



## Handover Weekend

Welcome to the 2017-2018 Committee! This meeting will cover handover of responsibilities, introductions on how the committee will work, and etc.

We will be ordering a take-away lunch

When 02-04-2017 at 09:00 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 , Vanessa Bradbury , Ricardo Cannizzaro , Pravind Easwaran , Wren Jablonka , Timothy Newport , Catriona Nguyen-Robertson , Jaimee Raper , James Salamy , Jessica Woolley

Apologies Michael Beards , Maxine Lotherington

Unconfirmed Lauren Robertson , Stephanie Terlato

## Minutes

### 1. Responsibilities and expectations

-James starts talking at 10:12

-Going to be talking about handover and how we work, with some lunch at 1, wrapping up after four if stuff goes well.

-Everyone should have done the worksheet, which was to have a look at people's expectations etc. We'll come to more of this later. Sort of looking at goal setting, but more looking at our responsibilities as an exec.

-Need to all agree on it and commit to it for this term, so we're all together and can live up to it together. If you're suggesting things, we're really expecting that you actually do them.

-Change in structure means we have a clearer tier breakdown: James at top, rest of top 6, and then gems. This isn't absolute faith in James, but it does mean if someone higher up makes a decision try and respect that decision. This doesn't mean we can't discuss issues, but there is a measure of hierarchy for a reason. There's also expectations on you in a higher up position.

-Timothy: the hierarchy is more of responsibility, not straight power. We are all elected by the

membership, and all have responsibility to the membership and each other, which increases with the hierarchy.

-Given we have less specific positions this year, people are going to have to do more volunteering for things and actually doing them. Responsibility doesn't need to be massive (e.g. you don't need to outreach at every social) but does need to be divided (e.g. everyone does it at socials once or twice and that means no one has to do it every single time).

-Deadlines; they're serious. We can do something if you can't meet a deadline, and reallocate to get work done, but that needs to happen before the deadline. Communication is really important surrounding this. If you can't get something done, let someone know as soon as you possibly can. That's not a huge job, and neither are most of the things that we assign. If you're worried and think something will take way too long and be difficult, then you need to ask for help. It's not a big deal, and there's no shame in asking for help: it's the better thing to do.

-Need to take responsibility for actions. Doing work to highest standard, asking for help when needed, and communicating about deadlines. There's always a reason deadlines are set so don't take them for granted: may need that time for advertising, getting help, etc. If you haven't met a deadline someone else will do it, because otherwise it doesn't get done. Last term it always fell to James, Maxy, or Timothy, and they had to make bigger sacrifices than necessary if the person had just done it. There are going to be consequences if you take a responsibility you can't do. -Lots of delegating this term would be good, but to do it properly requires a lot of communication.

-Essentially, responsibility to the committee *and* the community. When writing on our behalf, we need to remember that we need to be accessible to 18-25 year olds and also gain the approval of parents. Present professionally. If you're not confident that you can do that, ask for a check-over or someone else to do it. Goes for facebook, emails, etc. Clear, honest, easy to follow communication.

-When at events, committee members should be running things, and if you're in charge for that event act like it: if not, back off. Similarly, if you're not going to participate happily, don't come because you won't make a good impression sitting in the corner. When running events, it's important to be bubbly and enthusiastic. This responsibility will be broken up between people, so when you're given that task you need to speak up as to whether you're happy to do it or not. Can pair up and help with less experienced and more experienced. This is all to set a good expectation: crossing roads safely, keeping conversations friendly, not exhibiting disruptive behaviours.

## 1.1. Consequences

-There are consequences to other people and YSA if work isn't completed, as discussed.

-Need to discuss what we want to do when that becomes a problem. Don't want it to be extreme, but does need to be serious.

-In YSA there aren't often immediately evident consequences, but that doesn't mean you should just do nothing, because whatever you don't do gets pushed up to people with more responsibility.

-Example: when James was organising the ball we had a small team, and good results, because everyone was focussed and wanted to be doing it, so we met deadlines and pulled through. Previously big events like this hadn't worked as well because too many people wanted to be involved but didn't actually do anything.

-Ricardo: how you fail is pretty important. In 2010 we were planning the first ball and were discussing by email. Venue selection had a deadline that was too close, and not enough time for discussion despite people asking for it. People were irritated with the planning process, and wanted to go back to planning, which meant the subcommittee couldn't move on and there were a lot of negative attitudes so the subcommittee had to disband. The executive could have stepped in and helped if it had been communicated better. In 2013, another ball was going to be planned, and the leadership was assigned to the social coordinator. This means the social coordinator had a huge load and couldn't do their work properly. After consultation, leadership was changed to an MWOP who was willing to have a go, and they received help from the exec with leading the subcommittee and planning the ball. Unfortunately this person also was struggling, but they communicated their issues to the exec and leadership, who were pleased that they were able to communicate their issues and didn't blame them. The subcommittee was eventually disbanded, but this was okay because the circumstances just weren't good and the project would have failed. This second example is a much better way to fail.

