

# YSA Melbourne



## July Committee Meeting

July committee meeting to discuss upcoming events

When 01-07-2017 at 11:00 PM

Location: The Royal Society of Victoria, 8 La Trobe St, Melbourne VIC 3000, Australia

Chairperson James Salamy

Minute taker Wren Jablonka

Present Garth Bradbeer , Ricardo Cannizzaro , Maxine Lotherington , Timothy Newport ,  
Catriona Nguyen-Robertson , Chris Orrell , James Salamy , Stephanie Terlato ,  
Jessica Woolley

Apologies Vanessa Bradbury , Pravind Easwaran , Wren Jablonka , William Orrell , Jaimee Rape

## Minutes

## **1. Election of new secretary**

Minutes started at 12.10

Tim arrived at 12.30

8 committee members present for voting (6 in room, 2 via phone - James Salamy acted as proxy)

Melina resigned, effective 30/06/17

Two nominees: Jessica Woolley and Stephanie Terlato

Jess - skills manipulating data and writing, willingness to learn, connection with the members

Steph - passion for organisation, seeing it into the future, administrative duties, shadowed previous secretary, involved in writing of constitution.

### **Decision**

Jessica Woolley elected

## **2. Request to join committee (GeM)**

Low GeM numbers at the moment

Chris Orrell has applied - spare spot due to new secretary being past GeM

James reads out Chris application

Chris add that he has worked with similar committees therefore has experience and is willing to give 1 evening a week for YSA work.

James question - "why now?" - recently been more involved in committee work and has decided to give something back to YSA

Maxy states about Chris's experience and work ethic

James talks about having an experienced person without a portfolio

Tim talks about his skill under pressure

Chris is a current member and 24 which means he is viable for the position

### **Decision**

Chris Orrell elected for position of GeM

### 3. Financial Report

paid both Facebook and Mailchimp

sold two t-shirts

80 total members

Make sure to keep chasing members

The higher membership fee has increased the amount of members and Jackie found the same happened for TCSE

Didn't haven't yet gotten bank account access for current executive, will soon need to reset for the new financial year

Need to sign current minutes/constitution and give to bank

Due to bank times will have to organised time to work through bank details - come together on weekend? (next two weeks)

Issues is that forms cant always be done at individual times

Checking up money from the scout hall - got the money now

James mentions to make sure YSA money is separated from our own money

#### Tasks

Get Bank access for current Executive - weekend get together?

#### 3.1. Current position and outstanding payments

Maxy needs \$41 reimbursement for the scavenger hunt

Total of \$151 gained from scavenger hunt, total \$100.50 profit

Trivia night broken even based of the original budget

Current balance - \$8997.53

\$1000 worth of liability

#### 3.2. Reimbursements

Garth moves to reimburse Maxy \$41 for the scavenger hunt - Catriona seconds

Maxy abstains - motion passes unanimously

Garth moves to reimburse James \$104.25 for trivia prizes - Tim seconds

James abstains motion passes unanimously

#### 4. Youth ANZAAS Update

All Staffies confirmed, all trained except one (they missed training - Maxy will do an online training session or remove them from ANZAAS)

8 Staffies full time, 5 or 6 halftime leading to a total of either 14 or 15

Packing lists and Staffies form to go out

Draft timetable have been created, working with RSV

Students are on flights and will be picked up by Staffies and taken via taxis, meeting beforehand and fare is paid for the trip with the students

Activities including supervised exploration, trivia and a concert on Wednesday

Name tags and groups to still be done with whoever pays for the lanyards to be reimbursed

Garth offers to do a taxi run to the airport

James asks about total amount paid to YSA Maxy and Ric answer roughly \$500 - write up and invoice for the program. Money needs to be worked out between us and ANZAAS, arrange a get together with the treasurer

All set for the program

##### Tasks

Meet with ANZAAS Treasurer

#### 5. Monash Murder Mystery Update

Running at Monash University during normal uni o week (17th to the 21st of July)

Clarification of 12 people required, not 20

Monash understand we may not be able to get full number just want t the number by next Friday (7/7/16)

Our current total is 4 with the more people the better

Task is basically chaperoning from TCSE without the games and lunch, just need to seem interested and positive about whats happening

Kim - Monash leader who is coordinating the programs

Programs doesn't gain money, as it is free, and YSA often doesn't get money but are asking for a honorarium this time

Whenever coordinating a program always ask for a honorarium

Promoting to all YSA members who have experience, will be hard to get school kids due to the start of term being the start date

