

Agenda for AUScA General Meeting  
Wednesday 26-4-17, 6pm, Braggs Meeting Room 313/314

**Chair:** Declan Price-Brooks

**Minutes:** Ellen Swan

**Attendance:** Tobi, Zane, Michael, Phil, Catherine, Josh, Emi, Maggie, Khalia

**Apologies:** Karl

## OUTLINE

1. **Accepting minutes from 22-3-17 and 29-3-17**
2. **Ein-Stein pubcrawl – retrospective view and semester two pubcrawl**
3. **May the 4<sup>th</sup> Movie night**
4. **SciBall**
5. **National Science Week**
6. **Networking event**
7. **Associate Committee Members**

## **-INTERMISSION-**

8. **Appointed roles**
9. **Response to treasury enquiry made by Stuart De Poi at the AGM**
10. **Re-organisation of administration and implementation of Peer Mentoring**
11. **SPACED is back**
12. **Mass email distribution to members**
13. **Intellectual property ownership of First Year Magazine cover art**
14. **Questions without notice**

### **1. Accepting minutes from 22-3-17 and 29-3-17**

- Are you happy with the minutes/are they accurate/is Ellen being a bad dude and making things up or is she being Nice like Gary?

Declan moved the question: “Do people like Ellen’s minutes?” Seconded by Emi.  
Passed by majority vote.

### **2. Ein-Stein pubcrawl – retrospective view**

- Pub crawl report – how did it go/feedback
- Create a sub-committee for the next pub crawl
- Morals Officer report

When asked on how we thought the Ein-Stein pubcrawl went, there was a general agreement that it was a good night.

Phil – “It was vibin’.”

There was a slight conflict at the Austral – the upstairs room had been hired by another group (The University of Adelaide Student Branch of the American Institute of Aeronautics & Astronautics (AIAA)). They had an agreement with the

Austral that they could let people on pub-crawls upstairs into their function area in order to meet their minimum spends/occupancies. However, on the night, the Austral did not honour this, and (I'm paraphrasing here), told us to scram. AIAA do not have any ill feelings towards us, as far as we know.

Despite our initial agreement with Zambrero's, they did not honour the agreement for food specials/discounts on the night. (Quote from Zambrero's employee upon discussion of the agreement: "I don't care."). Consequently, in future we should consider other places for food specials (Burp Burrito, \*wink wink nudge nudge\*).

Zane highlighted that no-one came to Unibar

Michael – "That's because it's during pre-drink time"

Declan – "Unibar is where you go when you don't have enough friends to pre-drink with. But we want people to build friendships though so it's okay."

Michael (on Unibar) – "Just don't look at the floor, or touch anything, or look too closely at the cups."

There was a suggestion of hosting drinking games at the Unibar to increase attendance. This would need to be investigated further, as there \*may\* be major misbehaviours.

Zane suggested that we should change the route (because it wasn't original and was inefficient [Unibar → Elephant → Austral → PJ's → London]), which was met with general agreement. This idea has been suggested previously when planning pubcrawls, and each time the route ends up being the same. It seems very difficult to change the route.

The sales for this pub-crawl were almost the worst we've had since the revival of AUScA (worst was Beeronium). Despite this, we only had 1-2 extra shirts that were not purchased, so our extrapolated sales were quite accurate.

Possible causes for the depression in sales were discussed:

- We had a new committee formed half-way during the sales process. This disrupted advertising and the sales period was decreased
- There were several other pub-crawls occurring at the same time (Vet Science, AUSki, Adelaide Uni Law, Flinders Law, UniSA)
- The route is unoriginal – older students have already seen the state of The London and probably aren't super keen to go back anytime soon
- Lots of pub-crawl sales come from first year students. If the dropout rate increases, so too does our potential customer base at a higher rate (we also lose their friends)

It has also been noted that across the clubs, there has been a general decrease in pub-crawl shirt sales. At present, no cause has been pinned to the issue.

To remedy some of these issues, we should ensure that for future pub-crawls, there is a strong, consistent emphasis on advertising. Also, the sales period should be extended (3 days was not sufficient). Essentially, this would involve having the designs/themes prepared well and venues contacted in advance (i.e. before week 3)

Declan moved that Zane be officer of new pub-crawl committee, Emi seconded. Passed.

Michael, Tobi and Josh nominated themselves to be members of the sub-committee. Zane appointed Michael as deputy.

