



YSA Committee May Meeting

When 12-05-2018 at 12:00 AM

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 , Teagan Kaye , Jaimee Raper , James Salamy , Josh Suhaven , Kate Tidswell , Jessica Woolley

Apologies Vanessa Bradbury , Ricardo Cannizzaro , Maxine Lotherington , Catriona Nguyen-Robertson , Aemilia Sherwell , Faith Thornton

Minutes

1. Opening and Attendance

Meeting opened at 1:25 PM.

Teagan Kaye and Pravind Easwaran are all on conference call.

2. Approval of Previous Minutes

It was moved to approve the minutes of the previous meeting as a true and accurate record.

Motion Carried

3. Committee Member Reports

President: This month has been quite busy as we have been doing a lot to prepare for extra programs - in particular the winter camps. This includes, study days, dinner, trivia night, camp, Youth ANZAAS, Swinburne TCSE.

VP - Science: Assisting James in setting up training camp, Youth ANZAAS, and e-mail chains for Swinburne TCSE. I also carry all the assets - a stocktake with Garth was done, and will be uploaded to dropbox soon.

Secretary: I haven't done a hell of a lot - but I have looked into automated minutes using wunderlist, however wunderlist does not do as desired. Over the next month, I'll be looking at integrating the calendar on Facebook with the secretary google calendar, with the end goal being this calendar integrating onto TidyHQ so that the full YSA calendar can be constantly accessed on TidyHQ.

Treasurer: Has sent a report, it will be attached to the minutes post-meeting. Report was circulated to the present members as requested.

Communications: It's been a pretty good month. We've been posting out a lot of outreach messages for camps and activities - we've also managed to get back control of our twitter account, which is now linked to my account. It's up to us if we leave it like that or swap it out. Right now I'm looking at putting everything through one account, as right now all of our resources are spread out over a few different accounts. I'm also looking at organising the blog with Vanessa.

GeMs: Kate has helped (wrote) the museum social, and also helped pick out the MySCI photos for the Facebook page and advertising on instagram. Josh helped pick out photos for the ball advertising on instagram and looked at camp options. Artemis has been under a lot of stress and so hasn't been able to help out as much. Jaimee has made a map of who is attending events using the TidyHQ attendance lists, and has also been online a lot responding to posts. Teagan has helped out with a couple of instagram posts and helped research options for the study days.

 [April_Treasury_report.docx](#)

4. Correspondence In/Out

James has received correspondence from several groups - including several people in regards to accomodation, Mike from RSV, Sydney chapter for help on study days, and all of the YSA executive groups in regards to setting up for NatCon, as well as James Driscoll from Monash, and ANZAAS more broadly.

Helena Peng from Hailburey has asked for help in attending an NYSF-assisted event at MIT in America. She has attached a letter asking for monetary assistance, in exchange she is happy to write a report on what she does and talk to the organisation about it. As she is not an active member of YSA, it is thought that it would not be a good use of our members' funds to give the donation.

5. Leadership Team Elections

To begin with, we have decided to elect both coordinator roles for YA and Swinburne. Both of these roles are uncontested, it was reminded that we are allowed to say no to an applicant if

it is not believed they're capable, even if they are the only pick for the role. All applications can be found in the attached document.

For the position of Youth ANZAAS coordinator, we have had one application from James Salamy. As James is current chair, he has passed the chair to Jessica Wooley to handle the voting procedure. James Salamy left the room.

It was moved from the chair that we instate James Salamy as coordinator for Youth ANZAAS, motion passes.

The chair was handed back to James Salamy. For the position of Swinburne kahuna, we have had one application from Artemis Capa. Artemis Capa left the room.

It was moved from the chair that we instate Artemis Capa as kahuna for Swinburne, motion passes.

Artemis Capa returned to the room. Following this, the elections for the assistance coordinators were done, starting with Youth ANZAAS. For this position, we have received applications from Aemillia Sherwell, Michael Beards, Jessica Woolley, and Jaimee Raper. Michael Beards, Jessica Woolley, and Jaimee Raper left the room so that discussions could be made. Aemillia Sherwell called into the meeting to join the voting process. Jessica Woolley and Michael Beards were voted in.

It was moved from the chair that we instate Jessica Woolley and Michael Beards as assistant coordinators for Youth ANZAAS, motion passes.

Michael Beards, Jessica Woolley, and Jaimee Raper returned to the room, and Aemillia Sherwell left the conference call. Next, the elections for Swinburne gophers were had. For this position, the applications we have received that people have not been voted in for include Brittany (last name not given), Annabelle Wang, Aemillia Sherwell, and Jaimee Raper. Jaimee Raper has left the room. It was decided that we should only elect two of the members.

From here, voting for Annabelle, Aemillia, and Jaimee was undertaken. Aemillia Sherwell and Annabelle Wang were voted in. Jaimee Raper re-entered the room.

 [LeadershipApps.docx](#)

Decision

James Salamy elected as Youth ANZAAS coordinator, with Michael Beards and Jessica Woolley as Youth ANZAAS assistant coordinators.

Artemis Capa elected as Swinburne TCSE kahuna, with Aemillia Sherwell and Annabelle Wang as Swinburne TCSE gophers.

6. Swinburne General Discussion

Hoping to reach 100 students registering, and we are looking to having a meeting on the 22nd with Swinburne. Training was discussed, and it was brought up that the training camp can be used to train the Swinburne staff. If Artemis (as the Swinburne kahuna) would like to run extra training days, this is up to her in discussion with her gophers. It was mentioned that Maxine Lotherington might also be able to help with training, or give advice for the program. James Salamy will keep in touch with the Swinburne TCSE leadership team and administrative.

