



August Exec Meeting

When 27-08-2016

Minutes

1. Acknowledgement of Land and Opening

- a. James opens the meeting at 12:23pm
- b. Helen acknowledges the traditional owners of the land
- c. James acknowledges everyone's hard work this month

2. Attendance

- a. Present
 - i. James Salamy, Melina Jablonka, Helen Zhou, Ciara O'Sullivan, Ricardo Cannizzarro, Timothy Newport, Michael Beards, Garth Bradbeer
- b. Apologies
 - i. Jessica Woolley, Maxine Lotherington, William Orrell, Pravind Easerwan
- c. Absent: none
- d. Guests: none

3. Minutes of the previous meeting

- a. *James moves a motion that, with the amendment of adding Ricardo as apology, the minutes of the previous meeting be accepted as a true and accurate record*
- b. The motion passes, with Ricardo and Melina abstaining

4. Discussion points

- a. Communications Officer Appointment: Maxine Lotherington
 - i. *James moves a motion that, pursuant to Rule 57, section 1b, which says that the committee may appoint an eligible member*

of the association to fill a position on the committee that was not filled at the AGM, Maxine Lotherington be appointed to the position of Communications Officer for the current term

- ii. The motion passes, with no abstentions
- b. Website & Mailchimp redesign
 - i. Maxine has been looking at a redesign of the website and Mailchimp templates. Also seeking unified branding.
 - ii. Garth: do we need to pass Facebook posts onto Maxine?
 - iii. James: yes, pass everything through her, it'll be more professional etc. She's also currently working on new membership cards, with assistance from Tim.
- c. Finance motions
 - i. *Helen moves to ratify the circular resolution to reimburse Bermi Dreyer the sum of \$93.45*
 1. Melina seconds
 2. The motion passes, with no abstention
 - ii. *Helen moves to ratify the circular resolution to reimburse Jessica Soares the amount of \$200*
 1. Timothy seconds
 2. The motion passes unanimously
 - iii. *Helen moves to ratify the circular resolution to reimburse Michael Beards the sum of \$55*
 - iv. The motion passes with Michael abstaining
 - v. *Helen moves to ratify the circular resolution to reimburse Ricardo the sum of \$29.94*
 1. Timothy seconds
 2. The motion carries with Ricardo abstaining
 - vi. *Helen moves a motion to reimburse Jessica Soares the total value of \$54.47 for Handover weekend snacks*
 1. Timothy seconds
 2. The motion passes unanimously
 - vii. *Helen moves a motion to reimburse Garth the total value of \$159.96 for August social and prizes to be reimbursed by EFT*
 1. Michael Seconds
 2. The motion passes with Garth abstaining
 - viii. Helen gives a brief financial report (in appendix)
- d. Vacant Positions
 - i. We had one person apply for the Content MWOP position a while ago, Eddy McGarry. There was some confusion, but it was cleared up by James. We haven't advertised this, so might be good to do that first. James says we should meet up with him at an event, and bring him in on a trial basis if he would like to. Everyone agrees.
 - ii. Webmaster: Adrian happy to continue informally. We'll advertise this with the Content MWOP position.
- e. Swinburne TCSE
 - i. Where we are: three people have applied, two responded to further emails. Position is 'YSA Leader'
 - ii. James is going to Swinburne next week to talk to people in charge, and then we'll need to run the selection process for staffies, working with whoever is selected for YSA Leader by Timothy.
 - iii. Those of us on committee who are available can also go into Swinburne during the program to assist the YSA Leader.
 - iv. Swinburne will also do staffie advertisements, so should help us