#### Morals Officer Report (by Zane)

- Everyone was way too moral
- ☒ Michael Complaining about the Balcony at the Austral
- ☒ Rebel points: Toby and Josh whom tried to get the responsible individual (Zane) to drink
- ☒ Purity point(s): Declan whom stopped the other parties from giving the responsible person drinks
- ☒ Declan dancing elegantly anywhere he went
- ☒ Everybody leaving for sleep way too early
- ☒ The instance of the responsible person wanting to do body shots next pub crawl

Phil – I still finger point while drunk

Michael – But just a little off aim

### **3. May the 4<sup>th</sup> Movie night**

- Sub-committee meeting on 21/4/17 – update from meeting to be provided

Scott Theatre has been booked for 6pm on Thursday May 4, by Karl. Karl has Star Wars: Rogue One on several formats, including USB, 2D Blu-ray, 3D-Blu-ray. USB will work best for the available media. We should go to Scott Theatre prior to the event to ensure that the USB works.

At this point, there was a brief discussion on whether Declan had used the correct tense of “media vs. medium” when referring to the different movie formats. Emi, Phil and Michael swiftly corrected him.

Last year’s May 4 movie night had an attendance of ~70 people, we will use this to predict our attendance.

We have been given the opportunity to advertise our event on the big screen in the Hub – CoCos to organise this.

We will also have advertisements for AUScA events screening prior to the movie. Michael will send the CoCos these advertisements. Emi suggested including pictures from Sciball (last year), with permissions from those in the photos.

Last year, we did not submit a grant for the movie night. This year, we will – Phil has submitted a grant to the Union requesting \$80 for food/drinks/additional expenses.

Important note regarding grants from the Union – We can’t request money for things that we’ve already paid for. However, if our event occurs after our

application, but before the Union meeting (i.e. when they have a chance to approve it) then we can be reimbursed.

Jonny's Popcorn has kindly agreed to donate 144 small bags of popcorn to us for the event. Michael suggested that we should publicly thank Jonny's Popcorn on our Facebook page.

Maggie will pick up the popcorn in the morning on May 4, and bring the popcorn to Scott Theatre at 6pm. Ellen will pass along the pick-up address for the popcorn.

Reminder: Only members can watch the film for free. People can buy membership on the night to watch the film (we have already sold some memberships on this premise).

Catherine suggested that we award prizes for anyone who dresses up for the event. While this is a good idea, the logistics are likely to be complicated for this event (particularly as it is free).

Ellen will finalise a roster for the movie night.

#### **4. SciBall**

- Khalia to provide a de-briefing of the current state of SciBall preparations, since the last sub-committee meeting. (e.g. How many tickets sold so far, Keynote speaker, meal choices, formal-wear shop deals/partnerships, music, decorations etc.)

Ticket sales have just hit 85/86 (not sure of member to non-member ratio).

Alan Cooper is keen to be keynote speaker, just needs to confirm the date to check date. Declan to hand invite to Alan Cooper and Bob Hill.

Emails about the event have already been sent to academics and postgraduate students. Donna (from the Faculty) will also send flyers to all staff from the Executive Dean (yay!)

Ryan from Published ArtHouse has emailed a revised function menu, which will be looked at more closely in the next subcommittee meeting. Entertainment, table type/layout, chair company hire and decorations will also be discussed at this meeting.

Declan moved to accept the minutes from the sub-committee meeting, but change that "Ellen to hand invitation to Alan Cooper" to "Declan to hand invitation to Alan Cooper". Confusion followed as to whether Emi or Maggie seconded.

Phil moved that Maggie seconded the previous motion. Seconded by Khalia. Passed.

Initial motion seconded by Maggie. Passed by majority.

Zane has contacted ten different retailers regarding obtaining discounts for formal attire hire. Of these, two retailers have responded: Peter Shearer (20% upon mentioning/showing of flyer); and Jerry's Suit Hire (\$149 for an entire suit, except for shoes, also upon mentioning/showing of flyer)

Peter Shearer (20% off) and Jerry's Suit hire - \$149 for hiring everything except the shoes).

We can also advertise the clothing discounts, as it would shake up the Sciball advertising.

Michael suggested that, with permission, we could use some photos from last years Sciball to indicate the dress code.

Clothing is a good way to shake up the advertising.

Josh said that staff sales are slower than at this time last year. However, last year we hand-delivered a lot of invites to academics. Emi said that academics are more likely to attend if the events are marketed directly to them, rather than just an indirect flyer.

Michael and Emi met with Alyssa from the Union. They were happy to talk to us, and seemed happy to help us promote Sciball.

