



September Exec Meeting

When 18-09-2016

Minutes

1. Opening

James declares the meeting open at 12:09

2. Attendance

a. Present

James Salamy, Melina Jablonka, Timothy Newport, Ricardo Cannizzaro, Jessica Woolley, Pravind Easerwan, Ciara O'Sullivan, Michael Beards

b. Apologies

Garth Bradbeer, Maxine Lotherington, Helen Zhou

c. Absent

None

d. Guests

Jason Taylor, Genevieve Lacey

3. Minutes of the previous meeting

- a. *James moves a motion that the minutes of the previous meeting be accepted as a true and accurate record, with the adjustment that Ricardo's name is spelt correctly.*
- b. The motion passes with Melina, Michael, William, Pravind, and Jessica abstaining.

4. Overview of month

- a. James: Reasonably busy. Swinburne good: thanks to Tim for that and Gippsland, and Maxine for doing Swinburne. Social next week and various other things in the 'tasks' list. Tim and James met with Science Blast to discuss, result is: will be a thing, big as Monash TCSE, but need to push for students. Problem: haven't yet finalised, so can't push as much yet. Everyone at school needs to push. Hopefully should be a sign-up form before school starts back. Meetings with Swinburne people to ensure it would run fine, and it did. Other things will be talked about later.

5. Resolutions

- a. Circular Res Confirmation
 - i. Use discussion:
 1. Timothy: Context: previously, circular res has been a way to get things done outside and get things passed, but need to be ratified. Often, we act before ratification (e.g. social budgets). Ratification is the exec agreeing that previous agreement is official. Discussion has been that this is a silly system, double agreement. Actioning before ratification is timely, but it means less opportunity for discussion.
 2. Timothy: Ben's life membership. Was posted on slack as a Circ Res for 48 hours, most people say they saw that context and agree with it.
 3. Ricardo: not quite 48, could be an issue.
 4. Timothy: possibility that life membership is too big to be done online and should be more of a discussion in person.
 5. James: If we're expecting someone to act on behalf of YSA, following a circ res (e.g. money), and we can technically change our minds on reimbursing them, then that isn't fair.
 6. Timothy: especially for those not working, getting not reimbursed could mean huge trouble.
 7. James: in general, your ability to do things shouldn't depend on ability to pay, so everyone should know that they could be reimbursed immediately. Constitution not clear on this, only talks about resolutions being passed. Model rules should be read in details but doesn't look like a dramatic difference. So what is a resolution: if we pass any kind of resolution, everyone should be able to raise discussion, regardless of time elapsed, and regardless of pressure to vote in a certain way: majorities should be legitimate. Need to discuss what clicking yes means, how much time it needs to be left open, etc.
 8. Ricardo: different online because people may not be able to check timely.
 9. James: needs to be time to discuss online before motion is moved to discuss, but for financial motions that often doesn't happen. Timing is most important, genera. Often we only have a few days' notice to do something. Best way to break this time down: time for discussion before motion opens, then motion, then it closes. This is a problem if people don't check.
 10. James: steps: we need a way to allow people to do things. This can't always be in meeting, not possible. In that case, need to have legitimate discussion within time. Once decision is taken, it needs to be final.
 11. James: one way to do this would be to record rather than ratify, so in meetings the recording occurs of the decision that's already been made
 12. Timothy: replacing ratification