##### Tasks

Promote to YSA members

## 6. MySci Update

Monash's new program will begin in January

Getting a supplier agreement from the program, will be protected from if the university gets into a legal battle and makes payment is easier

~\$99 per volunteer, to help to pay for the hall and overall costs

Created for students going into year 11 and year 12

Monash asking older Staffies for some feedback for the past TCSE - send to James to pass onto Monash

Official release of the program will occur once the logo is created and final set up is complete, late due to issues with Monash website

Scrapping the disco and creating a new activity

Will extend Wednesday till instead of 9 to be more approachable with this time to run a BBQ with YSA games or a scavenger hunt around the university

More YSA time built in the program, making break times longer etc, just make sure not to remove science from the program

Program will be a blank slate to work off

## 7. Website Migration

Planning to move to a new website design, mix with tidy instead of using wordpress

This is as the site currently has little updates and website keeps crashing as well as being poorly organized already and needing a re-haul

Will be cheaper with tidy and having everything in the same place makes organization easier

Tidy page is a sub domain for Melbourne

Continue to pay for Sydney hosting, the dns will be the same only to a new place

Paying Sydney hopefully a little less, may wait until natcon to change to check with other committees as Adelaide is having the same problem, however Sydney wants to keep using wordpress due to custom code which makes the site better for them.

Will also lead to having a proper online store

Can pay \$20 for the test month to make sure it all works before it officially released

James moves for a payment of \$20 to tidyhq for creation and practice of the new website

Carried unanimously

### Tasks

- Set up Tidy HQ website
- Talk about Tidy HQ website at NatCon

## 8. National Science Week

James reads out Vanessa plans for NSW talking about helping with getting people involved in the program, this was created at Tim's request (links to August social)

Kiosk offers a stand for the program

Will be helping to run market of the minds and living science of the market, run the same as the it has in the past

Catriona to organize the program, will work with Carly to set up the program

### Tasks

- Work with Carly to Organise National science week events  
Assignee: Catriona Nguyen-Robertson

### 8.1. Additional ideas

Have a small August social, small national science week YSA event

Send out an email with all the event, ones where YSA will be working and others which are of interest

Need to do in next few weeks

Work with the youth ANZAAS students and staff

### Tasks

- Organize August social
- National Science week email

### 8.2. CSIRO collaborations

## 9. Wantirna TCSE update

Vanessa is working there and has been asked about the TCSE

Need to elect a leadership teams and emails will be going out in next month

Timing is in the middle of semester, but as it is a new program it might need more experienced Staffies

Current plan is to play by ear therefore make it flexible for Staffies

Need to get as many Staffies as possible now

Currently people have programs to volunteer for but people now need to volunteer

Talk to Katie to work out what is going on

### Tasks

- Elect Wantirna TCSE leadership team

## 10. Swinburne TCSE update

Running in December , either the 1st to 2nd week

Much bigger around than before with around 100 participant making it bigger than the last Monash program

Is now going to be a residential TCSE

Those who apply to staff will only get one of the program, either MYSCI or TCSE, if numbers are crazy but make sure people feel they can apply for both

Advertise as similar programs as both residential and similar to Monash TCSE (use the brand/popularity)

Recommend the young for Swinburne as they will gain experience, however will still need some experience, and year 12 and private schools will be done for the year (some other schools may not be available)

However may be able to get some students out of school will still be hard for the youngest members

They can however staff Swinburne and be a participant in MYSci if they choose

Going to rewrite trivia and relay quiz, make different for different age group therefore if they do it twice it does not feel repetitive

May spread out the games across the programs as well

Leadership need to be organised as they will need to need to find halls, may be able to use Glen Waverley or Ashburton.

Don't use Brighton is only good in summer, would be hard for the full week and not any closer than Glen Waverley, may be good for Melbourne

### Tasks

- Elect Swinburne leadership team
- rewrite trivia for relay quiz
- work out residential hall

## 11. Gem Updates

Stephanie - blog coming back into favor as she is currently writing lots of articles however she understands the difficulty in the writing.

Use the older members who work in field. Showing the aspects of the more on people in science than cool things/facts. Humans of YSA. Create a career spotlight and make it GeM lead, due to range in GeM ages and understanding of different people. Survey members about what people want to do and what they want learn about.

James talks about how the universities are becoming more common as it is more expected to go to universities and so is no longer a requirement for the YSA.