## 5. National Science Week

- National Science Week (NSW) held from August 12-20
- Deadline for community grants (which can be up to a whopping \$2500) is Friday May 5
- A catch for these grants is that we must run a community event - we need suggestions for what type of event we should hold
- Leading idea: "Battle of the Sciences"
  - three-way debate between Bio, Chem and Physics teams (comprised of leaders in their respective fields) to determine which field is superior
  - Event summary (attached at the end of these minutes) and action plan available
  - If this goes ahead, need to brainstorm who to invite (who is well-known in their fields and available/charismatic enough), when/where to hold the event etc.
  - Possibly hold a meeting next week to smash out the application in one go

We discussed possible speakers to lead each team. For Biology, we will try to get Leanna Reid (Chief Scientist of SA) through speaking to Drew Evans (who we will also approach for the Chemistry team). If we are unsuccessful in obtaining Leanna, we can possibly use Alan Cooper. For Physics, we assume to seek someone from IPAS.

We will apply for the NSW Communtiy grant, asking for \$2000.

Michael- "The word 'battle' seems a little aggressive."

Khalia - "What if at the end we say, "science wins"?"

This was met with a lot of groans.

The main aim of the event will be the scientists talking about their fields positively, and keeping it fun, rather than bad-mouthing. The competitive nature will make it more entertaining, rather than just a talk. This also highlights the importance for good speakers.

As the event will be held during semester, it is paramount that we have the support of the Universtiy. We might also want to reconsider the current format for the speakers - would the scientists be likely to travel for potentially a very

long time for only 5 minutes of talking? → Perhaps we should have fewer speakers, who speak for longer.

We could base our event off those run by the Science Exchange – Alan Cooper is affiliated with them, so he could be a useful contact.

Khalia has spoken to Donna from the Faculty about the event. The Faculty is keen to support us, but they would like more information (we will share this once it becomes available)

In regards to the high school students, we will be primarily targeting year 10/11 students.

#### PROJECT ACTION PLAN:

- Start by identifying speakers and gauging their interest. Also need to speak to the Faculty to gauge their interest and support (ASAP)
- Write grant (Due Fri May 5)
- Confirm every speaker's involvement (as many as possible, as soon as possible)
- Organise travel and accommodation for out-of-state speakers (if applicable).
- Organise room booking and tables/podiums
- Begin advertising (can be in two stages, announcing event first then the speakers list later depending on how speaker confirmation works out).
- Advertising includes:
  - All students emails
  - Putting up posters around Uni and the city (use grant money to pay for printed advertising.)
  - Contacting schools (both city and rural) using the Faculty's resources
  - RiAus advertising
  - Digital Hub signage
  - See if the Science Alive people will do a joint advertising thing with the Uni (Us).
  - Any other avenues. We are going to need to attract a crowd of about 1000 (totally doable!)
- Set up Eventbrite to keep track of tickets, and to ensure schools can book sections for their students.
- Organise an adjudicator (AUDS). Bob Hill as guest judge, hopefully.
- Design and buy professional pull-up banners for on the night. (They look amazing in photos and aren't that expensive.)
- Buy decorations for tables
- Have meetings with all participants to brief them and give a run sheet. Each team could have a 'team meeting' or at least ensure a detailed understanding of the event.
- Work with the Faculty to organise catering for participants.
- Run event

Declan moved that we form sub-committee for National Science Week, with Declan as Officer. Seconded by Tobi. Passed  
Emi, Khalia, Zane and Maggie joined the sub-committee.

As Phil will be heading interstate on May 4, Emi and Declan will write the grant application.

## **6. Networking event**

- AusBiotech is a Biotechnology and Life Sciences conference held at the Adelaide Convention Centre from the 25-27<sup>th</sup> October.
- Whilst on the study tour in Seoul, Declan networked with a few major players in the field.
- These people expressed interest in attending a networking event, should AUScA host one around the same time as AusBiotech
- The timing would make it easier to entice other well-regarded scientists to attend
- We could get the scientists to give a talk/presentation on “how to network” (as well as their work/research etc.), and conclude the event with some refreshments/allow the students to test their networking skills.

The event would not be limited to biological sciences students, as all AUScA members would be invited to attend.

Catherine suggested that we could use different colour stickers to help identify different disciplines, and aid successful networking.

Declan has been in contact with Michelle from the Careers department at Uni, and she should be able to help out with speakers and equipment (they are strong supporters of this networking event).

One issue is that AusBiotech is held during week 12 of Semester 2 (i.e. everyone will be silently [or not so silently] freaking out about exams). Whilst we could still market it to postgraduate students, the postgraduates will likely already be attending AusBiotech.

Michael suggested that for our first networking event, we host something less formal (the best networking events aren't actually called ‘Networking Events’).

We could base a networking event off “Science in the Pubs”.

We could do this at Unibar, and would likely have good attendance, as students would be leaving prac classes at 6pm.

- Possible event plan/outline: Have academics/important people up on stage and talking for 5 minutes, make it interactive and taking questions from the audience (e.g. why can't we have mer-people?)