13. James: voting on resolutions being recorded correctly.
 14. Timothy: would be integrated into meetings confirmation.
 15. James: under system, resolutions should be read out at the meeting before confirmation.
 16. Timothy: could even do it all at once, one vote to say all are correct. 'Resolutions passed in the previous month'
 17. James: if we do that, how will we change how we run them online to ensure fair input.
 18. Michael: circ res is the new motion, it's easier to do than try and do things before a meeting. Need to make a conscious effort to do things before the meeting so that there is fair discussion
 19. Timothy: can make distinctions between what needs a motion and what's a circ res.
 20. Ciara: can distinguish between what needs proper discussion and what doesn't.
 21. James: if more than a certain amount of money, we could run in person, but then what do we do if there's a deadline. If something happens suddenly, we may not be able to wait.
 22. Timothy: agreement that any circ res can be demanded brought up at a meeting by any exec member, so it cannot be actioned until then.
 23. Ciara: can add a voting option other than 'yes'/'no'
 24. Timothy: do we need majority for that or just one person?
 25. James: interesting area, may not be an issue right now, but needs to be robust. Can cause personal conflict if anyone has veto power.
 26. Michael: if you vote to veto, there should be an explanation.
 27. Timothy: veto without explanation not accepted.
 28. Ricardo: does someone then have to accept the veto?
 29. James: maybe president.
 30. Timothy: perhaps two people in the top four would have to approve the veto, to avoid president having ultimate power. Then only top four would be able to move the circ res to a motion at a meeting
 31. Ricardo: 'defer' rather than 'veto'
 32. James: can tag top four channel or top four members with explanation to that they see it. Can set the circ res for a certain amount of time, with a slack reminder, and at the end of the time if there is a majority then it passes, if there is a deferring vote, then we have to wait until the top four responds. If the top four agrees with the deferring, then it is put to the next meeting. If they don't, then motion is fine. We'll trial this and see how it works.
 33. Timothy: checks and balances are good.
 34. Ricardo: quorum?
 35. James: reasonable is that the votes for are an absolute majority of the committee.
 36. Timothy: if absolute majority before closing, then it closes, if it doesn't, then it can pass by simple majority.
 37. *Timothy moves that the YSA exec for all future circular resolution adopts the policy that circular resolution is binding and that all circular resolution can be, by approval of two top four members, deferred to the next meeting, in accordance with the discussions in these minutes.*
 38. Pravind seconds
 39. The motion passes unanimously.
- ii. Mailchimp Monthly Expenditure (\$15) -> Maxine
1. *Timothy moves to ratify the circular resolution to approve \$15 per month to upgrade the YSA Mailchimp plan to a monthly paid plan.*

2. Ciara seconds
3. The motion passes unanimously.
- iii. Ben Keirnan Life Membership
 1. *Timothy moves to ratify the circular resolution that the executive committee confer an honorary life membership on Ben Keirnan in acknowledgement of his contributions to YSA and the members of our organisation over the past 10 years, as recorded in the open letter (in appendix of these minutes)*
 2. William seconds
 3. The motion passes unanimously.
- iv. \$200 Facebook Budget -> Maxine
 1. *Timothy moves to ratify the circular resolution to set the annual YSA Facebook advertising budget to \$200, to be spent by Maxine Lotherington at her own discretion*
 2. Ciara seconds
 3. The motion passes unanimously.
- b. Treasury Reimbursements
 - i. September Social
 1. **Action point: Ciara talk to Garth about getting stuff cheaper for the social and talk about the Campbell's card**
 2. *Timothy moves to approve the budget for the September social (as appended to these minutes) authorising Garth to spend up to \$100, to be reimbursed by cheque or EFT.*
 3. Jessica seconds
 4. The motion passes unanimously.
 - ii. Gravity Forms
 1. Doing this later, talk to Adrian

6. Tasks to be assigned

- a. Chapter Report for Natcon
 - i. 1-2 pages, cutting down annual report into a bite-sized thing. Anyone can do it, not difficult.
 - ii. **ACTION POINT: Jessica to do this**
- b. Dookie TCSE
 - i. Checking to see what's happening, including checking the dates, whether it's running, what YSA is needed. Talk to Monique and get a contact.
 - ii. **ACTION POINT: Timothy to follow up Dookie camp and TCSE**
- c. Gippsland TCSE (Timothy)
 - i. **ACTION POINT: Timothy**
- d. Collate + hand-over debrief notes to Swinburne (Maxine/Tim/James?)
 - i. **ACTION POINT: James to check with Maxine if she wants to do this.**
 - ii. **ACTION POINT: Maxine to do this.**
- e. Monash Blast chase (James)
 - i. **ACTION POINT: James to chase up a sign-up form etc.**
- f. Open Applications for Monash Blast Kahuna + Gophers
 - i. Dates: 10th, 11th, 12th January
 - ii. Need someone to adapt last year's applications, setting up an announce/Facebook, and have some explanation on what it is (similar to Monash TCSE)
 - iii. **ACTION POINT: William to set this up**
- g. Scout Hall Bookings
 - i. Monash Blast
 1. Need to check if we can get a booking in Glen Waverly as usual
 2. **ACTION POINT: Ciara to email**
 - ii. December Social (Jess)
 1. **ACTION POINT: Jess to look for weekends in December**

