience in dealing with issues. Problems in shutting down. Steph and Jaimee will try to get a template for an incident report, possibly use a work safe template. See what is missing and add onto the form. Main defense is to get a general one, add a future risk assessment sections but there are issues in this particular case due to factors of the allergy. Haven't had any medical issues in the past, maybe we have a form that is lost, James says we should use the given examples to create our own, Steph says it just needs to be written down, as long as it is recorded, maybe have a base form and have an additional medical specific form. Make sure to have simple. Have a general form for a range of issues

Limited YSA recruitment due to distant kids traveling

James thanks, on behalf of the committee, for the hard work of the Swinburne team and to both Melina and Vanessa

## 8. MySci Update

Chris calls in - 2:34

Looking good, not sure on student numbers, waiting on Monash email, about 40 to 50 students, should get confirmation tomorrow

Preparations are going well, there has been the loss of 2 staffies but Chris believes he can find more if necessary

Social is progressing nicely, Jess M and Dan and Ben Keirnan are working on it

Haven't done the shopping, due to other leftovers, transportation has been arranged however, email was sent out about picking up the key, will try and get another date for pick up

Nothing unexpected cropped up yet

Chris is off the phone at 2:39

## 9. Ball Update

5th of April

Tickets will be on sale from MySci, sell from the beginning of the program, if people are due for reimbursement this can be moved onto ball ticket. Once you get to 40 people, it works out for more people, just need to get over the first hump it makes it easier to sell. If you are going make sure you reply early to try and get these numbers up.

Both the photographer and DJ now run companies and were good in the past. Photographer is \$100 an hour total \$400. Steph asks if you could get a photo booth, or create our own. James says its not practical due to issues in setting it up and maintaining the system. Can ask the photographer to do images against walls and such

Venue is locked in, technically we can cancel but that only lasts two weeks, once other stuff is booked deposits will start to be lost if we have to pull out. We can do YSA watermarks and a copy of their own stuff from the photography. Steph asks if we need photo permission on the photos due to marketing, part of tickets we can include that as part of the ticket. have them email that there is an issue in posting online, make it a note in the ticket, especially on the non-members ticket, terms and condition and photo forms

May or may not have tickets, may not have physical tickets, can just use the tidy e ticket as people may not keep the ticket. James says there is no need to spend money, Steph offers photo star but James says we need to know the purpose of the ticket, do people want to keep it.

DJ - Melbourne entertainment company, was used by the last ball. Followed up the original quote which was a five hour price not a four hour so is cheaper than expected. They do have photographer but not as good and more expensive than other company. prices are at \$550, \$660 and \$1200. The \$1200 was the one we used in the past, he is a DJ for radio, but is very expensive

Budget includes current expenditures, part of the YSA general budget, currently will loss \$600 in total, can cut stuff and get closer, not good to be in this position but it should get better, shouldn't through what we have for no reason, always going to loss money until we make members paid back payments. hall is becoming much more payment, but people are not paying a lot of money compared to what it use to be, people are use to it being cheap and thus it stays cheap. May do a camp in July, like NatCamp. Costs are up so it will be more expensive, if we get 70 attendees we break even with a subsidy of \$15 per person at 80 its \$13, 100 starts to get higher profit per ticket. For 70 people its \$96 to break even without

subsidy. Numbers depend on how many people bring, it also depends on the cost its over or under expected. Steph says to include ticket increase as part of the event, James says it is not a replacement for selling sensible tickets, do early bird until ice skating, then go to full price. Base price for formals in high school are around \$100, uni balls are often cheaper but are not as nice in food. \$100 is the base. Maybe early bird is \$90 and \$95 members \$100 and \$105 non members. James needs to check minimum spending. With a subsidy of \$7 its is a rough break even. The venue has a \$5000 minimum expenditure, so once we get to 60 we don't get a base tax, can save money without tickets and decorations. Prices are the same as last time, we may have to charge more than last time. We are still predicting a loss however, if we go higher then people may not want to pay.

James moves to authorize James to sign agreements with the Melbourne entertainment company and JP photography for DJ services and photography for the 2018 ball for \$660 and \$400 respectively.

motions passes with 1 abstention

## **10. Discussion**

Jaimee asks will we keep Dropbox, James says he plans to move to google drive but remove Dropbox

James confirms the swap over to medium for membrane from Tumblr

Jamiee raises the @exec email is not connected to GeM, After the next election James wants to reset the email setting, such as having a event email for using for an event

James will talk to Brisbane to work out how to fix the problem. Steph says we cant have one email, but James says it easier to keep track of the emails and so information is not locked or lost. Often don't need the GeM emails as it is not used often, James will talk to Brisbane

Meeting closes at 4:00

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*End of minutes.*