

AUScA General Meeting  
Wednesday 29-3-17, 6pm, Braggs Meeting Room 313/314

**Chair:** Declan Price-Brooks

**Minutes:** Ellen Swan

**Attendance:** Declan Price-Brooks, Ellen Swan, Khalia Primer, Michael Capoccia, Zane Marks, Catherine Douglas-Hill, Joshua Chey, Phil Grace, Emi Schutz, Maggie Potts

**Apologies:** Tobias Threadgold, Karl Asmussen

## OUTLINE

1. **Science Showcase (31-3-17)**
2. **Pubcrawl (Ein-Stein, 7-4-17)**
3. **Associate Committee members**
4. **Appointed positions**
5. **Volunteering form**
6. **Observers at meetings**
7. **Declan's meeting with Bob Hill**
8. **BBQ – retrospective thoughts (24-3-17)**
9. **Sci-ball**
10. **Presidential absence**
11. **Banking issues**
12. **Club re-registration**
13. **Questions without notice**
14. **Existing events and brainstorming**

### **1. Science Showcase (31-3-17)**

- Science showcase held in association with Peer Mentoring
- Similar idea to O'Week, just telling people about the club
- **Specific rules for stand, see attachment**
- Need to bring our own table and chairs – someone to book from Clubs
- Ellen has set up a poll for rostering the stand, available on Slack

We will use the O'Week model to run the stall – have two people on the stand at a time and talk to students about events and the club. We'll also be able to have pens on our table, which we can pass out (as long as they are for free, need to make sure we don't break the rules!!).

We've been granted permission to leave our magazines on the faculty booth to be handed out.

Ellen will compile a roster for the stall shortly.

Chairs and tables have been booked for the stand (even though we thought they were supplied... wut).

Dear clubs taking part in the Science Mentoring barbecue for 2017, we would like to extend to you our gratitude for agreeing to participate in festivities. To guarantee the smooth operation of the day's proceedings, and the enjoyment of all involved, we would direct you to some rules of conduct for the day. For those rules which are flexible we request you send an email with your query or plans for approval. Our emails are listed below:

Lily Taylor: [lily.taylor@student.adelaide.edu.au](mailto:lily.taylor@student.adelaide.edu.au)

Lachlan Loader: [lachlan.loader@student.adelaide.edu.au](mailto:lachlan.loader@student.adelaide.edu.au)

Joel Driver: [a1688622@student.adelaide.edu.au](mailto:a1688622@student.adelaide.edu.au)

Urwah Nawaz: [a1654797@student.adelaide.edu.au](mailto:a1654797@student.adelaide.edu.au)

Arthur Yeow: [arthurenglip.yeow@student.adelaide.edu.au](mailto:arthurenglip.yeow@student.adelaide.edu.au)

## **TERMS & CONDITIONS**

### **PLEASE READ CAREFULLY**

1. Your club registration with the Adelaide University Faculty must be current from the date this form is submitted and extends to 01/04/2017.
2. No literature about your club (e.g. no fliers, pamphlets, booklets, etc.) may be handed out on the day, with the exception of one single poster with important club dates, membership fees, and membership benefits listed.
3. Any activities you wish to host must be discussed in a query email to the Senior Peer Mentors at least two days before the event.
4. No food or beverages are to be sold from stalls. Some foods may be offered for free at stalls in restricted quantities (lollies unlimited, other foods and beverages 50 units daily unless otherwise approved in writing). All food and beverage giveaways must be outlined in your booking form. Exceptions may be negotiated. Please include details in a query email.
5. No non-University students or third party organisations may operate, work in, or spend time in the stall.
6. No more than three club members may operate the stall at any one time.
7. Clubs must operate within prescribed stall space. Roaming and mobile operations are prohibited unless negotiated with the Senior Peer Mentors. Please include details in a query email.
8. All club members operating the stall must report to one of the Senior Peer Mentors at the start of their shift.
9. All who participate in this event do so at their own risk. The Faculty and its employees, and contractors do not accept responsibility for any injury, damage or theft to any person or property arising by reason of attendance at the event. The Faculty does not provide insurance cover for any items of equipment, exhibits or personal belongings being the property of any event participant.