-Essentially, things can be difficult but we are here to help, because the things we do and way we operate can be very hard. If there's a problem, we'd much rather deal with it and change plans before really bad things happen. Not getting on top of these issues is a huge deal and can have huge consequences when it comes to being not too late to fix things. Sometimes it's best to cancel a project if it will simply drain resources because no one has their heart in it.

-Timothy: when things go wrong, we have a committee of 13 people willing to help, and things going wrong is not all on you and it's not a huge deal as long as we communicate it properly.

-If you don't have a good communicative relationship with your team, it can have bad consequences.

-We're all here because we care and think YSA is important. It doesn't have to be number 1, but should be in the top 5. It's important work is put in, and the difference between having a good team and a noncommunicative team is huge.

-Need to discuss how often we communicate etc. and what level of contact is expected. e.g. slack is really only useful if you check it. So what do we do if someone is uncontactable? What's a suitable turnaround time? Perhaps one day, depending on how long away the event is. Months of time to respond to email is really unacceptable, and someone contacting YSA needs a quicker response than that or they're going to be disenfranchised. James doesn't want to monitor everyone's email, but that means we expect everyone to take responsibility for their own.

-Timothy: sitting on a committee, especially when a younger member or a general member, you might not feel like you have a voice externally. This isn't really true: people externally are going to email you expecting a professional response because as someone on the committee you're seen as someone who knows things, who has authority, and responsibility, and so you need to see yourself that way too.

-If you don't know how to answer, you can ask for help, but you need to do it quickly.

-Tidy and slack are good for organising things because we can see when stuff is coming up and can do things quickly. This only works if people check them regularly, because stuff can need to be approved quickly (e.g. bills, social budgets). Don't want people to have to resort to contacting on facebook etc. We'd like to make sure that doesn't happen because it's no fun for anyone.

-If something has changed with you and you can't manage, don't just disappear. We are all busy, we all have big years and big responsibilities and hard things to do. We don't need excuses: 'I'm too busy' really doesn't mean anything, let us know actual reasons and actual problems *before* it becomes an issue.

## 2. How we work

-The committee can be really fun and really rewarding, but that doesn't mean it's going to be easy. It's going to be incredibly hard at times but it can be worth it. The top few people aren't here to spend literally all of our time making things happen, we want other people to make things happen too.

-Tim: those with portfolios have quite specific responsibilities, whereas Gems don't. However, the portfolio holders aren't going to make everything happen: Gems can come to portfolio holders with projects and we'll help you make things happen: we're a mechanism to help things happen, you guys are the driving force.

-This was essentially the aim of this committee structure: for the Gems to be able to make more things happen. They're a port of call for ideas and action. We'd also like to call on communities for these things, such as forming a science subcommittee and socials subcommittee to stand all the time, which would be made up of both exec and community.

-More sharing of information! Using public channels in slack, keeping minutes really accurate, forming bundles of information on how to run things like a science promo or a social. We'll be talking about how to set up better dropbox-like sharing for resources, perhaps using google drive, and drive and dropbox are both able to be integrated into slack.

-Speaking on behalf of organisation: James does, VPs do, Melina gets to, but for everyone else, please don't or be very careful. Talking to a member with a question is fine, but don't start big relationships without telling one of us first. Easy to get contact details and say we'll get back to them, but don't do anything further and don't make any promises without talking to someone else. Can always pass on someone higher-ups contact details if you think it's a better idea.

-Tidy: varying access at the moment which needs to be looked at, will be fixed in the next few days. Respect what access you have, don't mess with stuff you don't need to. Contacts can be put in by anyone but don't mess with it too much, e.g. don't email them from Tidy, and respect everyone's personal details that are on there. Similarly, secure passwords are very important for things like tidy and NetBank. Backups are something that should also be setup and done regularly.

-Timothy: speaking of NetBank, what about the signatories? We'll get it set up as soon as possible but will take a bit of time for those who aren't on there already.

-Working together: James secretly personality-typed all of us. This is to look at how well we'll work together and how groups will form. No type is better than the other so don't stress. It's also just good to be aware of ourselves and other people's dynamics so that we can work together well (e.g. leaving space for people who are less likely to just interrupt). Looked at introverts/extroverts, details/big picture, thinking/feeling, judging/perceiving. All of it is important.

-Catriona: sort of like left-handed and right-handed. It's what comes naturally to you, but you're still *able* to do the other side.