AusBiotech is already considering hosting their own networking event on May 10 – perhaps we could collaborate with them? This would require some fast planning.

Declan moved that a subcommittee be formed for 'Networking Events', with Khalia as officer and Michael as deputy. Seconded (rather confusingly) by Michael, closely by Maggie, Emi and Tobi. Passed.

## 7. Associate Committee Members

- We have had volunteers helping at events recently (pub-crawl shirt distribution), were there any who have been standouts/noteworthy?
- What is worthy of a gratuity letter – is it just helping for the allocated time, or volunteering for long hours, or coming earlier/staying later from their assigned shifts?
- One member who has helped generously at events is Dominick Hentschke, who has received a gratuity letter, and since then has gone above and beyond his duties (coming early/staying late at the pub crawl shirt distribution stall). We will be sending him an invitation to attend Committee meetings as an Associate Committee Member.
- Volunteers of note:
  - Arianne Thomas (Volunteered quite a bit of her time over both days of distribution)
  - Kelly Macdonald (Stayed almost an hour beyond her scheduled time)

Josh said that Joe Pritchard keeps emailing us about volunteering, but has only volunteered at the BBQ and only stayed for his time. He also helped us set up at the election with drinks etc.

How much is worth a gratuity letter? How high is the bar etc.

Declan is opposed to considering volunteer experience from previous years – need to volunteer with this committee to gain recognition with this committee. (need to draw the line somewhere, can't favour people from 1990 etc.)

There was the suggestion of keeping a tab of 'hours volunteered', but this can be difficult to generalise (1 hour of work on a busy BBQ  $\neq$  1 hour of work on a quiet pub crawl shirt stand). Furthermore, we can't make it compulsory for people to stay outside their allocated times (some people will only elect to volunteer time that they know they have available).

In lieu of this, we will consider volunteers on a case by case basis – at each committee meeting, we will discuss individual volunteers (send names to Ellen/Maggie to put on the Agenda) from events and determine who is suitable for gratuity letters/associate positions. Those who are not eligible can still put 'volunteer work' on their resumes.

Emi moved that Arianne and Kelly get gratuity letters. Seconded by Tobi. Passed.

Dominick, Tamika and Danny have already received gratuity letters from the Semester 1 BBQ.

Dominick has also helped out excessively at shirt distribution, and also has suggested ideas for the committee (AUScA's)

The implementation of this system hopes to ensure that favouritism (particularly involving volunteers who are good friends with Committee members) does not influence the progression of volunteers to Associate Committee Members.

Declan moved that Dominick Hentshke be awarded an Associate Committee Member position. Seconded by Michael. Passed by unanimous vote.

Ellen suggested that we have a morning tea/lunch at the end of the year for everyone who has volunteered at our events, as it would show our appreciation. Emi suggested we give out thank yous/certificates. It was agreed upon favourably.

Meeting adjourned at 7:20.

**-INTERMISSION-**

Meeting resumed at 7:30

Josh left during the intermission.

### **8. Appointed roles**

- Still need to fill some appointed roles: Deputy Secretary, Deputy Treasurer, O.L.L.O and Sergeant at Arms.
- Deputy Secretary and Deputy Treasurer are priorities

Declan – “The executive can’t have any appointed roles because it’s dumb.”

Tobi was nominated for the position of Deputy Treasurer.

Tobi – “I might be good but also bad and not have enough time”

Michael – “Can we have a countdown between the time a Deputy Treasurer has been appointed and the time Phil resigns as Treasurer?”

Declan moved that Tobi be elected Deputy Treasurer. Seconded by Maggie. Passed.

Maggie was nominated for the position of Deputy Secretary.

Declan moved that Maggie be elected Deputy Secretary. Seconded by Khalia. Passed.

Emi was nominated for the position of OLLO.

Declan moved that Emi be elected as OLLO. Seconded by Khalia. Passed.

Upon mentioning Sergeant at Arms, Michael flexed his muscles for everyone. A Sergeant at Arms will be elected at a later meeting, for now Emi will have to fend for herself.

## 9. Response to treasury enquiry made by Stuart De Poi at the AGM

At the AGM, one of our members (Stuart De Poi) raised the issue of the unaccounted ~\$600. At present, we do not know exactly where this money is, or how it has been misplaced. This is a reasonable sum of money, and the matter must be addressed. There are three courses of action proposed to remedy this, of increasing severity:

1. Commission x to make a full report, describing what has happened, and how the situation can be avoided in future (unlikely to be a determination of blame, only a determination of cause, very future focused);
2. **Commission x to conduct an audit of the situation (essentially determine what has happened, but not pointing the finger at any one individual, is more detached);**
3. Commission x to conduct a full investigation on the matter. This will (ideally) result in a definitive cause and person responsible.