10. The Faculty does not provide insurance cover in regard to personal injury or accident for nonstudent event participants who come on campus for whatever reason or purpose. It is the responsibility of the participant to arrange and pay for adequate public liability insurance and indemnify the Faculty against any and all claims arising out of participation at the event.
11. Each club and its participants are responsible for the cleanliness of their area in front of and behind their stall. Failure to do so may result in the club being liable for cleaning costs.
12. The general conduct and use of offensive language, inappropriate or offensive material, or behaviour of participants that may reflect adversely on the Faculty, or any breach of this Agreement or of the accepted rules in respect of this Agreement, may result in the termination of this Agreement by the Faculty and the loss of any stall booking.
13. In all respects and at all times under this Agreement participants to the best of their ability, accept the reasonable directions and instructions of Faculty Management, and assigned Coordinators of the Faculty or University of Adelaide Security, including adherence to any Noise Protocols Agreements, conduct or start and end times of participation and/or performances.
14. In the case of inclement weather, please do not assume that the Events will be cancelled. Senior Peer Mentors will make a decision regarding a change of venue if applicable or cancellation in such circumstances. Your attendance is expected unless notified otherwise by the Management or Clubs Activities Officer.
15. Any attendance of media organised by your club must be approved by the Faculty.

## 2. Pubcrawl (Ein-Stein, 7-4-17)

- Sober/responsible people have been appointed: Zane and Karl (thank you for volunteering/accepting the responsibility)
- Risk assessment forms can be quite long, we could reduce these by reducing risk? Perhaps in future, we could add an “I am 18 or older” box on the online form for buying shirts
- Awaiting on delivery times from Cheryl, need to direct correspondence from Arwa to new committee
- Shirt distribution – to occur mostly on the Thursday before (6-4-17)
  - Two methods tried previously for shirt distribution, need to decide which one we will use
    - 1. Organised but more prep – As the shirts are individually packaged, we attach a slip/invoice with the customer/member’s name. When they come to pick up their shirt, we give them the shirt(s) with their name on it/them. Could do prep the Wednesday night before?
    - 2. Minimal prep, but more error prone – Hand out shirts by size at the stall, and tick off distributed shirt against a spread sheet.
- Someone to cold-call food places: Declan looking for assistance?
- Maybe could advertise PokitPal/see if we can get their food deals for pubcrawlers?

Declan will talk to Zane and Karl (responsible/sober people) about their roles, paperwork, organising taxis. They will also need to be easily identifiable on the night. Declan has said he will complete the risk assessments. Declan also suggested that in future, we should include a box to be ticked on the website stating “I am 18 or older” which must be ticked before purchasing shirts online, as it would reduce the risk assessment paperwork. This was looked upon favourably.

Shirt distribution to occur on Thursday and Friday 6/4 and 7/4. Ellen will make a Doodle poll to make a roster.

When discussing the options for pub crawl distribution:

Option 1: involves double-handling of shirts, somewhat unnecessary use of paper, and also we don’t know the exact delivery date so could be very pressed for prep time.

Option 2: Is error prone, although in reality both options will come with errors. This way, only those who are late to pick up their shirts will face errors, easier to resolve perhaps?

Declan moved for option 2 for distributing pub crawl shirts. Seconded by Emi. Motion passed.

On the day we will use a spreadsheet (google sheet which can be accessed by everyone) to keep track of shirts that have been collected. Will also keep spare shirt sizes on this document, so can arrange swaps if possible.

Can use a google doc for spreadsheet on the day

Interesting note raised by Declan - Depressed pub crawl shirt sales affecting a lot of other clubs (e.g. health sciences), as well as depressed memberships (the latter hasn’t affected us yet, yay!)

Declan will contact AU Clubs to see why/if there is a widespread cause of depression

Michael raised the idea that we could contact the AU Clubs event organiser for future events.

Emi said the Flinders Uni Chem and physics society have expressed holding a joint pubcrawl with us in future.

Josh suggested a Traffic light party idea with stickers to show relationship status, we could incorporate into pubcrawl? May be awkward but also not.

Maggie suggested a rubiks cube party – different colour for different majors and exchanging of clothing based on colour. Also could be awkward, and show uneven major distribution. Conversely, it could be good?

It was raised that this would probably involve a lot of sweaty shirts and pheromones, unless you're on the pill, then you don't have pheromones.

Maggie – apparently a recent study indicated humans don't have pheromones?