-We all work a bit differently. If you don't know how the people you're working with work, then it can cause massive discomfort and issues.

-Happy for everyone to work in their preferred styles, as long we trust in each other that the work will still get done. Trust is important: trust each other to deliver, otherwise time gets wasted and people are less comfortable delegating to each other.

### **3. Set-up and Training**

-We are now all places people will go when they have issues. We've had a lot of issues in the past, and all of those kinds of things will come up and it's good to know how to deal with it. Bottom line, if a crime has been committed, go to the police, full-stop. As for small issues, it's important to comfort those who are uncomfortable and to give opportunities to amend behaviour to those who might be in the wrong as we are dealing with young people. It's important that we don't encourage behaviours that make people uncomfortable. If we see issues, make notes of it. Possibility for us to set up a register of these things so we know when we're dealing with people.

-Ricardo: if something isn't clearly a problem or not, then make a note of it anyway, and check with someone more senior to follow it up. You won't get in trouble for reporting potential problems, and it's better to look at potential problems than to have them turn into formal complaints.

-Stephanie: where do we draw the line on activity outside of socials?

-Timothy: before designated start time and after designated end time, it is not our legal responsibility. If you're there as someone in authority and something happens between members, while it's not a legal responsibility, it's still good to know about, especially if it might continue at social events in future. We cannot and should not take action outside our legal responsibility, but what we can do is be aware of things and note them down for future.

-Stephanie: what about those in YSA t-shirts? Similar rules?

-James: trying to redesign shirts to make 'uniform' shirts and 'casual' shirts, so the rules we have around representing us only apply to the more uniform shirts, and not people wearing them casually. Difficult to enforce, we'd like to make more clear brand guidelines on what the logo can be attached to and what it can't.

### **4. Handover**

**4.1. Jess, Tim -> Pravind**

**4.2. James -> Garth, Vanessa**

**4.3. Melina, MWOPs -> Gems**

### **5. Lunch**

## 6. Roles and delegation

- Extension of responsibilities that previously.
- Going to be delegating a lot so need to be pretty clear as to what roles are and who to talk to, e.g. Maxy for all communications, ask if she has a designated person but be sure to talk to her.
- Subcommittee decisions will be binding, and can simply be done through polls on slack. Subcommittee chair takes responsibility for those decisions.
- Tim: subcommittees are collection of people with both membership and committee members, ideally chaired by portfolio holders. Gem could also head a subcommittee if they had a project or something like a Ball.
- Teams vs subcommittees: subcommittees can make decisions, whereas teams would be reporting back with possible decisions.
- Immediate subcommittees: science and events, i.e. tim is planning on making an events subcommittee with their own slack channel etc. and anyone who wishes to could be a part of it.
- Being part of subcommittee gives responsibility, e.g. gems in the event subcommittee will take turns at running socials on their own. This means everyone has responsibility and gains skills, and means Tim isn't supervising every little thing.

## 7. Year Planning

### SOCIALS AND EVENTS

- April 8th: Growing Tall Poppies Symposium
- May 18th: RSV Museum. Need another social. Potentially aquarium. Guardians of the Galaxy 2 comes out, could be an easy social.
- Need to remember that people can easily do stuff like movies by themselves. YSA custom stuff is more valuable.
- Vanessa: some kids don't necessarily have that freedom and supervised events are more suitable for them.
- Garth: Doesn't have to be seeing the movie itself, can be a themed thing like with costumes.
- James: Need to be wary about people already seeing it. Plus, not everyone likes themed stuff. Also, a low-key social in May/June would be good to pump energy into trivia.
- Timothy: don't necessarily need to plan all socials right now, and could be better for events or socials subcommittee. Might be nice to clear up what kind of tones and energy each month should have.
- James: want the next few really decided because it's very soon and things like trivia take a lot of time.
- Timothy: right now, focus efforts on May and June, and just the energy of the later ones.
- Garth: chill socials are just going to a venue and taking a group there.
- Stephanie: May rock climbing? Done it a few times a while ago

- James: really hard to work with and very very expensive. Can investigate further to see if it's changed and that would be a good chill social.
- Vanessa: mind, body, science picnic chill day was really good.
- Timothy: requires slightly more organising for picnic and park elements. Let's make May just a venue social.
- Catriona: Sydney runs a study social, we could do one of those.
- Jaimee: end of the year exams would probably be better than midyear.
- Timothy does a quick poll and rockclimbing sounds better than aquarium for May.

-June: End of exams dinner

-July: Youth ANZAAS associated events (trivia and scavenger hunt, being 11th and 9th)

-End of April latest for venue to be decided for trivia: need to find out what's going on with Maxy and youth ANZAAS to decide whether trivia is July or June, and whether both these are events are YA+YSA or just YA. Someone to research a venue for trivia in the next few weeks.

