YSA Melbourne

July Exec Meeting (Handover Weekend)

Debut of the 2016-2017 Committee

When   24-07-2016

Minutes

1. **Acknowledgement of Land and Opening**

   a. Timothy acknowledges the traditional owners of the land and opens the meeting

2. **Attendance**

   a. Present: Melina Jablonka, Timothy Newport, James Salamy, Garth Bradbeer, William Orrell, Michael Beards, Jessica Woolley, Helen Zhou
   b. Apologies: Pravind Easwaran, Ricardo Cannizzaro
   c. Guests: Ciara O'Sullivan

3. **Minutes of the previous meeting**

   a. *Timothy moves a motion that the minutes of the previous meeting be acknowledged as a true and accurate record, with James seconding.*
      i. The motion passes, with 6 abstentions

4. **Discussion points**

   a. Jessica Woolley voting rights
      i. *James moves a motion that Jessica Woolley, holding two committee portfolios, only has one vote at executive meetings.*
         · The motion passes, with Jessica abstaining
   b. General MWOP Resolution
      i. Due to Rule 31, section 2 of the YSA constitution not covering positions failing to be filled at the AGM, we fall back on the CAV Model Rules for Incorporated Associations.
      ii. *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, Ciara O'Sullivan be appointed to the position of General MWOP*
         · The motion passes unanimously, with no abstentions

c. Reimbursements
    i. Michael Beards and Bermi Dreyer need to be reimbursed for some socials money.
    ii. **ACTION POINT: circular resolutions.**

d. Slack
    i. Everyone now has access to Slack, which can now be used for notification of meetings, polls, etc.
    ii. Emails: everyone has access except for possibly General MWOPs, needs to get sorted out with Adrian Pellegrino.
    iii. Keep an eye on the various channels, especially external communications and circular resolutions. Some channels may be deleted.
    iv. Slack is professional, please don't spam GIFs etc.

e. Administration changes
    i. **Slack**: **discussions later #general**

f. Reporting
    i. Previously, meetings would consist of quite a long time of reports. Do we need them?
    ii. Timothy: pre-reporting did cut down on that, though there was still discussion, but it was usually not too bad.
    iii. James: pre-reports quite long and probably too much effort, and often got read out at the meeting anyway. We do need some way of reporting, maybe a few minutes each at each meeting.
    iv. Michael: reports were kind of like a show-off fest, and people talked too much about what they did.
    v. Timothy: some people liked reporting better than others so some people submitted bigger reports even if they did the same amount of stuff.
    vi. Garth: dot points?
    vii. James: can be done on Slack just before the meeting.
    viii. Timothy: could use a pro-forma (like a template we have to fill in) which would eliminate the inconsistency of reports.
    ix. James: can cut down on repeating the same thing over and over, like details of repetitive communication
    x. Timothy: do need some form of reporting so we have records of what people have done. Things that have arisen from month's activities that need to be discussed are part of agenda discussion points *not* the report.
    xi. James: can have an option to give a report at a meeting, rather than having to.
    xii. Timothy: keep the portfolio review section at the end of the meeting, in case anything has been missed.
    xiii. Could use the Google Forms that we use to RSVP to put the meeting in anyway: if you can't do it off the top of your head whilst RSVP-ing, then you probably need an agenda point to discuss it.
    xiv. **ACTION POINT: Melina to sort out pro-forma thing, adapt into a Google form**

g. Socials
    i. Garth: making a registry of all the past socials, to have a detailed set of info. In terms of planning: no massive new ideas right now. Getting onto August Social soon. Maybe mini-golf, but last year it was a bit weird; lunch and mini-golf maybe.
    ii. James: wants a system where social dates are consistent, e.g. always first weekend.
    iii. Garth: slack discussion on August social and year planning to be done soon.
    iv. Jessica: just letting everyone know that socials should be uploaded to Nebula too.
    v. Timothy: assigning exec members to socials could be done, for both general organisation and new member liaising.
    vi. Garth: wants to keep informal.

      vii.   Timothy: if formalised, more of a guarantee of support.

     viii.   James: like staffing. Also, good to split the load so the same person doesn't always end up doing it informally and getting annoyed with it.

       ix.   Timothy: trying to fix several problems with this roster idea: reducing clique-y-ness, engaging new members/potential members

        x.   James: trying to stop older members resenting coming to socials by having them not having to do it every time.

      xi.   Roster good starting point but people can adapt and swap around.

     xii.   Possible merch travel bag, share it around at each social

    xiii.   First aid training:
- ·   Is it possible for YSA to subsidise?
- ·   Only on a need basis
- ·   **ACTION POINT: work out how much we need to subsidise first aid**

h.   Year planning

       i.   **Slack: post what we want to plan in advance. #yearplanning channel.**

i.   Empty committee positions

       i.   Don't actually need to fill positions

      ii.   Webmaster: adding and updating content, less coding.
- ·   Ciara: could hand over to MWOP?

     iii.   Communications: similar, but more frequent work (like Facebook)
- ·   Can be folded into an MWOP or another portfolio
- ·   More about social media and approving external communication

     iv.   We can currently cover these so there's no massive rush to fill them, and we can decide how/when we want to do it.
- ·   Can be done at a committee meeting or at an SGM, but that's messier
- ·   Good to avoid SGMs in general

      v.   James: do they need to be filled?
- ·   Garth: is there ongoing need for a Webmaster?
- ·   James: yes, supposed to have socials events on the website. This could fall under several roles though (content curator, socials coordinator). People who generate the content *can* upload it themselves.
- ·   Jessica: happy to upload things to the website.
- ·   James: Adrian Pellegrino happy to support, which means we may not formally need a webmaster if Adrian is happy to do a little handover.
- ·   Ciara willing to help with both Tumblr and Wordpress, working together with Jessica. Between the two of them, probably don't need a Webmaster.
- ·   Can always fill later.

     vi.   *James moves a motion that the Webmaster position be left unfilled, to be re-evaluated in three months, with Jessica and Ciara to take over informal responsibility.*
- ·   Motion passes unanimously, with no abstentions.

    vii.   Communications officer:
- ·   In charge of things we put up; making sure everything is okay before it gets sent out.
- ·   Mainly Facebook and other social media.
- ·   Need someone to do the posting to ensure consistency of brand and marketing: very useful.
- ·   James: should put out expressions of interest, maybe a Facebook post. People ask friends who are into design etc., but needs to be someone with a lot of time.
- ·   Can always separate the design aspect if people who can do design don't have enough time to do communications.
- ·   James: can co-opt a person to do design work, without much more commitment. Constitution lets us do this but they need

to be a YSA member. They would design membership info cards, prepare branding for socials, and miscellaneous design tasks.
·   Also, need someone to post to Facebook. Could be done by member of committee or could co-opt somebody. Plus somebody to do actual communications: responding to people on Facebook.
·   Ideal option: find a Communications Officer who can do all 3 things (communication, posting, design).
·   Can open applications and leave it up to them to decide how much they can cover,

5.   Meeting closes

Meeting closes at 4:11pm

End of minutes.