Emi – Agreed, said it was based more on immune system

### **3. Associate Committee members**

- We have had volunteers – write them a thank you letter from the committee
- Associate position perhaps as an incentive to keep volunteering, gratitude → associate committee member?
- Thoughts on associates? Open to discussion

Declan suggested an idea – need 2 gratuity letters to become an associate committee member (e.g. thanks for volunteering twice, you can come to our next meeting if you like...)

Expect same level of commitment from associates as elected committee members – require continual engagement.

Emi pointed out that a gratuity letter is nice, can still go towards their CVs e.g. Dominick Hentschke, Tamika Burrowes and Danny Wu are good volunteering examples

How should we keep track of volunteers and their activities?

As a committee we could keep a general consensus, we know their faces and commitment etc.. We could also make a spreadsheet, as suggested by Catherine (who has done one previously)

We considered noting that previous committee members/volunteers have also given their time, but we are currently looking for continuity.

### **4. Appointed positions**

- We need to get a wriggle on – to sort this out sooner rather than later, particularly for Deputy Treasurer and Deputy Secretary
- Not appointing at present, but just to start the conversation... Is it something you think you'd be good at/be interested in?
- Other positions: Morals Officer, Sergeant at Arms (SAA), Our Loyal Leader of the Opposition (OLLO)

Can bring in associates to fill in appointed positions if needed/if no one from the committee wants to.

OLLO – opposes everything. Forces us to justify our actions/decisions

Should wait until SAA is elected before OLLO to prevent harm coming to the OLLO (e.g. someone leaping at them across the table [based on true events])

SAA – main role = dispute resolution, mediator

Morals officer – record the funny/dumb/debaucherous/silly things done by the association. Is recording everything to go into the archives

Suggested that Zane be Morals Officer (ideal timing, as it is currently pre-pub crawl)

Michael was concerned, and suggested we should wait until after pubcrawl?

Phil objected Michael's objection

Declan moved for Zane to be Morals Officer. Seconded by Emi. Passed.

The events of the Engineering pub crawl were specifically not discussed at meeting

## **5. Volunteering form**

- Need to keep first year engagement (as shown at AGM)
- Need to set up form on website, so volunteers can express their interest

Josh has made a volunteering form, it is already up on the website

Volunteers may get spammed with emails - we have already received some complaints of the volume of emails being sent – we need to be careful so our members don't block us. We need to be particularly aware of this during our busy periods.

Catherine suggested an application to allow for easier management of mailing lists

## **6. Observers at Meetings**

- Need to advertise consistent meeting place, and to publish with a map

We need to have a consistent meeting place (hopefully the Braggs meeting room, it is Nice)

CoCos to advertise meeting place.

Michael raised issue of doors locking at 6pm? Emi said she was able to access the building after 6pm. We also know a lot of people working in the building, so we could contact them if we needed to open the door. We can deal with this if it occurs, but deemed unlikely.

## **7. Declan's meeting with Bob Hill**

- Meeting purpose – new letters of affiliation, also an office (broom closet with a computer)
- How did it go?

Bob Hill has been watching us (in a non-creepy way). He is impressed, especially with the First Year Magazine.

Bob Hill will send email out to whole Science faculty, saying they should work with us (yay – legitimacy problems overcome!)

He also said he is happy to give us an office space. He has given Declan name of the new marketing director – she's only been in the position for a week, so if we catch her now she'll think working this closely with a student club is normal – Working with her would be good for advertising ball to staff

We have also been advised we can use Bob Hill's name to deal with any annoying staff members that don't take us seriously. In saying this, we need to be careful not to become too integrated with the faculty, as we still want to maintain our independence and identity as a "fun" club, not as an extension of the faculty.

### **8. BBQ – retrospective thoughts (24-3-17)**

- How did it go? Finances, general consensus etc.
- Pros/cons, what did everyone think?

INITIAL FOOD ORDER (that was actually packed, thanks for forgetting to give us 60 cans of Coke, Coles):

Bread – 20 loaves  
Solo cans – 24 pack  
Sausages – 25 kg  
Onions (frozen sliced) – 8 kg  
Bubble and Squeak – 7 boxes  
Capsicum – 2 kg  
Serviettes – 2x200 pk

Sauce and oil already in cabinet.

Initial bread order was insufficient, bought 5 more loaves, and had 2 left over. There was a single sausage left from 25kg. We used all of the onion, but could've had more capsicum. Bubble and squeak patties were popular, sold out around 2pm. 8 boxes was sufficient

Both BBQs worked well, as we already knew about the ignition issue on the Geology BBQ. We should remember to bring gas lighters in future (of which we have bought 2, yay!)

