



## February Committee Meeting

February meeting of the exec; to discuss the upcoming social on Saturday, payments and insurance, and the AGM!

When 22-02-2022 at 05:00 AM

Location: Slack, Slack

Chairperson Rebecca Neville

Minute  
taker Orion Zymaris

Present Jamieson Doyle , Rebecca Neville , Orion Zymaris (President, Secretary)

## Minutes

### 1. Confirmation of Previous Minutes

Meeting opens 6:07 pm.

Chair moves to confirm minutes

Minutes passed unanimously

### 2. Position Reports

Orion: We organised a social and that's about it

Jamieson: Been trying to organise time to arrange payments

Bec: Haven't done much. Helped with the social, and that's it

### 3. Saturday's Social

Orion: As at least two committee members will be there which helps, although Jamieson won't be there until later. Shall tell people to meet at the station. I'll procure food and things.

Orion: Apologies, I misunderstood Nicky; she wasn't available for today's meeting after all, her availability was yesterday.

#### Tasks

- ✓ Organise food and BBQ supplies for social  
Assignee: Orion Zymaris  
Due date: 26-02-2022

### 4. Control of Slack

Orion: Who has admin control over slack?

Bec: It's either Nicky or Becky, as they split control last year.

#### Tasks

- ✓ Talk to Nicky and Becky about slack, and about [melbourne.ysa.org.au](http://melbourne.ysa.org.au)  
Assignee: Orion Zymaris  
Due date: 21-04-2022

### 5. Girl Guides Event

Orion: We got a message through the website asking if we could do either a science show or hands on demonstration with some girl guides. I think this would be a good idea; we could do something simple, like the extracting DNA from a strawberry or something similar.

Bec: That sounds like a good idea; we should reply and ask for more details, and we can put out a call on Facebook for volunteers. I also know some other potential guides and scout groups who may be interested, if this goes well!

Jamieson: That sounds like it could be a good idea!

Bec: it would be nice to have a chemistry experiment to go along with the biology one.

Orion: Could you ask Shon if we could get access to glow in the dark materials?

Bec: Probably! I also put together a science at home activity in the past, which we could draw from. I'll send it through in Slack.

#### Tasks

- ✓ Respond to email and ask for details  
Assignee: Orion Zymaris  
Due date: 23-02-2022

## 6. Reimbursements

Bec: Orion, do you have the details?

Orion: I can look up what I'm owed, but I'm not sure about you or Nicky. I'm owed 1,345.33.

Bec: I move a motion that Orion be reimbursed 1,345.33 for the payment of our insurance.

Passes with 2 votes for and 1 abstention.

Bec: I'm owed 118.80. I move a motion to reimburse Rebecca Neville for 118.80.

Passes with 2 votes for and 1 abstention.

### Tasks

- ✓ Payment to Orion  
Assignee: Jamieson Doyle
- ✓ Payment to Bec  
Assignee: Jamieson Doyle
- ✓ Payment to Nicky  
Assignee: Jamieson Doyle

## 7. Splitting Adelaide Money

Bec: We need to pass a motion to split the money between the three YSA chapters.

Jamieson: The amount was 4,482.44.

Bec: I move a motion to transfer 1,494.15 to each of YSA Sydney and YSA Brisbane.

Passes unanimously.

### Tasks

- ✓ Transfer Money to YSA Sydney  
Assignee: Jamieson Doyle
- ✓ Transfer money to YSA Brisbane  
Assignee: Jamieson Doyle

## 8. Annual Statement

Bec: The end of our financial year is the end of Feb, I think. We should check.

Orion: What do we need by the AGM?

Bec: The Annual Report, and the Financial Report

Orion: Jamieson will do the financial report based on last years, and I'll do the annual report.

### Tasks

- ✓ Financial report  
Assignee: Jamieson Doyle  
Due date: 27-03-2022
- ✓ Annual Report  
Assignee: Orion Zymaris  
Due date: 27-03-2022

## 9. AGM; Who'll be the Committee?

Bec: We need to give a months notice. Which day do we prefer? Let's look at the 26th or 27th

Jamieson: 27th is better for me.

Bec: I won't be available either so I'll use a proxy. That gives us just over a month's notice which is enough; I'll send an email. Onto the next part; who's gonna be on committee next year?

Orion: I will be returning, probably running as both president and sec.

Bec: I won't be returning, I'll be very busy.

Jamieson: I will be returning too.

Orion: Where should we hold it?

Bec: Possibly Flagstaff Gardens

Orion: Or maybe Melbourne Central. Maybe we don't wanna do Flagstaff twice in a row.

Bec: We should run a social after. Maybe Bowling if we're at Melbourne Central, as it's just upstairs?

Orion: That sounds good. It's probably worth offering a steep discount, as we need the attendance.

Bec: I'll look at the details and pricing soon.

### Tasks

- ✓ Look at Bowling pricing  
Assignee: Rebecca Neville  
Due date: 25-02-2022

## 10. General Business

Jamieson: I messaged Nicky to organise a meeting time. Hopefully in the next week.

Bec: I'm still trying to contact wordpress to take the errant documents with personal info down. I've communicated that to Jess.

Meeting closes 6:39 pm.

### Tasks

- ✓ Fix the old forms with personal info online  
Assignee: Rebecca Neville  
Due date: 28-03-2022

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*End of minutes.*

*Summary of matters arising are tabled on the following page.*

# Minutes of February Committee Meeting on 22-02-2022

## Summary of Matters Arising

### Tasks

| Item | Task  | Assigned to     | Due date   |
|------|---|-----------------|------------|
| 3.   | Organise food and BBQ supplies for social                           | Orion Zymaris   | 26-02-2022 |
| 4.   | Talk to Nicky and Becky about slack, and about melbourne.ysa.org.au | Orion Zymaris   | 21-04-2022 |
| 5.   | Respond to email and ask for details                                | Orion Zymaris   | 23-02-2022 |
| 6.   | Payment to Orion  | Jamieson Doyle  |            |
| 6.   | Payment to Bec  | Jamieson Doyle  |            |
| 6.   | Payment to Nicky  | Jamieson Doyle  |            |
| 7.   | Transfer Money to YSA Sydney  | Jamieson Doyle  |            |
| 7.   | Transfer money to YSA Brisbane                                      | Jamieson Doyle  |            |
| 8.   | Financial report  | Jamieson Doyle  | 27-03-2022 |
| 8.   | Annual Report   | Orion Zymaris   | 27-03-2022 |
| 9.   | Look at Bowling pricing   | Rebecca Neville | 25-02-2022 |
| 10.  | Fix the old forms with personal info online                         | Rebecca Neville | 28-03-2022 |