



January meeting

When	19-01-2020 at 09:30 PM
Location:	The Peter Doherty Institute for Infection and Immunity, 792 Elizabeth St, Melbourne VIC 3000, Australia
Chairperson	Jessica Woolley
Minute taker	Catriona Nguyen-Robertson
Present	Jamieson Doyle , Pravind Easwaran , Nicky Martin , Rebecca Neville , Catriona Nguyen-Robertson , Najla Ratu Ragaya , James Salamy , Aemilia Sherwell , Beck Smith (Vice President (Events)), Josh Suhaven , Faith Thornton , Jessica Woolley
Unconfirmed	Michael Beards , Shon Kolomoisky , Orion Zymaris

Minutes

1. Confirmation of previous meeting

Meeting officially started at 10:48 am.

2. Position reports

Jamieson: had a Slack call with James to get guidance on the treasury position.

James and Catriona: to put through constitution changes with CAV

Jessica: has been trying to get Engage Engineering up and running (Mondays and Tuesdays).
Jess Suarez, Josh, and Ryan will be there too.

Michael: provided a report for MYSci, which was discussed later in the meeting.

3. Financial motions

Most finances have been reconciled at this point.

Engage Engineering printing and MySci costs are the only to put though. Payment and spending has already been approved and Jess will receive her money back at the end of the meeting.

4. February social

BBQ at Flagstaff Gardens (Sunday 2nd February, 11am)

Email and Facebook events need to be created.

Jess will buy sausages and other groceries.

5. Mysci wrap up

MYSi 2020 was a resounding success, not only bringing back past YSA members, but introducing new people to the organisation. The amount of financial and volunteer gaining success remains to be seen, but all participants loved the experience.

Talking to Monash, they have decided that 50 students is the ideal number for them to run at. I put the argument that 60 is a better number, but what happens in future remains to be seen. This year there was a total of 29 students and 10 staff members.

Potential reasons as to why student numbers were down:

- ATAR Notes study camps and other programs were running con-currently
- advertisements were sent out late (due to a Monash staff member responsible leaving)
- cost prohibitive as program was more expensive and continually increases every year to adjust for inflation (note that TSCE programs were run with a flat rate over multiple years and then jumped up, which caused less problems).

Finances:

\$24 was received from the auction (\$15 in cash - the rest was transferred to Jess in little amounts for her to do a bulk transport).

The program cost \$40 for staff

\$313 in the till - Jess to deposit this into the bank

\$475.48 to be deducted from the account.

Less strict budget worked. Total staffie payments \$560

Recommend prices to be judged off last year's budget.

Food shopping list to be based on what is thought to be needed, buy less, and re-stock as needed.

We may need to think about increasing the honorarium received from Monash to be \$2000. Our costs of \$750 for hall and \$1300 for insurance need to be covered by memberships and the honorarium due to our costs of . It might be impossible to cut insurance costs (only taking public liability insurance) however this will require thorough looking it. Michael and Jess to discuss with Jim from Monash as we currently receive leftover money from their budget.

For our social media presence, we may need to consider using Instagram, but not Facebook, as there was an issue of students not having Facebook.

Decision

6. Future discussion

With a lack of committee engagement, we have not run a social since September - this is not sustainable.

James posted three options for the future of the organisation

1. Do nothing.
2. Suspension of all roles that are not legally required.
3. Wind up the organisation and any formal assets and funds will be transferred to a similar organisation.
4. Mixture of options 1&2.

Given our supply of volunteers to various science programs for SSF and MYSci etc. it might be good to continue our involvement in these - shutting-down of socials and while continuing to supply science programs.

Michael: In regards to the future of the organisation, MYSci has convinced me that while it exists, YSA has a place to exist. I believe that completely suspending operations is not a good idea, and instead the organisation should continue to exist with as many of the committee as those who choose to nominate. While this committee would be better off suspending most of its activities to prevent a repeat of history, MYSci should not be one of them. While we struggled to do anything for 2019, MYSci saw 10 applications for leadership and 30 applications for staffies (not all received before the due date, unfortunately). There is clearly interest in running this program, and so choosing not to would mark the true end of YSA Melbourne in my opinion.