- and inquire, give preference dates**
- h. Design Work (Maxine? Tim?)
 - i. Membership cards
 - ii. Business Cards
 - iii. Website
 - iv. Renewal Template
 - v. Email Template
 - vi. **ACTION POINT: Maxine, with Timothy to support**
 - i. Mailchimp upgrade + clean-up (James + Maxine?)
 - i. Doing the buying now that we've approved.
 - ii. Cleaning up excess templates etc.
 - iii. **ACTION POINT: James to lead, with Maxine to assist**
 - j. Data entry to Mailchimp from database (dates)
 - i. Need to have renewal dates associated with Mailchimp records
 - ii. Maxine wants to have a free-to-join list and a members list. Will be pretty consuming, won't start right away.
 - iii. **ACTION POINT: Melina to get info from database, James to lead, and Pravind to assist**
 - k. Renewal Emails (à Sept)
 - i. Start of this year through to now
 - ii. Would like to wait until template, but if that doesn't happen soon we'll see
 - iii. **ACTION POINT: William to get Sydney template from Ricardo and adjust**
 - l. Social Roster (+Sept Social helpers)
 - i. **ACTION POINT: Ciara to make a roster for who will attend socials to do engagement**
 - m. CCST (James)
 - i. **ACTION POINT: James (venue), with support from Michael (lecturers)**
 - n. PA Research + Acquisition (Ciara)
 - i. **ACTION POINT: Ciara to get the research from Jessica S/Michael, choose, and make a circ res.**
 - ii. **ACTION POINT: James to get Ciara on Dropbox**
 - o. Paypal Reader Research + Acquisition
 - i. **ACTION POINT: James/Helen to sort this out**

7. Discussion points

- a. Natcon
 - i. James is going! Will be chatting to Sydney folk.
 - ii. What do people want him to bring up?
 - iii. Ricardo: what do we want to get out of it? What do we want to learn, do we want to collaborate, etc.?
 - iv. James: getting info about their constitutions, because we want to make ours better, so getting advice. NatCamp: discussing when we should have it, speak to treasurers about subsidies and us waiving costs, which would be a good system for future (home chapters take turns at providing money for national events). Need to put money, time, and effort into making NatCamp good if it'll be our only thing.
 - v. Timothy: could bring up and try to increase clarity and interest in NatCamp, working together on publicity.
 - vi. James: subcommittee for NatCamp, get it ready before summer TCSE so we can hype it up and people have time to get themselves organised.
 - vii. Timothy: if we do it well, other chapters will do it well.
 - viii. James: builds engagement and community in groups of same level when it is run well, so needs to have time and effort into it.
 - ix. James: other things to bring up: paying Sydney.