-August: NatSciWk, RSV Industry night. Could connect that with YSA open day type thing, working with KIOSC and their main schools. Social to be low energy

-September: Wantrina Swinburne TCSE. High energy.

-October: low energy, perhaps pre-exams.

-November: ANZAAS Dinner.

-December: Swinburne TCSE. Can be made more of a camp because it's been moved later. High energy social.

-January: Camp/Monash? High energy socials.

-February: Ice Skating

SGM

-Need to hold one early July to present financial documents and submit the annual return.

-For future, we can either change our financial year and or commit to having an SGM set every year in early July.

-Could use that SGM to appoint some extra gems etc.

### **Decision**

May Social is going to be rock climbing, with an announcement before the 15th of April. Catriona to help with research, Stephanie to help with running it. Venue for trivia (whether June or July) needs to be decided by end of April.



## 8. Budgeting

- Need to be fairly mindful of money.
- Lifting the membership as of first of May.
- Want to look at taking donations etc.
- Corporate/University sponsorships for events etc. Want to approach multiple universities so we don't become one university's property.
- Get honoraria for outreach programs.
- Want to reduce the cost of volunteering to drive more people to volunteer to get more active members.
- Stephanie: very low number renewing, about 25%.
- Timothy: should be less of an issue because of Tidy renewal reminders etc.
- James: it has been slightly better this year, need to maintain that momentum. Offer value to people so they will want to spend money.
- Jaimee: never really getting around to renewing is a problem. Tidy should make that a bit better.
- Vanessa: could run workshops learning days like coding etc. for members to come to.
- Pravind: potential idea is to run events at schools with partnerships.
- James: partnerships can be difficult, and a lot of weight on someone's shoulders, but happy to back people forming partnerships. Also need to get people to go to partnership events for it to work.
- Catriona: lots of industry contacts who want exposure, so if we wanted to run workshops and things like that there are people to get involved with.
- James: need to look at what we can offer when forming partnerships.
- Stephanie: what about group training?
- James: two problems, things like first aid training for members is really expensive to do, as does most training courses. Informal things run by us or with partnerships could work but need to survey members and see what they want to do. The age ranges we're operating over is an issue too. Need to lift what we offer to university level kids as well as the socials. Targeted planning.
- Garth: Current membership are members because they like what we do, and we don't want to lose existing membership by changing what we do.
- James: high turnover of members anyway: indicates current traditions aren't necessarily working anyway.
- Should be aiming to profit off of every social, and more than a little bit.
- Fixed expenditure much higher than fixed income right now, so need to fix that. Also need to up social profit, merchandise, etc.

## 9. Formal Meeting

### **9.1. Opening**

-Meeting Opens at 2:03

-James moves to approve the minutes of the February Exec meeting as a true and accurate record

-The motion carries

### **9.2. Attendance and Apologies**

-Attending: James Salamy, Melina Jablonka, Jessica Woolley, Vanessa Bradbury, Garth Bradbeer, Timothy Newport, Jaimee Raper, Catriona Ngyuen-Robertson, Pravind Easwaran, Stephanie Terlato

-Apologies: Maxine Lotherington, William Orrel, Ricardo Cannizzarro

### **9.3. Financial Motions**

-James moves to retroactively authorise the expenditure of \$124 to renew our PO box paid by EFT to James Salamy

-The motion carries

-The poll from slack (insert wording) is acknowledged.

-Meeting closed at 2:07

## **10. Scenarios**

## 11. Assigning Tasks

- James to reply to emails and get back to Jess
- James to move people to new email accounts and dropbox
- Jessica to look a tidy and website integration (end of April)
- James to speak to Sydney grammar person
- Documentation for food handling policy: working out what state it is in and what it should be to see if it's suitable. Timothy- end of April.
- Melina to assign all of these tasks and delete/reassign old ones.
- Tracking register for issues: Melina (end of April)
- Melina to actually edit these minutes.
- Pravind: list of potential contacts, schools and universities, draft for letters (end of may)
- James: to meet with Jackie and meet with Monash tomorrow.
- Maxine: YouthANZAAS staffie apps
- Wantrina TCSE leadership team applications: Pravind: two weeks.
- Pravind: NatSciWk to be handled.
- Timothy: social announces (delegation if needed)

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*End of minutes.*

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

# Minutes of Handover Weekend on 02-04-2017

## Summary of Matters Arising

### Decisions

Item	Decision
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| 7. | May Social is going to be rock climbing, with an announcement before the 15th of April. Catriona to help with research, Stephanie to help with running it. Venue for trivia (whether June or July) needs to be decided by end of April. |
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