- get numbers.
- v. Training: if free the weekend before the program, come help us
- vi. Opening staff applications: this week.
- vii. Getting leader: end of week
- viii. James, Timothy, and Michael also meeting with Monash outreach team about Monash Blast this week, to get a better idea of what we're doing and negotiate.
- ix. Timothy: Gippsland TCSE. Ricardo: talk to Jenny.
- x. ACTION POINT: Timothy to liaise with Jenny.**
- f. Admin changes
 - i. James: how we're using Slack, and how to improve financial motions. Two step process: you submit a budget *with amount to be reimbursed*, when budget gets approved the reimbursement also gets approved along with the expenditure.
 - ii. James: on budgets, last social ran at a loss. It was very well run, and running at a loss isn't a bad thing, but in future be more accurate and honest in budgets.
- g. Slack Usage
 - i. Will change slightly: if everyone is happy, then motions can be put on Slack at a certain time (e.g. 12 noon on Monday) and will always be done at that time. There will also be a consistent deadline, e.g. two days later. Would be good to nominate a time that works for everyone.
 - ii. Timothy: motions in by Monday afternoon, approved and closed by Wednesday afternoon. Can use Slackbot to set weekly reminders, very easy to use.
 - iii. Michael and James: just type motions out and assign numbers to motions, because Agora can only run one poll at a time.
 - iv. Ricardo: what if someone is unable to post any objections or queries before closing time?
 - v. James: if there is a mistake or something, contact the person who set the motion, and put it in the channel the poll is in. If urgent, tag.
 - vi. Helen: what if polls gets messy with everyone typing?
 - vii. James: don't get hung up at the time, don't refrain from posting because it might be a problem. We'll assume it's okay for now and see what happens.
- h. NatCon:
 - i. Online conference on Monday night, anyone who wishes to can join.
 - ii. Let everyone know if you're interested in going, end of September.
 - iii. Will see what happens, discussing subsidies etc. later.
- i. Social:
 - i. Garth's table of previous socials going well.
 - ii. August social was good: 17 people. \$230 total cost. Net loss of \$34.96. This happened because when the budget was made, we thought less people would take membership discount, so only about 3 non-member payments were made. Also, prizes overspent.
 - iii. James: not concerned with loss, just hoping it doesn't become regular.
 - iv. In future: send attendance list to Melina so she can check members beforehand.
 - v. Other problem: no announce email, not a good practice in

- future. Will be easier now that we have Maxine.
- vi. Michael: how much did it cost per person?
- vii. James: around \$11 each.
- viii. Michael: don't go below cost per person with membership discounts in future. We can charge members as little as need to, with a little wiggle room.
- ix.

5. Members and membership

1. Members and Membership

a. Database

- i. Current situation: Borderline functional, but not really doing everything we need. Need to improve. Several options.
 - 1. Can keep Access or use another database program: need research.
 - 2. Can either import old database, or start a new one and archive old one. Need to keep with CAV regulations: name, address, expiry.
- ii. James to investigate; would like to work before summer outreach season.
- iii. Online possibly, to automate renewal emails, and integrate with python. Possibly \$10-\$15 a month. Can also have different people have different permissions, e.g. Garth can access who's a member for socials, but not editing.
- iv. Other info to store: who's *active*, how many TCSEs staffed, social attendance, etc. Could be used to do targeted advertising and analysis.

b. Renewals

- i. We should send renewal emails:
 - 1. Building a template: Maxine to help. **(ACTION POINT)**
 - 2. Melina to fill out and send out.
 - 3. Will be manual for now, automated is goal.
- ii. Recurring membership is a possibility: automatically renew until they cancel.
 - 1. Should notify people beforehand, by email.
- iii. Or, pay a few years at a time for a discount.
- iv. Investigate Paypal subscription options.
- v. Need several different options; don't force everyone to automatically renew.
- vi. Should check ages: in notification email, can have a line saying 'if you've aged out, then you need to cancel your subscription'
- vii. **ACTION POINT: research team.**
- viii. **SLACK POINT: #research**
- ix. **ACTION POINT: Melina to get list from Helen of people who were members last year that haven't renewed, and send renewal emails saying that their membership has expired.**
- x. Targeted advertising: e.g. members get advance notice of events as announces, and everyone else gets compilation newsletter.
- xi. Garth: should socials and outreach opportunities be split?
- xii. Timothy: monthly newsletter could have that month's social as a focus, with list of volunteering opportunities at the bottom.
- xiii. Could have two monthly emails: one for socials, one for volunteer opportunities.
- xiv. Timothy: members who sign up could automatically get the

socials email, and then that has a link at the bottom asking to join outreach mailing list.

- xv. Garth: if getting people for volunteering is more difficult, have more social aspects; pre meeting lunches, NatSciWk breakfasts, etc.