7. Youth ANZAAS General Discussion

A small break was taken before the Youth ANZAAS discussion.

James has been in correspondence with Malcolm, who has spoken to James Driscoll to discuss a Monash day. In terms of progress since the last meeting, we are hoping to replace the Scienceworks visit to a Monash visit. The CSL visit may also be replaced, as it has changed from lab visits to office visits. We are also trying to obtain a longer museum visit, so that students can get more time for sessions they are interested in. There is progression, but it is slow, as we try to aim for a program that will work best for the students.

We have confirmed that we are happy to organise transport from the airport, of which Pravind has done a lot of work towards. This will require a lot of leg work on the day, requiring volunteers beyond the Youth ANZAAS staff. This will mean multiple YSA volunteers at each terminal, also tracking each flight code so that volunteers can be sent directly to the security. One possibility is to hire a minibus and have someone with a car licence drive from the airport, to Ormond, and back up (essentially a YSA escort bus). This is likely to cost \$160 for the minibus if James Salamy is the driver, but an addition of some amount due to tolls. The bonus of the minibus is that a chaperone won't be required for each trip, as the minibus driver will serve that role. All that needs to be done is obtaining the minibus and a driver for it. It was suggested that the elected coordinators do not drive, as one of the main issues from last year is that there wasn't a strong presence at the airport. However, due to the lack of a schedule of students, it was decided to bench the rest of this discussion to later, with it known that the minibus is the ideal form of transport, however filled taxis will also not be too expensive.

There is an expectation that YSA runs 2-3 night activities - one of these will be a relay quiz, likely another will be bridge building.

8. Socials

We have a couple of socials, as well as smaller activities including a small dinner with 8-9 attendees. Importantly, about half of the attendees had not been at socials in a while, showing that this dinner is valuable to members that can't attend the typical socials. It is important to use Jaimee's map from now on to make sure no blocks of the city with YSA members are being left out.

Aemillia has found a venue for the next dinner, which will be in about 3 weeks.

For trivia, we have enough offers for content for the quiz, however a venue needs to be found. Trivia will be on the 25th or the 26th of June, which is the last week of the school term. At the absolute latest, we need a venue by 2 weeks from now. Artemis Capa has volunteered to find the venue.

The July social will be the training camp, given that July is incredibly busy with outreach events and NatCon.

August, we were hoping to run a science day in a park, likely the 4th or 5th of August. Michael has offered to spearhead this event.

9. Study Day

We have found space in Swinburne for our study day. While Swinburne is happy to welcome partners on campus, we can give a small donation if we wish, and get a room for the day.

James has asked for the study day to be on the last week of May, on the Monday/Tuesday. Hopefully Swinburne will get back to James in the next few days. However, for it to work, we need to get minimum numbers. It is important where possible for all committee members to push friends to come to the study day.

10. Training Camp

Just like with the study day, it is important that the training camp is pushed to as many people as possible. The earlier people sign up to the training camp, the the more we're likely to have with camp.

Jess has discussed with the camp ranger, and he seems very nice. If we pay \$25, we have access to all of the utilities of the camp.

11. YSA Phone

One problem with running socials is that often people running late don't know who to call, or if a problem occurs. Correspondence also becomes an issue with external groups. We have several options:

Have a standard number (eg, 041 2 345 678) on a cheap mobile phone that we pass around. (around \$10 per phone)

Get a 13 number (eg, 13 4567), which people call and then it gets routed to another number. Not the best option due to telecoms, as this is designed for franchises on landlines. This could be cost reduce by organising with other chapters.

Could get a Skype virtual number which is accessed by anyone when necessary.

Buy a phone-word (eg, 13 CABS), which works similarly to the 13 number.

Note that with increasing ease is increasing cost. Issues with the 13 option is finding a group that will let us re-route the number regularly, however a redirect option could be made.

12. Task Manager

We need a way of organising tasks - recently, lots of tasks needed to be handled, and it was hard to keep track of what everyone is on. We have several options:

A timesheet styled document (i.e., google docs) that lists what you need to be done and what people have.

Slightly more tech-based, such as Trello. We can also do this in TidyHQ, but it requires people checking these systems.

It was also mentioned that all the GeMs (particularly Kate and Faith) have done a lot of work, and good work, and so it is important we have the task manager to assist us with this.

13. Blog

We used to have a blog that ran across various platforms - the problem with a blog is the amount of work that needs to go into a blog, that has often led to burning out.

Kate Tidswell and Joshua Suhaven left the meeting at 3:51 PM.

Nobody appears to be against the blog, however it is agreed that the blog is not a particularly good tool for outreach. It was noted from Pravind, and Jessica mentioned that Vanessa had also said this, that the blog is mainly useful as a tool for building resumes. Jessica pointed out that Vanessa is one of the main fueling members of the blog, and so it is important she is present for the conversation. James agrees with this, and offers asking Vanessa to prepare a document explaining the purpose of the blog and why it is important to keep around. The discussion for the blog has been benched until the next document.

14. Meeting Conclusion

Meeting closed at 3:58 PM.

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of YSA Committee May Meeting on 12-05-2018

Summary of Matters Arising

Decisions

Item	Decision
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| 5. | James Salamy elected as Youth ANZAAS coordinator, with Michael Beards and Jessica Woolley as Youth ANZAAS assistant coordinators.

Artemis Capa elected as Swinburne TCSE kahuna, with Aemillia Sherwell and Annabelle Wang as Swinburne TCSE gophers. |
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Summary of Attachments

Attachments

Item	File Name
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| 3. | April_Treasury_report.docx |
| 5. | LeadershipApps.docx |

Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > [YSA Committee May Meeting](#)