



July Executive Meeting

When 15-07-2018 at 11:00 PM

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

Chairperson James Salamy

Minute taker Michael Beards

Present Michael Beards , Artemis Capa , Pravind Easwaran , Maxine Lotherington , Jaimee Raper , James Salamy , Josh Suhaven , Jessica Woolley

Apologies Vanessa Bradbury , Ricardo Cannizzaro , Teagan Kaye , Catriona Nguyen-Robertson , Aemilia Sherwell , Faith Thornton , Kate Tidswell

Minutes

1. Opening and Attendance

Meeting opened at 12:15 PM

Most of the non-attending member did send apologies, just a reminder that all meetings you aren't going to be at should include apologies.

2. Approval of Previous Minutes

It was moved from the chair that we approve the minutes of the June 2018 meeting as a true and accurate record.

Motion passes

3. Correspondence In/Out

There was one message received from Peter Spencer about his child Bailey Spencer who could not attend camp, a refund for this member has gone through.

There was Typeform breach, for which Pravind Easwaran has been asked to draft an e-mail to our members about.

Connecting Up has gotten in touch with us, which James Salamy has followed up on.

We also have received some messages direct to TidyHQ, which others can get on the redirect list as needed.

We have also received e-mails from PayPal, ASIC, stripe, and various science communicators, which responses to have been delegated as per the task list on TidyHQ.

Tasks

- ✓ PayPal Renewal
Assignee: Vanessa Bradbury
Due date: 16-07-2018
- ✓ PayPal Renewal
Assignee: Jessica Woolley
Due date: 16-07-2018
- ✓ Call ASIC to confirm e-mail
Assignee: Pravind Easwaran
Due date: 16-07-2018
- ✓ Typeform E-mail
Assignee: Pravind Easwaran
Due date: 16-07-2018

4. Committee Member Reports

President: I've been fairly busy in the past month with Youth ANZAAS, YSA camp, and helping with Swinburne TCSE. I've also done some organising for SGM, helping with handover, and many other little things such as chats with various background groups, such as with Jim Driscoll from Monash in regards to MySCI next year.

VP - Science: Youth ANZAAS has been the major notice of my attention since the last meeting. Including various activities such as writing maps to get delegates to hotels. I also worked with YSA camp, and managing of assets.

VP - Socials: Maxy has been really busy with her work and hasn't been able to do much.

Secretary: As with Jess, I've mainly been focused with getting around Youth ANZAAS. Lots of organising of the delegates, big thanks to Milly for designing the tags for them. I also organised camp with the help of Jess, otherwise I've slept 20 hours in the past day and a half.

Communications: A lot of putting stuff on Facebook - including the camp, and in the last week we've put up the August social. Otherwise, I've been at Swinburne helping with TCSE - many thanks to the A team.

GeMs: Jaimee wrote an e-mail, attended camp, helped out with Swinburne, and all else is good. Josh has been fairly busy with real life commitments out of the country. Artemis has been busy organising for Swinburne, checking that all the student staff were available and helping the program went well, as well as helping out with trivia. Catriona has helped a lot with getting trivia happening, and running errands for pick-ups. Aemillia and Kate has helped lots with various little things, Faith has helped proof-read releases, and Teagan has helped out Prav a lot.

Many tasks still need doing, everyone's help has been appreciated, if you want more to do, please ask.

5. Circular Resolutions

It was moved from the chair that we approve the spending of \$600 to Rowallan guide camp for the use of their camp, motion carries.

It was moved from the floor, that we reimburse Michael the sum of \$25 for the use of the low ropes course as part of Winder Camp.

Moved by Artemis Capa, Seconded by Pravind Easwaran, motion carried, with abstention from Michael Beards.

There was spending of \$389.80 for Youth ANZAAS, including the purchase of medals, lanyards (which had already been approved), prizes (mostly chocolates), airport parking for James, activity supplies, food expenses and sundries for delegates at the airport and during the week. This figure is to be reimbursed to our members as appropriate, and the organisation reimbursed by ANZAAS.

It was moved from the chair, that we reimburse members as appropriate for expenditure occurred at Youth ANZAAS. Motion carries with abstention from James Salamy and Michael Beards.