Option 1 – would still ensure the money was not embezzled. Would still ensure that the cause is found.

Declan raised the issue that we need to avoid the appearance of investigating our friends or enemies. The person commissioned to conduct the investigation/report/audit is not to communicate their progress to anyone (other than their deputy) until it is completed.

### Voting

Option 1 - 4

Option 2 - 4

Option 3 - 1

Option 3 removed due to minority vote.

### Re-vote

Option 1 – 3

Option 2 – 6

Option 2 voted with majority. Option 2 will be taken.

In each case, x is an individual who will conduct the report/audit/investigation fully independently (save for an assistant, who is a separate person/not affiliated with those involved), and not bring any findings to the committee until it has been completed. There are three possible candidates for x:

1. X is an outsider/unknown to the committee and those involved (past president and past treasurers, Brittany Howell, Kimberley McLean and Michael Capoccia). This would avoid any possible bias (but we may have to pay for this person's services);
2. X is one of the new committee members, who has had no dealings with those involved in the event (likely Tobi);

**3. X is the current treasurer, Phil Grace. Although he as spoken to those involved previously, it has only been in a professional manner.**

Michael left the room.

Prior to voting, Phil said that he would be happy to conduct the audit, as long as he had someone to help him.

The actions taken by x are done so at their discretion – they can take as long as necessary.

Of the new committee members, only Tobi is a realistic candidate (Maggie knows Kim, Zane and Catherine know Brittany). This would ensure minimal bias.

Voting

Option 1 - 0

Option 2 - 0

Option 3 - 9

Option 3 voted in majority, option 3 was accepted. Phil is to conduct the audit, with Tobi as his accomplice.

Michael returned to the room.

Upon the submission of the full audit to the Committee, the Committee then needs to decide on the course of action, which will depend on the nature of the findings. In each case, Stuart De Poi will be notified of the outcome (to answer his question), but the possible outcomes are:

1. The result remains internal to the Committee (particularly if there could be legal questions etc.)
2. The result is publicly announced
3. The result is subtly announced (hidden somewhere on the website)

These final outcomes will not be decided upon at present, but rather once the report/audit/investigation has been completed and presented.

Declan is of the opinion that Stuart should be notified ASAP of the result in writing.

If the commissioned individual believes that a criminal act has occurred, we would seek the appropriate legal services.

## **10. Re-organisation of administration and implementation of Peer Mentoring**

- The proposal for the re-organisation of administration and implementation of Peer Mentoring, as prepared by Khalia and Michael.
- We have received some information of the allocated budget to the Senior Peer Mentors for 2017 (see proposal), and we believe we can conduct a similar program for 70% of the previous budget.
- We would like to discuss this proposal, and seek feedback.
- We will need to decide if we want to submit the proposal, and if so, how.

There are two suggested programs:

- Theme-based program, as per the attached proposal
  - Students would be in the same group, except for talks (which would be interest-based)
- Rotation-based program
  - Consists of a committee of 8, with 2 people running an activity for the same group each week (60 students per group).
  - Still maintains the '4-point plan' ideal (4 activities)
  - Activities likely to include quiz, scavenger hunt, lab tour, meeting a postgraduate student (mix of fun/official activities)
  - Would mean that the lab tours could be organised over several weeks, rather than all at once.
  - Would allow for the incorporation of ongoing feedback to improve activities.
  - Might be difficult to manage (4 different activities running concurrently)
  - Can we predict student attendance based on activity?

The elected sub-committee will be operating essentially independently/at arms-length from the committee. Occasionally, an executive committee member will sit in on a meeting.

An important aspect to consider is student engagement and retention. Students are generally more engaged when the activities are fun, and retention is often positively associated with the distribution of free food. They also like activities that are relevant to them (i.e. don't have a non-biomed PhD student speak to a group of Biomed students...). Essentially, students need to be able to see the benefits of attending the sessions.

We are still awaiting feedback from the Faculty regarding this idea. We would like to approach the Faculty ASAP with our proposal, as they are currently receiving feedback for the 2017 Peer Mentoring Program.

As there is already a precedent for Senior Peer Mentors to be paid, and there is a lot of work outside of AUScA to be completed (with/for the Faculty), the topic of providing a stipend for the Officer and Deputy was addressed, resulting in essentially three different options:

- Pay all mentors
- Pay the officer and deputy
- Pay no one

There was debate over whether any stipend should be provided to any sub-committee members at all (considering fairness to all sub-committee members and distribution of workload), and the nature of this stipend will be discussed over Slack. Regardless, we will hold a general 'thank you' for the Peer Mentors themselves, likely as a morning tea, and likely a dinner for the sub-committee members.