- x. Timothy: introducing execs to each other, names and faces.
- xi. **ACTION POINT: James to introduce 'about us' things at NatCon.**
- xii. Ricardo: go through the minutes from last year, see what was wanted to be done.
- xiii. James: not much of a schedule yet, probably pretty informal because not a lot of people are coming. If people have other ideas, message James. James will be sending info to #natcon during the thing, so be checking slack.
- b. Membership
 - i. Michael leaves at 1:31
 - ii. Melina shares some stats (appendix)
 - iii. James: we have a really high turnover of members, and it's something we really need to keep in mind throughout the year (welcome emails, renewals, etc.). Good idea would be a free social in around March.
- c. Socials (September -> December)
 - i. James: looking further into next year depends on agreement with RSV. Something low-key in October (like swimming), November Dinner with a Scientist. Murder Mystery: Justin needs to liaise with someone and we need to decide how much YSA wants to be involved. Could advertise as affiliate event and we don't take money from it, and we have our own plan in December similar to Science Summer Outreach Camp over a weekend, and can be more open and informal than TCSE.
 - ii. Genevieve: can have two nights, third day being a chill thing at the beach.
 - iii. Timothy: similar to YSA Christmas party.
 - iv. James: needs to be casual and not clashing with Monash. Best to have just before school ends, and weekend makes it work for people who work. James needs to liaise with Garth.
 - v. November Dinner with a Scientist (Ric)
 - 1. Ricardo: not listed as a social, just a stand-alone YSA branded event.
 - 2. James: wants to remove from YSA branding.
 - 3. Timothy: does that mean we remove YSA regulations
 - 4. James: it depends who we're trying to attract to what: the Christmas party/camp would be better to attract people to as it's more 'YSA'.
 - 5. Genevieve: issue of alcohol and public liability. If it's not YSA branded then we don't have insurance.
 - 6. Ricardo: looking at dates (Friday 18th November) and location as RSV building. Friday means we can get more (and younger) people. Options for catering etc. from RSV events:
 - a. Cocktail type thing, not a sit-down dinner. Would be around \$34 per person, including drinks. First part of night would be cocktail section with eating and networking, then the talk.
 - b. Sit-down dinner: \$45 per person, plus \$20 for drinks, but we have to pay for staff, rounding to about \$88 per person.
 - c. Sit-down buffet style: no quote yet.
 - 7. Ricardo recommends the cocktail style, lots of advantages.
 - 8. James; with more the network style can also pitch older.
 - 9. Ricardo: the Friday night also appeals to younger students.
 - 10. Timothy: everyone done with exams, so everyone free.
 - 11. Ricardo: less subsidising from us because venue is cheaper, and he will investigate further and get more detailed quote, then YSA will need to budget and vote subsidies etc., so we can announce within a month or so.
 - 12. James: will have to guess how many people will show up, can do some modelling to see prices.
 - 13. Ricardo: guest speaker, possibly Sarah Maddison (first female

- speaker, also not bio).
- d. RSV
 - i. James: needs to sit down with Mike and negotiate a partnership agreement, formalising access to building and what we can use, and if we want to run other events here what we can do, and other opportunities that would be available to us (like museum) which could be subsidised for us so we can offer good things to members. Need some other people to meet with them on behalf of organisation, will probably a weekday late afternoon. Will post on slack to find date that works etc.
 - ii. Timothy: happy to attend, but want other people too, and notice.
 - iii. Jessica and Pravind also happy to attend.
 - iv. James: will finalise everything with exec after meeting.
 - e. The Field Trip future plans (Ricardo)
 - i. Met with Paul and Mike to discuss future, Journeys in Science hiatus for term four, but hoping to relaunch in 2017. Need to plan and discuss. Hoping to offer two-tiered program for younger and older, with older being more developmental and involving a project. Participants can then have a YSA membership as part of their fees.
 - ii. Growing Tall Poppies: Friday 14th, Mike would like to hire two YSA drivers to work with two students who are making a presentation for an award, and YSA membership can be included as a part of the award. Also keen to hire YSA mentors for follow up sessions with students, interested in Timothy, Melina, and Genevieve.
 - iii. Timothy: could a follow up session be them attending as guests to an exec meeting to introduce them to how we work and teach leadership, and encouraging them to join committee would be useful.
 - iv. Genevieve: perhaps a social beforehand.
 - v. Ricardo: yes, as members, they should be encouraged to attend socials. Follow this up on slack.
 - vi. **SLACK POINT: follow this up #growingtallpoppies**
 - f. Murder Mystery
 - i. Don't want to push as a YSA thing, because it doesn't generally attract active members. Want to attract more people to the December camp than advertising what has essentially become more an outside event. Would like to move towards only advertising it a little, and Justin could change how he wants to run it if he wants because it's become more his thing and less our thing.
 - ii. Genevieve: doesn't have to be an 'either/or' with these events.
 - iii. Timothy: YSA affiliate event is probably a good idea, it means we use our brand to advertise but our brand isn't on the line as it's not run by us.

8. Meeting closed

Meeting closed at 2:06pm

End of minutes.