It was moved from the floor, that expenditure be approved to pay for Campaign Monitor until the end of the current term, to reimburse either James Salamy or Jessica Woolley as necessary. Moved by James Salamy, seconded by Jaimee Raper, motion carries with abstention from James Salamy and Jessica Woolley.

I move to reimburse James \$600 for trivia dinner. Moved by Artemis Capa, seconded by Pravind Easwaran, motion carries with abstention from James Salamy.

6. Training Camp Summary

YSA camp ran from the 29th of June to the 1st of July, Jessica Woolley took a group up on the train with little issue. We had one member who cancelled on the day as they could not pay - we did offer them a financial plan, but declined. We also had Bailey Spencer who cancelled the day before due to illness, and has been refunded their payment.

The Rowallan camp is a nice venue - not too far a drive off, we only have to pay after the camp based on who attended, and no data which most members took as a bonus, however there is no heating. It is worth mentioning to all present that there is a duty of care, regardless of age, as there is no reception in case anybody needs to make a call.

It was noted that this event should become more regular, due to the success, particularly in that a profit was turned, but moved to earlier in the year.

7. Swinburne TCSE Summary

Overall, went really well. We only ended up with one training day, as everyone was sorted out by 3pm on the first day. Artemis Capa had to recollect extra merch, they were unprepared for the early arrivals on the first day, but was all mentioned at debrief. It was run very well, a longer training session, or briefing beforehand would have helped. There were many notes which will be filed away and given to the next kahunas as necessary, and given to Jamie and Jackie in regards to Swinburne. It was noted most of last year's feedback had been taken on board, and Swinburne are typically really good at responding to our feedback to them.

There was an issue with wiffens swapping identities at the start of the program, in which one of the two did not attend the program on the second day, and there was confusion. It may be worth discussing bringing ID to registrations.

All of the staffies were really good, and there were no issues with any of them. There was one potential issue with Jasmine, who is a new member aged 25, and was under the impression her membership was going to lapse when she turned 26. Precedent says, however, that her membership will last until a year after purchase. Pravind Easwaran agreed to reach out to Jasmine to clarify this point.

8. Youth ANZAAS Summary

In terms of working with ANZAAS, Jessica Woolley and James Salamy will be meeting up with ANZAAS later this week to chase up loose ends. There was a miscommunication during the week that Malcolm Jenkins did not think we would be asking for an honorarium - this has been rectified, and we have invoiced ANZAAS \$650. Over the past week, we have gotten better with communicating with Malcolm, and this will help us with future programs. The next time this comes back to Melbourne, we will investigate putting together a "Scope of YSA" document to further cement what will be expected of both parties.

In terms of working with the staffies, everything went really well. We ended up devolving into a two kahuna system, where one of the gophers ended up managing the student staff, mostly in charge of making sure each group was managed, and managed effectively, and so it is suggested this system be used in other programs like Youth ANZAAS. There were some staffies that did not tell us that things were an issue until they hit breaking point, however, and so it is important we stress beforehand that they can raise issues at mild discomfort levels before they become major problems.

There were no major problem delegates. Organising for activities proved some issues due to the wide array of ages, and sometimes the staffies had to act pseudo-menacing to keep the delegates under control. There were also issues in getting everybody to sleep on-time. Most of the programs were good, we have surveys of every day, so we're going to collate some data to correlate what days were most enjoyed. We also need to offload some of the pressures of the program, as all of the days were so filled that delegates got very tired very quickly.

9. SGM Preparation

We have an SGM happening on the 29th of July to confirm the financial report. This meeting is likely to only go for 10 minutes, with a pizza dinner to follow. We will need to hit a minimum, please call in if you need to so we can get the meeting done. We will need to get all of our reports done, which will also need to be done for NatCon.

10. Offer to Join Q Business Rewards

Q Business Rewards is run by QANTAS, which lets businesses and organisations accrue frequent flyer points. We have been offered to join for free, with no strings attached. However, it's worth asking if we are likely to hit a minimum, or if we are going to lose points. The biggest con is that we typically have to pay a fee, which is currently waived for us. If there are future payments, there is not much point in us doing it, but we need to confirm the terms and conditions. Jessica Woolley is happy to look through the terms and conditions to decide if this is a good idea or not.