c. Value

- i. Membership base very diverse, from wiffen year to post uni.
- ii. What we want to do is fill gaps where age groups don't have things to do.
- iii. Socials fit into younger categories. Need to be in school holidays and be aware of clashes when other things are happening (e.g. exams, events)
 - 1. When people get older, they can do a lot of the social stuff by themselves, so they stop coming to socials.
 - 2. Need to make sure YSA isn't something people grow out of after high school
 - 3. The issue of this is that most volunteering is suited to early uni, and if people start leaving then, it makes it hard to get people.
- iv. **ACTION POINT: Garth to put into his socials info when public and private school holidays are.**
- v. CCST: early uni.
- vi. Opportunities with RSV, e.g. behind the scenes museum tours. Should fit into all categories, depending on *what* the opportunities are.
- vii. Bringing people in: generally TCSE. But can't rely on TCSE.
- viii. Garth: Christmas slumber party? Beach, pizza, bring friends and sleep over. Would be a good idea to bring in people around that time of year.
- ix. Need to adjust how opportunities are done:
 - 1. Timothy: make Science engagements more like Social coordinator, where they plan events for members.
- x. Should events be more frequent, or less? Is a monthly event meeting what people expect of us? Might be more of a sense of community if more frequent, but difficult.
- xi. Schools: we have a young exec, so pathways into schools. What can we offer to schools? Needs to be quality: workshops, can train people. One person can run a workshop if they're trained, two is probably better. If we get older people to do this, we bring in more young people.
- xii. We're more socials-focussed than volunteering focussed: is that what we should be? Volunteering and socials apply to very different target markets. Need to bring more social aspects into volunteering; bridge the gap. We outsource volunteering which reduces the community sense: if we create our own opportunities, we can make them how we want (e.g. in schools). Need an aim for these opportunities before we do them.
- xiii. Need to look at how we run things and train volunteers to mix science and socials more: summer science outreach training. Can mix with the summer slumber party social.
- xiv. A games social: YSA goes to the park and play the 'TCSE games', and at the same time teaches the people who don't know them; a form of training. Need to make sure we keep control, and it's actually fun.
- xv. Filling the gap in older people: events with RSV, where YSA members and alumni speak to scientists. Can use CCST to link older YSA members and alumni to younger members.
- xvi. Focus on how the roles work: splitting responsibilities, bringing

in people from outside of committee so that people don't burn out and older members get more opportunities.

- xvii. Garth: can be hard to designate if people involved are less experienced. Solution: flowchart of steps to do so that people can follow a pattern. Prevents reinventing the wheel, and allows Garth to be more of a coordinator than doing all the work.
- xviii. *Tim leaves the meeting at 2:15pm*

6. Year planning

a. Events

- i. Social year plan not done yet: people can collaborate on a google spreadsheet (contact Garth)
- ii. James: essentially, planning an event is calling a place, booking a place, possibly budgeting, and writing an announce. For these simple events, it's really not a lot of work. Need to address the issue of *why* these events seem so much more work than they really are.
- iii. Ciara: need to train people on how to plan events so that everyone can really do it.
- iv. Garth: can be difficult without the confidence of if it will work
- v. James: there is always a risk, but it's okay to take it. It doesn't matter if you're not the best person, you are the person that will do it.
- vi. Social planning workshop: possible to teach people to overcome the things that stop them from planning events (e.g. practice calling people)
- vii. Garth: brainstorming session next month's meeting.
- viii. James: we meet once a month; is that right? Possible that in the fortnight we don't have a meeting, we have a less formal meetup like dinner just as an inclusive get-together. Trial: perhaps in a couple of weeks' time.

b. Ongoing Costs

- i. Insurance- \$1200
- ii. PO Box- \$100 ish
- iii. Website fee- \$23
- iv. CAV fee- \$50
- v. RSV maybe - ? probably pretty low. If we get an official agreement
- vi. First aid- \$100 a year
- vii. In total, about \$1500
- viii. Merch- \$500 year
- ix. Incomes/how much we're aiming for:
 - 1. CSIRO- \$600 this year
 - 2. Swinburne - \$120
 - 3. Monash- who even knows
 - 4. Gippsland- \$40
 - 5. Dookie- \$40
 - 6. SEAMS- \$200
 - 7. One-offs:
 - a. Lots of events- \$1200
 - b. Some events- \$200
- x. Membership
 - 1. Dropping in numbers costs us a lot
 - 2. Got \$750 last year
 - 3. Would be good to lift to about \$1250: between 50-100

- members
- 4. Pushing up members requires events, renewals, and marketing
- c. Acquisitions/Ideas
 - i. Facebook advertising budget- \$200 (talk to Maxine)
 - ii. More subsidies for travels and events (\$500)
 - iii. **ACTION POINT: Keith to organise a CCST for late September**
 - iv. New database money (potentially- \$200)
 - v. To buy:
 - 1. PA system (\$100)
 - 2. Cards- membership/business (\$100)
 - 3. Paypal machine (\$100)
 - vi. Total incoming: 2.5k (assuming more new members)
 - vii. Total outgoing: 1.5k
 - viii. New: 1.2 k
 - ix. This means we're short about \$500, more if less new members
 - x. Goal: end of the term, 10k of savings, plus 4k assets. Involves selling a lot of merch.

7. Meeting closes

Meeting is closed at 3pm

End of minutes.