



## Exec Meeting (November)

Monthly exec meeting - agenda to follow

Please mark your attendance early, to determine if quorum will be possible. If you have an exam early the following week, please feel free to not come!

When 12-11-2017 at 10:30 PM

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

Chairperson James Salamy

Minute  
taker Jessica Woolley

Present Garth Bradbeer , Vanessa Bradbury , Ricardo Cannizzaro , Maxine Lotherington , Timothy Newport , Jaimee Raper , James Salamy , Stephanie Terlato , Jessica Woolley

Apologies Pravind Easwaran , Chris Orrell

## Minutes

### 1. Opening

Opens 11:47

Tim pays respect to the Wurrungwuri people and elders past and present

### **1.1. Attendance**

Jamie Raper  
Ricardo Cannizzaro  
Jessica Woolley  
Tim Newport  
Stephanie Terlato  
Vanessa Bradbury  
Garth Bradbeer  
Maxy Lotherington  
James Salamy

Apologies  
Chris Orrell  
Pravind Easwaran

Absent  
Will Orrell  
Catriona Nguyen-Robertson

### **1.2. Minutes of the previous Meeting**

4 abstentions, passed unanimously

## **2. Circular resolutions**

Confirm that the follow passed, all notions moved by James Salamy

- I move to adopt the 2016-2017FY budget, and to authorise automatic payments as indicated within
- I move to reimburse James Salamy the sum of \$1000 for deposit to Royce Hotel for YSA Ball
- I move to reimburse myself the sum of \$327.60 for TidyHQ access

## **3. Swinburne TCSE**

Organises staffies today, Maxy and Tim will work with team to solve socials and to pick staffies

Garth ask about for late application - currently none, but if needed will re-open

#### **4. MySci**

No word from Monash, there are possible email issues and James will try to meet them on Monday

Last we heard students are few and they are trying to push for students, however, there is very little information to push. It is also unknown if Applications may have a due date or may have to cancel if not enough applications

Still need to organise staffies and social, just only email if nothing else goes forward

Try and promote to previous TCSE student schools - James puts in most of the school have had info passed on but no one has said anything, due to Monash inactivity

Monash may have had other things have happening, or the program may have been cancelled and we haven't been told and we probably won't know before mid-December

We have tried everything we can, but they haven't been taking any of the help, we will keep trying with the best information

If it is cancelled we may use deposits for last minutes camps, as we have signed a contract saying that we will use the hall,

There will be no help for SSF if this happens, there is possible negotiation with hall and try to create a smaller camp

Melbourne will still occur however

#### **5. Dookie**

Dookie is coming up

Nothing from Jess Suares, she says she is still on board, James will get her to contact us beforehand

In Dookie we only run activates, as they have their own staff

Very far out in the country and thus hard to get there, would need a car

Tim sends Jess Suares a message to confirm connection to which she responds that she is on board, just needs to know what to do, Tim will give her a full debrief

#### **6. Melbourne TCSE**

Melbourne wants YSA to take a back-seat role, relay quiz only, as their own workers ant more time with the kids

We may offer instruction, depends on what it brings for us

Not looking good, James wants to try and get us there for the ice breakers

Steph says this has happened before - what did we do then?

James is negotiating, however treading delicately

We may or may not attend closing ceremony as well

Garth asks for a chase up for payments from last February, currently no payment

James has heard from them, accounting stuffed up and thus the people who where supposed to pay us didn't

## **7. Socials**

Melbourne museum /science works people wants to do work with us, now an email contact and will let us know when events happens

### **7.1. October**

Dinner social

People showed up, everyone had a great chat

14-year-old from ANZUS who appeared, showed up with mother

YSA announcements happened

Good supplementary social, low key but lots of people came

Older members reappeared, one from 1.5 to 2 years ago

Dinner pitch for easy attendance alongside being fun, and got to hang out with older friends alongside an evening to get away for other responsibilities

3D printing

Maxy only went and said it was good, other attendees like the event and Maxy

Run by City of Monash in the docklands, is on hold for the rest of the year, starting again in February, try and push next year for YSA

Just need one person interested in going and they can bring a group

### **7.2. Novemeber**

### **7.3. December/January**

Organised after these meeting, 2/3 of December and for January around MySci, so they coincide with associated events

### **7.4. March**

Dinner, need some more traditional social, mixed with the AGM

## 8. Discussion

Garth asks if anyone has heard anything from ANZUS in relation to money, for there was a mix in communications with him that has led to no notice in about a month. Nothing has been heard

The ANZUS AGM coming up on the 29th Ric asks for a YSA representative, will ask if Pravin will go