James: The problem with option 1 is that we lose members and don't have enough members to see through our official shutdown processes.

Faith: Have fewer, big socials that run in conjunction with volunteer programs. It may also be an idea to ask people for help running the socials in the emails sent out regarding each social with a smaller committee.

James: concerned that we have been operating on that basis for the past few years, which may not work. We will always need at least one person to take the reins. This can be demoralising.

Catriona: a re-branding of the organisation as one that is for professional development and volunteering opportunities, especially a call out for volunteers at universities.

Nikki: re-branding ourselves to be big on the volunteering side to work for our advantage

Jess: we seem to be at a mix of options 1&2.

Jamieson: if we generate a smaller, core committee

Jess: some members and volunteers have been a part of the organisation for a long time but cannot commit to being in the committee.

President/secretary/treasurer are the three most required positions.

In our constitution, the Top 6 have to be +18 and must have been on the committee for at least 9 months - the rationale is for requirements of interacting with banks and CAV and as an anti-takeover provision.

Josh/Faith: Have a small number of experienced people forming a council and have GEMs as an active role on the committee (effectively sharing the legally required positions). GEM position could be advertised more as a "training role/traineeship", which will be more

attractive.

James: If no one fills a Top 6 position, this can be filled alter (while a GEM does the effective tasks of it)

Prav: The old committee system was a Top 4 with MWOps - we could potentially slide back to that system. Do GEMs feel less connected without a specific role?

Jess: after the next election, the new committee will have to make the decision of where the organisation will go. However, they will need to ensure that we keep things such as assets, contacts with universities/SSF, etc.

Prav: concerned that our decision means passing on problems down the line to future committees. How can we have a discussion as a current committee to support the next committee?

This may be addressed with our role guides.

Josh: the issue is that many of us are not doing enough work

Catriona/Faith: we can do more active advertising. We can come up with a list of places to target advertising and actively spread the word through universities and schools

Jess: to contact Jim at Monash, Nikki to contact Swinburne, Catriona to contact UniMelb.

James: we should prepare something targeting this for the AGM (and discuss these concerns in the announcement of the AGM).

Ryan: interested in helping out (couldn't last year due to a potential exchange).

This makes a total of ~5 people who are interested in being on the committee next year (mostly for general positions).

Anyone interested in the president role to please notify Jess.

Old system: MWOps came directly under one of the top 4 positions (top person with a position was doing the work and the MWOps felt disassociated). The idea of changing to the GEM system was to avoid this. If this helps people feel more specialised, perhaps this is a good idea.

Josh: it might be good to have at least one person training to take over a certain role.

Naja: The idea of having teams under each of socials, vice president of science programs with secretary, and treasury

We will all write proposals for a new system and what it means to be a GEM to be discussed on the 2nd of February.

7. AGM

Top 6 to write a guide for their position by the AGM.

James currently has a guide for treasury for Nikki to read and ensure that it is understandable.

Committee annual report needs to be finalised by AGM. Jess to post a copy of last year's and roles to be delegated.

To be pushed heavily on social media.

To be held in March (universities starting and schools will already be back)

As a Saturday is preferable, we decided on the 7th of March in the afternoon.

Advertisement will need to go out ASAP. Faith is happy to take the lead.

Hold it as a bake-off (instead of running a social).

8. Other Discussion

There will be a committee meeting on the 2nd of Feb at 9am to discuss things before the BBQ social.

In terms of storage, things used commonly will be sent to Becky's house (merchandise) and things rarely used will be given to Josh (non-perishable food, speakers, etc.).

PO Box key was given to Catriona and will hand them over to the next committee.

Meeting officially closed at 12:30.

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of January meeting on 19-01-2020

Summary of Matters Arising

Decisions

Item	Decision
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