MEETING OPENED 6:10pm
Present: Anneliese Cooper (President)
                  Samantha Marshall (Secretary)
                  Mounisha Mondeddu (Treasurer)
                  Lachlan McGrath
                  Ryan Thalari
                  Henry Forsaith-Breese
                  Georgia Chahoud
                  Sarah McCabe
                  Mathew Duardo

1. Executive Expectations (Annie)
Annie: Lets start the meeting by going through general expectations of all executive members;
- Roughly 4 x executive meeting per semester
- Email chains will be used for contact (so please regularly check your emails)
- Having a portfolio allocation does not mean sticking only to that part of the debating society, i.e. you are expected to help with internals, schools days and attend minis etc even if you are not individually allocated that portfolio.
- Look out for key times to introduce new members

2. Society Goals for 2017 (Annie)

Two parts to consider as part of the bigger picture:
   a. Growing active membership
   b. Growing competitiveness

What are the kinds of goals we want to set and how can we monitor their progress?

Sarah: We should set a date to actually reflect on our progress towards our goals
Annie: How about June July?
Ryan: Maybe it should be the first exec meeting after Australs?
[Conversation deferred to Exec goals for 2017]
Lachlan: This year was good at internals for growing knowledge, however less good for growing debating skills and workshops.
Sarah: It was very good at having lots of diversity in topics and the presenters not being the same every week.
Ryan: It should be about everyone learning, not just new debaters learning – "allowing the middle class to rise up"
Annie: lets defer this conversation to internals/training
Georgia: It can be really daunting to come to the first internals or to debate for the first time after watching the demo debate. Maybe we could make like a very basic cheat sheet.
Lachlan: We should do this for the demo debate?
Sarah: Lets use our printing allocation up
[generally agreed to, especially the not using money on printing part]

Ryan: Lets actually email the presentations for internals to internals so we don't lose resources.

3. Executive Goals for 2017 (Annie)

   a. More automated portfolios
   b. Easters 2019? For this to occur we need:
      a. Growth
      b. More active membership
      c. More automation of roles
      …this all needs to be regularly revaluated in order to see whether it is likely that we can actually host Easters. We are not in a position to do this now, however we should work at getting into a position where we could.

Lachlan: What are our KPI's for competitive?

1. Minis – they are lacking participation
   Georgia: Why don't we use other uni's novices to team up with at minis?
   Sarah: We need to create a culture of asking people If they want to debate with pros, not just novices/novices and pros/pros

1.1 Sarah: To measure growth and active membership, we should aim as a goal to send the same amount of teams (or more) to Easters 2017.
   Lachlan: How about measuring after Easters, for example aiming for 6 more debaters at the minis that are 2/3 tournaments after Easters.
   Annie: They don't really stick around after that though. We need pros to ask people to come to tournaments, obviously more for novice focused tournaments.
   Sarah: There's no way to regulate this, what if we aim for at a worst case scenario, 3+ great debaters after this point?
   Mat: What if we had an enforcement for novices? So we have a novice requirement for minis?
   Annie: Is Sydney Open too hard to use as a measure for retention?
   Georgia: They do a good social, but UTS Open, MacFall are probably better tournaments.
   Ryan: Don't forget this doesn't just mean debaters, but adjs too.
   Sarah: Could we look at subsidy policies? This might be too hard.

   Consensus: We aim for 6 new debaters/adjudicators at the tournaments that WSU, USU, UTS and MAC hold post Easters.

2. Bigger Adj Culture at Macquarie
   Ryan: Specifically with 2nd or 3rd year debaters
   Annie: This is easier to quantify

   Consensus: Aiming for 2 new adjudicators at each mini as above (and beyond). It is a goal that every exec member has a go at adjudicating at internals in order to trend set and create better adj culture.

3. Having an average amount of internals participants
   Ryan: We should aim for 2 full rooms plus adjudicators.
   Annie: After week 4, we should set a number of people as a group
   Sam: Maybe after Easters not before?
   Annie: maybe 2nd Internals after Easters we should determine this number?
   Sam and Lachlan: We should keep data week to week regardless if we have a goal or not yet.

4. Portfolios (Annie)

Internals and Training
Main focus:
   - Collecting data on attendance
   - Keeping an eye on who has adjed from exec
   - Consider how we run presentations – making sure there is both a knowledge and debating focus.

Tasks include:
   - Creating a run sheet for each semester with the individual presenters
   - Ensuring presentations are engaging by enforcing 30 minute maximum

Sam: The half/half structure of debating skills and specific knowledge content is really effective.
Sarah: It's also helping people to understand topics in different subject areas.
Annie: The way Ash set up BP this year was really really good and very engaging.
Ryan: It is good to step through example topics – Georgia's presentation was very good in doing this.
Sam: We need to be able to walk away from a 30 minute seminar and have everyone in the room equipped to do the debate that follows.
Ryan: How about a split structure?
Georgia: All you need is a basic structure, this might not have to be the same for each presenter.
Sarah: People like Dan are very good for debater skills, but it can be very dense and sometimes alienating for newer members. This is where the cheat sheet would be very helpful.
Ryan: Do we want skills based internals?
Lachlan: When I was VP we had 2 x training internals on the Sat/Sun before Easters, and generally 2 per semester. The KPI's here for internals would be to maintain structure and to have at least 1 x pre Easters session.
Ryan: What about a tab for internals?
Lachlan: Saturday sessions are really valuable for older/better debaters as they might not want to listen to the basic presentations at internals.
Mat: Frankly there are a lot of people who go to internals and just don't need to be there.
Lachlan: We can incorporate a hand out each week to help newer debaters with the complexity.
Georgia: Sheets are quite helpful.