Chris - mainly in submission of GeM application. interest in Kahuna/TCSE leadership in the near future. Asking everyone for input, has experience in the past

James talks about that Kahuna's need to be dived based on experience due how the systems run and number of students and Staffies. Know the recommended amount of experience for the future TCSE's

Cantriona- national science week stuff.

Jame states to email ideas in the future if you cannot make a meeting

## 12. Future Ideas

Mailbox key - Tim has one and working out who is the best to have the key, location is important as the box

need to be check weekly - so we don't miss things which have been posted, especially bills

Cantriona takes the key and will then bring the mail to James or Jess

Getting ready to move stuff from Dropbox to google drive but no rush due to restructure on the data storage

Needs to be done as hard to find information currently

Make google drive a system which it is easy to check for information which is required.

As announces which are talking longer we can save data to the drive, so it can be reused and kept in a folder which is easy to find. and example is the difficulty in finding the code of conduct

Move email copies to drive as we are to move away from mailchip.

Check that people are signing the code of conduct and the photo forms, using the tidy one . make sure they obey national code of conduct into our form.

Make sure people understand what the rule of what they are doing, so we are legally safe if someone makes a mistake and we have the ability to stop people from breaking our rules

Currently photo form is attached to the membership and is opt out at specification which it told in person



Implement in the membership database that the system records the correct pronoun/name to make it better for the members who is going through a tough time due to name/pronoun choices

Use a marker for people with special clarification or including special notes to help with the membership and personal communication

Stephanie mentions how the forms has to be legal names, making it hard to check things in our system.

Have an options for a preferred name for the members and a preferred pronoun so that we can check and don't out to parent or accidentally cause offence. Work it case by case with the ability to have this option

Tim bring up socials

Scavenger hunt went well and was hard but fun with 30+ people attending. Was rated much better without stations gives freedom and time for the workers.

Documentation will be saved so it can be used later, is currently saved but hard to find - current Dropbox issue

Garth mentions it was very disbursed and hard to get everything done. Questions where to long and impossible to complete. Ideas was to pick and choose what you do so you can skip what you don't want to do as overall had they had the same point total. Everyone has own preference at scavenger hunts

James mentions that the earlier programs have been more of an amazing race and to make sure there is a difference between the two. Also check about running before both summer programs due to due to the closeness

Stephanie mentions Myki payments for the trip, make sure people are aware of the possible cost

James mentions about limiting by having it in the same place, so people can move there and are aware of the cost and to make sure to include clarity of the program

Trivia is happening, question are written. Prizes have been gotten. James explains that we uses same manufacturers with prizes due to set up from the past.

Trivia night is run with full time ANZAAS Staffies to help. James will help to run as well as lots of people going to be there.

More limited in time make sure that the rounds are marked during presentations.

Question writers get to choose which jobs that they get to do and James will help with the money if people are paying on the day.

can use tidy to make an invoice if they have not paid in advance. saves from reconstruction of the event and creates a single payment list

Tim finds that contacting for payments other than PayPal does work but can be hard as emails are not always checked.

James mentions to create an account where they send the need for payments. Will help with last minute RSVP's and inquiries will be sent to the email as well as payment which is not PayPal. Program runners asks for the login and uses email in the run up to the event.

Check the forwarding to the email so it can always be seen, make sure set up correctly. Get a unified email signature for all accounts.

At socials make sure membership is aware of other event and volunteering opportunities and what volunteering is like, basically all the YSA stuff that is being done

Meeting closes at 1:55pm

**Tasks**

- Check that people are signing the code of conduct and photo forms
- Create a tickets@ysa email
- create a unified email signature

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

# Minutes of July Committee Meeting on 01-07-2017

## Summary of Matters Arising

### Decisions

Item Decision

1. Jessica Woolley elected
2. Chris Orrell elected for position of GeM

### Tasks

Item	Task	Assigned to	Due date
3.	Get Bank access for current Executive - weekend get together?		
4.	Meet with ANZAAS Treasurer		
5.	Promote to YSA members		
7.	Set up Tidy HQ website		
7.	Talk about Tidy HQ website at NatCon		
8.	Work with Calry to Orgnise National science week events	Catriona Nguyen-Robertson	
8.1	Organize August social		
8.1	National Science week email		
9.	Elect Wantirna TCSE leadership team		
10.	Elect Swinburne leadership team		
10.	rewrite trivia for relay quiz		
10.	work out residential hall		
12.	Check that people are signing the code of conduct and photo forms		
12.	Create a tickets@ysa email		
12.	create a unified email signiture		