A lot of people didn't realise we were selling drinks - need to advertise this better/more obvious. Also make drinks \$1 maybe to compete with chemistry fridge drinks.

Coles has not refunded us yet for the two boxes of Coca-Cola cans they forgot to give us, but sometimes they automatically refund you the difference. Phil will keep an eye on this.

Phil's suggestion for future events: On the day – count the money before you start using the cash box?

Emi seconded saying it is good for security.

Declan said our cash box is always locked in a mostly secured, mostly safe room.

→ Idea – keep a float of \$200 between events. The denominations of the float will be determined based on the events (i.e. pub crawls will use larger denominations than just membership). Also, if possible, when committee members are buying things for AUSCA, please pay by card as this makes

refunding a lot easier. Regardless of whether you pay by cash/card, don't forget to get a receipt, and also take a photo of it and send a copy of the photo to Phil. Michael suggested to make the float \$300 - Pizza usually costs \$300 and it can be used for that if needed (although, we can usually pay by card...)

Phil has designed some snazzy excel sheets for keeping track of cash counting.

## **9. Sciball**

- Khalia to contact Ryan (?), update him of new committee etc.
- Sciball sub committee to help plan menus etc, would be too hectic with the whole committee voting → form a sub-committee
- Khalia as officer maybe, as she has been doing the bulk of communication?

Declan highlighted that re. Sciball, there are lots of little decisions to be made, would be good to establish a sub-committee, and elect an officer.

Officer elects deputy to act essentially as secretary, taking notes etc.

Decisions that cost money will generally discussed with whole committee. Also, the Treasurer can sit in on sub committee meetings (especially important when expenses are being discussed)

Declan moved that Khalia be officer for sub committee. Seconded by Emi. Passed. Applause followed.

Khalia has made a Sciball channel on slack – join that channel if you are interested in joining the sub-committee. Executive committee members to be on the channel (even if there just to observe)

Declan suggested we could make the ball science themed.

## **10. Presidential absence**

- Declan and Khalia will be overseas during the mid-semester break (on a study tour). Need to elect someone to stand in temporarily as president, to deal with urgent matters.
- Suggestion: Ellen to stand in as President, Declan and Khalia will still be contactable.
- Someone to stand in as Secretary?

Declan and Khalia will away from 9/4-22/4 on a study tour in Korea.

Declan moved that Ellen be President and Emi be Vice-President. Seconded by Phil. Passed.

As this period will be relatively quiet for the club, Declan suggested that we probably won't need someone to fill in as Secretary while Ellen is President.

## **11. Banking issues (raised by Michael)**

- Issues at ANZ regarding change of signatories

Last year Michael set up a new bank account at ANZ (BankSA sucked!!!!). However, for the changing of signatories, ANZ gave him wrong info re. Who needed to sign what forms, which was inconvenient. The teller at the Rundle mall branch was a bit anal about everything (and still told us the wrong information). Nathaniel (teller at King William branch) was much better, knew what to do and sorted us out. Declan and Phil will have bank cards and access to online banking. All executive committee members are signatories. Signatories have the option to get a card/access, but at this stage it is not necessary for more cards.

At the AGM, Stuart raised the issue of the missing \$600. Declan suggested discussing further at the next meeting, as it is a large issue that requires more time for discussion (and is a little depressing)

### **12. Club re-registration (raised by Michael)**

- Must be completed soon (how soon?)

Declan proposed we re-register the club. Seconded my Maggie. Passed. Josh opposed re-registering the club. Everyone glared at Josh

### **13. Questions without notice**

Catherine asked if we can update the AUScA AUU page, as all that information is from 2014. Very outdated.

Declan moved that we update the AUU page. Seconded dramatically and very speedily by Phil. Passed.

It was suggested that we could include a link on the AUScA AUU page to the front page of the AUScA website.

Handy note – We don't need to talk to the union every time we want to update our page, which is very nice.

Catherine granted power (by Declan) to update the page.

Sciences showcase – we can't hand out flyers??? Confirmed by Emi (through YSA communication)

Josh asked "Why is the information for this event so slow?"

"Because it's shittily run." responded Michael.