Tasks

- Check Q Business Rewards Terms and Conditions
Assignee: Jessica Woolley
Due date: 17-07-2018

11. NatCon Preparation

All members who are in attendance will need to RSVP by a link that Sydney has provided, which can be done after the meeting. We have sent through an agenda for Sydney, including some tasks highlighted below.

James Salamy reminded everybody that we are there to represent Melbourne, and to be on our best behaviour.

Tasks

- Call up about national phone
Assignee: James Salamy
Due date: 20-07-2018

12. Events

We need to have a quick sketch of things that are coming up. We have agreed to do something at Aquinas College on August 14th, a science careers expo. We will need some people to attend this, and will need an application e-mail drafted to send people along. We are required to send people along to discuss science careers to interested students, which will involve speaking to year 10s at the start of the day, then older students at the end of the day, and potentially parents. We could also do this in two shifts, from 10-1, and then from 1:30-4, but this can be cut up further depending on availability.

Next social is August, Science in the Park. November social is going to be dinner with a scientist, as always. We don't have anything planned for September, October, or December, with January and February being contributed by the MySCI team. It was suggested that September and October should be much more relaxed, potentially as a movie day or board games day. A video games day was suggested by many members, which could work really well for December.

Some activities that could be good looking into are laser tag (such as Darkzone), an escape room, or Bounce. It was asked that a GeM look into these, Maxine Lotherington has agreed to ask an old YSA member to potentially get us an escape room discount. This social would be for September.

It was noted that we should come back to what we want to do for February sooner rather than later, as there's been lots of discussion based around whether ice-skating is a good idea or not. This has been benched to the next meeting.

Tasks

- ✓ Draft School Science Talk Application
Assignee: Michael Beards
Due date: 16-07-2018
- ✓ Follow up on LIDO for October
Assignee: Jaimee Raper
Due date: 16-07-2018
- ✓ Discuss with Lily for an RMIT room
Assignee: Artemis Capa
Due date: 16-07-2018

13. Design Work

Aemillia Sherwell has been doing lots of work for us with illustrator for our design work. James Salamy mentions that we should look into getting some cheap and cheerful leadership shirts, and some nicer shirts that people would enjoy wearing outside of our events. We are currently running low on shirts, and so this will need to happen ASAP, due to success with selling stock for Swinburne TCSE.

Potentially, we will want to get a banner that we can pull out at events, like the school science expo.

14. Handover for Departing Members

When James Salamy has moved to America, he will be an "Acting IPP" to make the current committee's life easier. James will not step out of his role officially due to some awkward points in our constitution, and Jess will step in as "Acting President". James will not disappear, and will be helping with setting up a lot of our systems to be more automatic.

Jaimee Raper has fewer tasks to make sure get done, and so will likely talk personally to some people to make sure tasks get done if they do not get done before she leaves. It was noted that as Jaimee plans on formally stepping down, she will need to e-mail Michael with her resignation with a date of when she plans on stepping down.

It was raised that we should have a closing event after the August meeting, which Jaimee is happy to organise.

15. Conclusion

Meeting closed at 2:22 PM

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of July Executive Meeting on 15-07-2018

Summary of Matters Arising

Tasks

Item	Task	Assigned to	Due date
3.	PayPal Renewal	Vanessa Bradbury	16-07-2018
3.	PayPal Renewal	Jessica Woolley	16-07-2018
3.	Call ASIC to confirm e-mail	Pravind Easwaran	16-07-2018
3.	Typeform E-mail	Pravind Easwaran	16-07-2018
10.	Check Q Business Rewards Terms and Conditions	Jessica Woolley	17-07-2018
11.	Call up about national phone	James Salamy	20-07-2018
12.	Draft School Science Talk Application	Michael Beards	16-07-2018
12.	Follow up on LIDO for October	Jaimee Raper	16-07-2018
12.	Discuss with Lily for an RMIT room	Artemis Capa	16-07-2018