We also discussed what benefits there were to AUScA by taking over Peer Mentoring (besides financial)

- It will increase our memberships (particularly if we can tie it in with the BBQ)
- Peer mentoring needs to be fixed to increase student engagement and experience, ultimately increasing member numbers
- It is a good opportunity for us to demonstrate our passion for student experience to the Faculty

Disadvantages to taking over Peer Mentoring:

- We want to remain separate from the Faculty (this should still be achievable if we play our cards right)
- Student retention is not our responsibility

In time, it is very likely that a sub-committee will be formed to manage Peer Mentoring. Due to the nature of Peer Mentoring, and the timeline, this sub-committee will remain standing/unchanged at AGM, and will change upon the conclusion of the Peer Mentoring program (rather than at the hand-over of committees)

Subcommittee – better to be standing/not changed at the AGM (will change at the conclusion of Peer mentoring, rather than the AGM)

Peer Mentoring will be discussed further over Slack and at the next meeting.

## **11. SPACED is back**

A small club has emerged, called the Adelaide University Space Society. It appears to be led by Jaimee Breuer, a first year student who was present at our AGM. The formation of this niche club seems to suggest that space science/astrophysics/physics students may feel under-represented by AUScA, which is a prominent issue, particularly if it causes us to lose members. As their Inaugural General Meeting is to be held at the same time as our Committee meeting, the Executive committee will have already commenced outreach to them. We want to see if this is the reason for their formation, and if they would like to work with AUScA to make space science/astrophysics/physics students feel more included.

## **12. Mass email distribution to members**

We would like to introduce a formal policy, regarding all mass emails being sent to members. To ensure everyone is on the same page, we propose that either another CoCo, or another Executive committee member checks all emails.

If a member of the Executive/CoCos want to send an email, they need to confirm this with another member of the Executive/CoCo to double check.

Can reply to FB messages as needed, look to see if similar questions have been asked and answer in a similar manner.

No objection to this policy, it was passed.

## **13. Intellectual property ownership of First Year Magazine cover art**

We commissioned a Graphic Designer, Erin Abell, to create the cover art (hexagon picture) for our First Year Magazine. She has offered to sell us the Intellectual Property for the design, for \$300. We need to decide if this is something we are interested in purchasing.

The pricing is at industry standard (triple the cost of the licence). However, the copyright will expire in 50 years.

It is likely that the cover art will change for next year, so we won't need the IP.

Declan moved that we purchase the IP. It was not seconded. Motion not passed.

## **14. Questions without notice**

Moral's Officer's report of this meeting:

- The Seconds tally is adding up and a running record is in order (Maggie and Emi are tied)
- Ellen is awarded points (in whatever form) for bringing in Tiny Teddies
- During intermission: A certain member of the committee said they wanted to be naked at 1am on a community balcony at the student accommodation at Hindley, the idea that if another member of the committee was going to do it they would require a phallus hat (and tip it to everyone passed on the way to the balcony).
- The confirmation of body shots at the next pubcrawl - "We'll do it live"
- A meeting at Unibar was discussed
- We established that we didn't know when the 5th of May was, nor the plural of media
- Declan - "Don't minute that"
- Audit booze donation fund

Meeting adjourned at 8:59pm (holy moly that was a long one).

## 5. National Science Week – Project Summary

Nat Science Week - Battle of the Sciences - community event

Event Summary: A three way debate between teams 3 teams (Biol, Chem, Phys) made up of Prominent Scientists in each of those fields. With the topic ‘Why is your team’s discipline the most important for moving humanity forward?’. The Audience will be made up of prominent invited figures, school groups, university students, and members of the interested public. May also be possible to stream online via Science TV or Facebook to reach a wider audience. Ultimately the purpose is to show the vibrant diverse competitive nature of science, and to help shirk off the vision of Science as dull slow unchanging and all about memorising lists of facts.

Location: Scott Theatre (capacity?)

When: in order to get school groups would have to be held during the day, this does make getting the general public harder though, maybe lunch time.

Thursdays are always good for events, but Wednesdays will clash less.

Who:

Hosts	Biol	Chem	Phys
MC: Declan P-B	Leanna Reid (chief Scientist SA)	Tara Pukala	Someone from IPAS?
Adj: someone from debating (VP:E Cameron Richards)	Pres of Med or Health Sciences depending on availability	prominent student Under or postgrad, Maybe Emi (President of YSA)	Person Emi is talking to
Adj: Bob Hill	Prof. Alan Cooper	Dr. Drew Evans or Prof. Jamie Quinton	Prof. Hans Bacher

Logistics for attendance (audience): If free use event Brite, reserved seating for school groups and VIPs, use event Brite to organise numbers ensure appropriate seating (also allows us to know if attendance will be too low to move ahead)

Logistics for attendance (speakers): insufficient funding to fly in people from outside Australia, must be in Aus or able to self fund. Each team should have a dedicated liaison (also provides good networking opportunity for said liason) for Biol, Khalia; for Chem, Ellen; for Physics, Phil.