Social wise there is a rough plan for February and March. February will be ice-skating, while March will be AGM probably with a meal

Exchange application, Vanessa is going but no other interest, some people from Sydney, are unable to do MySci, so can't staff

James clarifies that Sydney socials are willing to take staff up now, need to chat about subsidy

No one else is planning on coming down, people don't want to make decisions during exams. This will be brought up at Nat-con again to try and fix up the system

### 8.1. Exchange Subsidies

Previously had a budget none is currency given. While outreach subsites have none in the budget, should be flex budget due to current budget flexibility

Nat-con subsites are a large out of pocket and we get nothing, not going into details now, recently for other interstate YSA events our members have had to pay for stuff on own for other events.

Subsidies for the camp payment, show that we are committed to help make these things happen and supporting interstate exchanges

Steph moves motion to subsidize Vanessa for \$40 for her attendance in the Sydney event, Garth seconds, motion passes unanimously with 1 abstention

## 9. Ball

Preceding on track and will make sure that tickets are available soon

## 10. Treasury Update

Current financial activities:

- Have been in contact with Jim from ANZAAS to settle our finances, which have not yet been invoiced, however they are working on it.

- Initial Ball Payments

- Bond for Waverly scout hall

Current Bank: 1/11/17

- Current bank Balance: \$6792.4

- Current Paypal Balance: \$1330.70

- Current Cash held: \$150

- Net Cash Position: \$8273.10

- Budget Prediction: \$8141

Income: October

- Merchandise sold: -
- Memberships sold: 3 = \$59.40
- Honoraria: -
- Money Owed to us:
  - o Melb Uni 195\$ due 18/2/17
  - o ANZAAS 400\$ due 31/8/17
  - o ANZAS 209.35\$ due 31/8/17
  - o ANZAS 100\$ due 31/8/17
- Total Income: \$59.40

Expenditure: October

- Major Events: \$1250
  - o Ball: \$1000
  - o TCSE: \$250
- Items purchased: -
- Liability's payed: -
- Liability's outstanding:
  - o ANZAAS 480\$ from 10/7/17
  - o ANZAAS 825\$ from 18/11/16 has been invoiced
- Overheads payed: \$330.04
  - o TidyHQ Annual Membership: -\$327.60
  - o Paypal: -\$2.44
  - o Campaign Monitor: - To be sorted out with James

Events:

- Name&date: YSA trivia night 10/7/17
- Budget: 650-590 = \$60

Income:

- o Tickets \$585
- o YA tickets 50x\$2=\$100

Expense:

- o Medals \$110?? Double check
- o Food: 30x\$16=\$480

Outstanding:

- o YA tickets 50x\$2=\$100

o Food: 30x\$16=\$480

## 11. 6 Month Review

To get an idea of what goes well and not James knows some issues but need to know what other people think, think about as a group and then got to James with what we can change

Commitments which haven't been followed up, leaderships team must take over cos no one else has especially or volunteered or larger commitments. Gems feel they have anything to do, used to be more open, but older gems haven't had stuff to do, due to other gems needing experience and the gem channel isn't used very often. Make sure to let everyone do the jobs, support has been offered but no one has taken it up. People need to stop having to do everything and need times to themselves, possible gem schedule? Reference point for contacting free Gems

Main issue is stuff isn't done to a good enough standard or people say they will do a job but it doesn't get done to a good standard. Don't ask for help when they need it or feel they are unable to approach others. People are willing to try and are trying to put forwards stuff but are getting told not to push themselves, other worrying that they are going to burn out, not letting them do stuff and not getting idea feedback. Older members have a fear about working others to much and end up overloading themselves.

Why delegation is difficult; for some tasks that must be done specifically, or with a long wait time, and often due to the lateness in identification, stuff isn't happening and thus top 6 take it over as otherwise it won't happen. Too hard to get progress update, no clue if stuff will happen, which makes feedback difficult. Don't always know what is happening, long term stuff project is background work. Stress is due to short term work.

Past work offered, but when Gems get rejected multiple times people stop offering as there for why bother participating if you are not going to get any work. Gems are hearing nothing about what is going on, they see general stuff but don't know that stuff needs to be done. Post more stuff on the general chat.

James states there are no real private chats, assigned work is given at the exec meetings and people don't ask for help till it's too late. Make sure to ask general channel so it doesn't become a personal connection, so more get to help. If you are in the loop, let they know who's doing what, so other know who you can contact, who has experience. Make sure on and off channel options are available, so it doesn't feel as intimidating. An I need help channel? Committee channel? Task channel? James feels like these channels already exist, use the current named channels. But not everyone is on all the channel, but all are on general, tasks and pools, then for others with specific channels.