"How long until we can take over peer mentoring?" – unknown

Michael proposed a new event – hostile takeover of peer mentoring

### **14. Existing events and brainstorming**

- Events which we currently organise – Pub crawls, BBQs, quiz night, movie nights, Star Wars day movie night, National Science week, Sci-Ball, O'Week, Re- O'Weeks, Clubsland, O'Week, Science Alive, Battle of the Sciences.
- Would still like to expand our events! → Brainstorming session. Declan to bring some butchers paper and textas and we can all brainstorm together (e.g. Education outreach, networking events, science speakers...)

Grants application process has gone whack – Clubs committee went broke twice last year (gave out too much money, Michael was giving them advice on how to handle finances) → solution for obtaining grant money is to get in early, and get the money as fast as you can

Despite this, we obtained \$875 was obtained from clubs last year.

AU Clubs used to subsidise whole events, they now realistically give you half of what you ask for. Michael suggested we ask for grants for every small thing we do, including the May the 4<sup>th</sup> movie night (for snack food). We would need to put in application to clubs by **25<sup>th</sup> April**

Emi said that we can get grants for Science Week, held at the Science Exchange. However, it has to be a community event to be eligible for the grant.

Michael suggested a Postgraduate meet and greet event (a bit like networking, don't want to agitate AUBN, but they are unorganised so it doesn't matter)

There is incentive for this: the Faculty is poor. Networking is good for faculty as it encourages students to go to honours → more funding for them

It would also allow good networking for students and builds networks between labs. Makes AUScA look more professional and legitimate too.

We would prefer to invite PhDs and postdocs rather than heads of school.

Would ideally keep it more casual than formal. To initiate networking, maybe give people different colour stickers for different majors, as it would allow easy identification. Someone suggested different hats for different relationship status? ;)

Get in contact with PAWS (Waite/Roseworthy student networking). Zane is at Waite every Friday so could be beneficial for contacting them.

» Use all our contacts to invite Waite/Roseworthy students, and anyone else who would be suitable «

Flinders/UniSA have poor student clubs. We could make it available to Flinders and UniSA students too.

Khalia said that Science in the pub events can be good for networking, and we could make use of them. Catherine also mentioned that there is Physics in the pub, which is similar. Emi mentioned the Thinking Hats (Flinders Uni club), who we could work potentially work with. Also, RACI Young Chemists, YSA, basically reach out to as many clubs as possible.

Josh suggested that we could hold this big prospective meeting in the HMSS meeting room, where everyone would have a microphone.

Maggie said that we should make members more aware of the faculty and opportunities within it. Particularly, if we help the faculty a bit (especially with sourcing volunteers), they would look upon us more favourably.

Bob Hill would like us to work with Early entry program (EEP), reaching out to high schools (essentially students who are likely to study science are invited to the uni and labs).

YSA does high/middle school visits, and very recently primary school events. We could collaborate with YSA for school visits perhaps?

Michael suggested doing more fun events, rather than just more business-minded events.

e.g. Movie nights are easy to organise. We could also do TV shows, as well as movies. This would allow us to make it more regular, and interact with the members more often (maybe once a month or so).

Could make an online form for people to anonymously submit things to us? (e.g. feedback, ideas etc.)

Idea from the public – To hold the “AUScA”s (like the Oscars. Haha, get it....)  
Have held similar events previously (e.g. best lecturer awards). It has been difficult to get people to vote, and also for organising everyone to meet all together (usually just end up going to each staff member’s office)  
We would ideally not be voting for students, prefer just to vote for academics.  
Will discuss at further meeting

During SWOTVAC – AUScA could organise stress-less study spaces. Maybe have snacks etc. Could chat to PASS mentors to see if they’d join us (although they will probably be studying too...).

Catherine mentioned that Student Radio has a show on Wednesday nights. They promote clubs, followed immediately by a science hour. This could be very good for event advertising for us.

We will leave the CoCos to liase with student radio people.

For radio, we should avoid opinion-based arguments. Talking about factual science is fine. If you would like to talk on opinion-based topics, make it clear that the views are yours, and do not representing AUScA.

Zane said he is happy to talk on the radio.

Suggested equivalent advertising between student radio and AUScA (we advertise for them, and they for advertise us)

Side note for CoCos – Feel free to delegate if you’re overworked/overloaded (you have a lot of work to do. You are important and your health matters!!)

The meeting was adjourned, and they all went to supper.