Presentation: Themed table decoration. For Biol: flowers, skulls. For Chem: beakers with colourful stuff. For Physics, I dunno lasers?

Timing: 5 minute speeches (total 45mins), 5 minute intro, 5 minute judging, 5 minute outro.

Total event time 1 hour.

Budget: total budget Max 2,500.

Funds cannot be used for catering.

Prizes: Judges prize nice wine and Trophy, people's choice prize, consolation prize

approx. \$500

Advertising: Banners, posters etc, Facebook, signage, public stuff (could be good chance to get more AUScA advertising stuff)

>\$750

Equipment: Nice tables, tables cloths Mic (rent from Scott theatre) Table decorations

No Idea a few hundred though probably (for vague planning lets say \$350)

Transport cost compensation: for guests,

Approx. \$100

Misc: there will be other stuff

\$100

Total: \$1750

Ask for 2,000 (not exactly, make the number seem really exact but factor in profit across board)

## **A Re-coordination of the Organisation and Implementation of Peer Mentoring**

### **Project Summary**

The Sciences Association has become aware of a general dissatisfaction with the Peer Mentoring program among the first year cohort and a number of volunteer peer mentors. The concerns have centered on the relevancy of the activities that were run, as well as the overall level of organisation and communication. Specifically, some students mentioned that they felt their time was being wasted, or that the Faculty was trying to make things more difficult for them by making them participate in sessions that didn't cater to their needs. There were also concerns about the inconsistency in quality of activities conducted by different groups.

Herein is proposed a re-structured program, to be centrally coordinated by the Adelaide University Sciences Association, in collaboration with the Faculty of Science.

The main goal of this project is to build upon the foundation already in place, and to revise costs in a manner that only an organisation exempt from an enterprise bargaining agreement can, ultimately decreasing the financial outlay by the Faculty of Science.

To address the general dissatisfaction with the program in its current format, a reformed organisational structure is proposed. This will consist of a small, focused committee, led by a relevantly qualified student, and a deputy as per AUScA's standard constitutional structure. This will streamline the organisation of the program, and introduce a clear hierarchical structure for ideas to flow through. The composition and role of this committee, as well as their timeline for execution, is detailed herein.

To increase the relevancy of the program to First Year students, a theme-based program is provided, to be run over the first four weeks of Semester 1. The details of the theme-based program are outlined in the relevant section. Providing a specific program for the volunteer peer mentors to follow will increase consistency among the activities that each small group undertakes. However, peer mentors are free to customize weekly activities for their group if they wish.

The AUScA committee is able to devolve its power to a sub-committee. It is proposed that a sub-committee be formed separate from the AUScA governing council, provided with the preparatory schedule and program outlined in this proposal, and monitored by the governing council. The sub-committee will determine logistical details as well as adapt the program for changing needs, but will be guided for the most part by the details outlined in this proposal, or any agreement to follow.

The goals we aim to achieve with this reformed program are as follows:

- Reduce the overall program cost to the Faculty of Science.
- Increase the relevancy of the Peer Mentoring program to First Year Science students.
- Achieve better student engagement with the program.
- Increase the general organisation of the program.

### **Project Methodology**

To fully execute this program, a stepwise approach will be taken.

1. An AUScA sub-committee will be formed, comprised of willing volunteers.
2. The sub-committee will use the schedule, budget, and theme-based program (see appendix) provided by AUScA to develop the Peer Mentoring program.
3. The sub-committee will hold regular meetings, which may be attended *ex-officio* by the AUScA executive members.
4. The Peer Mentoring program will take place over the O'week to Week 4 period.

A timeline can be seen on the following page.

## Timeline



## Peer Mentoring Program Proposed Budget

	Projected Cost
<b>Event Equipment</b>	
Food and Drinks \$10/group per week	2400.00
Stationary \$25/group	1500.00
Run sheets/other printing	100.00
<b>Orientation Packet</b>	
Peer Mentoring Program Booklet	900.00
Bags	1000.00
<b>Sub-committee Stipend</b>	
\$200 for Officer, \$100 for Deputy	300.00
<b>Awards and Gifts</b>	
Volunteer Peer Mentor Certificates	24.00
Gifts for Lab Heads (Tours)	300.00
Thank-you dinner for sub-committee	300.00
<b>Total</b>	<b>6824.00</b>

For the purposes of this proposal, it has been estimated that 900 students will be involved in the program, and separated into 60 groups of 15.