Not many takes found in the gem channel, very limited projects.

Ric asks what was the plans for the gems as no past projects have been done. Was it to take up slack or own projects? Tim states it was meant to be a combination of both. This term and last term have had a few crises, letting attention and time being taken away from general work due to hurrying from one thing to another. Other external factor has also had an effect.

Make sure to continue to post updates, so people know what's going on, need more use of the channel, for planning and other events to make it more open, not single person running a single social. If the top 6 is doing a project, make sure to let people know, so events are not lost as stuff is lost in the minutes.

Slack was men to replace information reports, movement away for meeting minutes. Our responsibilities to make sure that other people know about channels. Make sure that people

are away of the channels. Don't have to join a channel but you need to join the channel if you wish to know more. Make sure content goes to the channel to make sure stuff happens.

Discussion around projects, no other projects happening and there are no secret projects, the work is the basic stuff to keep YSA functional, basic work which is being done. Basic organisation, budgeting and SGM. Pushed to the portfolio holders. They must be more willing to ask for help. People are unaware of information or that a problem is occurring. Stuff will not happen without extra contact. Need an area for new ideas as there are lot of them, there is lots of stuff we need to do to stop destruction, make sure that gem can help with the running of the origination.

Organisational, need to make sure there is skill hand over, so that people can learn the skills for when there is not time, especially if you have more time and this stops us having to relying on specific people. Have a mentorship program?

Follow a specific person, people weren't interested, if you're interested with a specialty follow the current position holder, otherwise do your own stuff. How much work can you give from a portfolio. Put aside time for roles no one wants to learn. Individually put out available, so that people can feel that they are free to learn, need to improve communication, improved by teaching the skills you are afraid of. Don't want to volunteer if you don't know what your doing. Be willing to put their hand up to be helped through the task.

### **11.1. Previous Training System Issues**

Some worked well, others where not functional, needs awareness or planning

MWOP rotation, where for certain portfolios was very beneficial, eg. socials as it has a lot of small sub parts and needs regular comminution

Not every role is suitable for having someone under them and to everyone knows the leadership roles of such task, delegating to those working under them, need time and energy as well as the task being appropriate

Some people stayed when it went well but doesn't fix everything, does help maximise exposure, need leadership for this to happen.

Creating a task list for the committee, so people know what each task entails and that everything gets done, helps as well for delegation, could work on tidy. So people know what can and cant be delegated, helps for organisation. Things must be do every mouth, some portfolios are self-directed while others have specification, use template to fill up every month. Each write out a check list for the roll.

Problem is people do the jobs differently, telling someone how to do the job can make it hard for stuff to be completed. These things exist, we just need to find and use them. Important whether we use guides and what they are needed for, do we invest the times in these, will they be useful. Not only gems, not knowing the takes properly means you are unable to delegate and tell people what to do. Sudden covering makes it much clearer, a rough idea of what you need to do, what needs to be done before the meeting.



## 12. Immediate Action

Assign jobs publicly, make sure to include a time frame, so people don't get confused.

Check in points of both sides

If you want to volunteer, ask to be taught.

Notify if there is or isn't time for teaching

More trust in people and make sure people can do something, able to ask for help. Assume that someone can do something, or that they can learn how to do the job, that they are able to ask for help when required

Don't be afraid to ask for hand holding, everyone does stuff differently,

Thrown not time urgent stuff to gems, so that ideas can begin

## 13. Issues

Take away that portfolio holders need to try and be more open with what you are doing, try and move work down to gem and if you don't get a general response, message individually. Gems make it known when you are free, that we know who we can ask, people don't always see slack so make sure that you check notifications, makes sure to use threads

Portfolio holders need to list tasks, then post to a channel so that people can see, look at the list for tasks that need to be delegated, need to think about delegation earlier so there is no speed rush

What you do something write down what you did, general not specific and if stuff is missing it can be found

Meeting Close 1:19 pm

### Tasks

- ✓ Fix Tidy Access  
Assignee: Maxine Lotherington
- ✓ Send James a list of payments  
Assignee: Timothy Newport
- ✓ Portfolio Holders write down work over month

---

*End of minutes.*

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

# Minutes of Exec Meeting (November) on 12-11-2017

## Summary of Matters Arising

### Tasks

Item	Task	Assigned to	Due date
13.	Fix Tidy Access	Maxine Lotherington	
13.	Send James a list of payments	Timothy Newport	
13.	Portfolio Holders write down work over month		