### **Event Equipment**

Each peer mentoring group will be given a total of \$40 over the entire program to pay for food or drinks for their students. They will also be provided with a one-off sum of \$25.00 to pay for notepads, pens, and other stationary that may be involved in their activities.

Every volunteer peer mentor will be provided with a run sheet to describe exactly how each weekly event could run. This will be provided in an information session.

### **Orientation Packet**

Every student will be given a Program Booklet which describes every weekly activity they will be participating in, the location of each event, and all other logistical details. It will include all critical information regarding the program. It has been estimated that one of these booklets will cost \$1.00 to print.

The orientation packet will also include a copy of AUScA's First Year Magazine, which is funded separately, and any other small items thought to be of benefit to the first year students. These will be provided to the students in bags, which are estimated to cost slightly over \$1.00 each.

### **Sub-committee Stipend**

The sub-committee officer will be provided with a \$200.00 stipend for their work, and their deputy will be provided with a \$100.00 stipend. AUScA is not bound by an enterprise bargaining agreement, and as such is able to provide volunteer stipends of whatever amount is deemed appropriate.

### **Awards and Gifts**

Every volunteer peer mentor will be presented with a certificate of appreciation, which are expected to cost approximately \$0.40 each.

\$300.00 has been allocated to purchase gifts to thank the laboratory heads for allowing the first year students to take short tours of their workspaces. To thank the rest of the sub-committee for their efforts, a dinner will be organised and paid for. \$300.00 has been allocated for this, and the sub-committee is expected to be comprised of seven people.

## Theme-based Program

O'week	<b>Initial introduction.</b> Exploring the Campus. Coordinate with AUScA and Faculty activities.
Week 1	<b>Settling in.</b> Making friends, fun and casual team building things, Q&A with their peer mentors.
Week 2	<b>Academic services.</b> General academic information: GPA info, academic services, PASS. Let the students know what is available to help them. I'm sure they've heard it all before, but hearing how to actually make use of it from their peers would be helpful. Combine this with postgrad speakers talking about their experiences.
Week 3	<b>Study organisation.</b> Keeping up with lectures, how to organise yourself. A workshop about keeping up with lectures and staying on top of work. Strategies for studying for lecture tests.
Week 4	<b>Future opportunities.</b> Lab tours/career activities. To remind the students of why they decided to come to uni in the first place, and what they'll be able to do in 2 <sup>nd</sup> /3 <sup>rd</sup> year, so long as they stick with it.
Week 5	BBQ. Free for mentors, first year students and postgraduate speakers. As well as standard free for AUScA members.

### Week 1. Settling in.

Separated into peer mentor groups. Every group does the same thing this week. This can be the preliminary session, letting the students know what is going on and what is planned for the next sessions. Can also do a few fun activities designed to familiarise the students with the campus.

Things to be organised by the sub-committee:

- Locations for each small session
- Actual activities + the cost
- Run sheet for peer mentors

### Week 2. Academic services and postgrad talks

Separated into interest groups. Assign them at least 2 postgraduates to give a short talk about their Uni experience, what they struggled with, what they most enjoyed about uni, their current research and how they got there (etc). Also include information about all the academic services in an informal and genuinely helpful way. Not just 'these things exist', but 'this is how you use these services, here's what is actually helpful about them.'

Things to be organised by the sub-committee:

- Formation of interest groups (or degree groups)
- Location of each session (will have to be a relatively large venue)
- Contact, brief, and confirm postgrad speakers for each session
- Ensure that they can get CaRST credit
- Which academic services will the peer mentors be briefed on?
- Run sheet for peer mentors

### Week 3. Study organisation workshop

Separated into peer mentor groups. At this point the students' work will be piling up, so use this session to tell them how to deal with it. Can include strategies for planning a schedule, making time for each lecture, best ways to take notes, or best ways to study for a lecture test and revise material. Can also include some de-stressing type activities or ways to deal with stress.

Things to be organised by the sub-committee:

- Location of sessions
- Structure and content of workshops.
- Ensure this is consistent across ALL groups
- Run sheet for peer mentors

Week 4. Future opportunities.

Separated into peer mentor groups. The aim of this week is basically to remind the students who may be feeling discouraged why they came to Uni in the first place. Lab tours, career activities. Can collaborate with the Faculty on this to ensure cooperation by researchers.

Things to be organised by the sub-committee:

- Cooperate with researchers to organise lab tours
- Decide which groups will go where, and when.
- Any other career-specific activities that the Faculty would like to help with. Only have an hour, though.
- Run sheet for peer mentors
- Thank you gifts for labs

## **Conclusion**