Ryan/Annie: Its good to have some kind of reference to base knowledge from.
Ryan: So what about an internals tab?
Sam: I don't think it encourages the good kind of competitiveness, and doesn't give pros incentive to help out novices.
Annie: We can achieve the same results with speaker scores and feedback after each debate.
Georgia: What if we posted the whole timeline of internals on facebook?
Sam: What if the order changes? The benefit is then lost.
Sarah: RE: Saturday training, it was getting you to critically think of ideas. It was very good training, very valuable if you can't make Mondays.

Absentee Internals?
Georgia: Will people attend Saturdays considering they rarely attend Mondays?
Sarah: The goal is not always numbers, it is still beneficial.
Ryan: We didn't do it this year because Easters was too early.
Sam: It would be valuable for brand new novices going to Easters.
Annie: Ryan please send through slideshows that you have.

Externals
1. It is pretty automated as it is (Note Ryan's sass)
2. What we wanted this year was policies regarding externals and finances to be reviewed and passed at the start of the year, not before deadlines.

Ryan: We need to consider things like trialling via video.

Goal: Sending the same amount of teams to each major tournament as last year.
Goal: Trial lots of people, and have a reserve team for each tournament.
Goal: Do a better job of explaining the trial process

Sarah: We really need to trial more people in person where possible.
Annie: Lets not do Sunday mornings as they are often inconvenient and more people will trial via CV.
Mat: Sunday mornings suck.
Annie: Maybe we should hold more trials during internals.
Sarah: Yeah, then we can trial adjs a week later to give them some time to think about it rather than the next day.
Ryan: That's a long time between trialling and finding out who made the teams.
Annie: Or we can just trial at another time?
Ryan: Also, we can't do 6 debates on a Monday?
Ryan: The Externals portfolio also needs to include more information for Easters and other majors, like FAQs, Events sharing, tournament booklet to be send well in advance, and for externals to be a quasi travel agent.
Georgia/Mounisha: Also a transparent cost break down of how the rego is spent etc.
Sarah: It would be useful to give Externals the power to do things and make decisions when needed.
Ryan: Basically to treat externals like competitions.

Schools

Annie: We need to send out a save the date to schools for Thursday 16 February 2017. We can't confirm this yet.

Goals:
- Continue with the automation of schools
- Lets do much less work last minute – it makes schools days stressful and appears unorganised.
- 3 x standard tournaments in one year
- Encouraging lower SES schools to attend.
- Having seminars at schools outside of schools days as a source of revenue.

Annie: we often cash in favours with other societies, we need to make sure we help them out, and try to get to a point where we can sustain our own schools days.
Sarah: (to annie) please keep us updated with the issues with uni about passing on personal information to future students.
Mounisha: Do we do feedback forms at the end of schools days?
Annie: We already send them a letter, but we can add a feedback form.
There is no lack of interest for schools, we had a waitlist this year.
Mat: it is hard to be cost effective per child when we only have limited people to help out.

Competitions
Sarah: Goals should be better communication with coms.
Ryan: I'd love to see more Mac CA's, and more Mac adjs in general.
The pros of this years comps: They made money, ran to time and had good food.
Annie: We need another social venue rather than the Chelsea Hotel
Sarah: It is too expensive, no value, and the bar tab is hard to organise.
Mat: We should look into BYO places as this is far more cost effective.

Marketing

Action Item: Write prospectus with marketing
Action Item: Send the old prospectus to marketing

Roles and responsibilities
Sam – O week and general admin marketing that overlaps with secretary
Lachlan – Website
Sarah – Sponsorship

Sarah notes that she has ideas for Lachlan.

Annie: We can approach firms for sponsorship, or there are opportunities with Rotary that had been discussed at the primary school debating. We could run speaking skills workshops.
Ryan: We should look at Macquarie Park as it is a comms hub and should be able to find some sponsorship.

Sarah: This year we got the maximum amount of funding – this might not happen every year. We should look into sponsorship options.

T shirts
[Generally agreed that we should get them]

Action Item for Sarah: looking into sponsorship options and finding out the policies so that we comply with uni regulations.

Action Item for Annie: follow up afflilation process and policies as this needs to be sent by 9 December.

Equity

Goals/Responsibilities
    1. Writing policy
    2. Affirmative Action

Sarah: Private issues need a standardised way of being dealt with
Sam: Agreed with Sarah, but many issues aren't issues that need actioning.

Action Item: Ryan to send policy drafts to Annie

Socials

Action Item: Ryan to send risk assessments to socials

Goals/Role:
    1. The usual socials
    2. 50 years ball – and inviting previous MUDS alumni.

Ryan will also help with the MUDS end of year ball and wants to do fun society awards.
Mat: we need to consider location, timing, price and notice so it is successful

VP

Sarah was allocated role of VP
Sarah: it is helpful for the MSO that I am VP of MUDS

Portfolio wrap up

Annie: Each portfolio
        - Doesn't diffuse the power
        - Has autonomy for those who are allocated it
        - Needs exec members to plan now not just before deadines.

Ryan: also book rooms now, the uni is very slow.

Annie: MacSync is the new program we are using with the uni
- program to streamline comms
- includes rooms and events
- for events we need event plan, risk assessment and how many rooms needs/logistical details.

Sarah: might include funding requests
Annie: treasury stuff will go through there eventually, we can keep track of membership in MacSync. We can create small groups to give access to certain parts of MacSync.
Ryan: You can't go a lot when you're not a big three, they need to approve everything.

5. Worlds
Annie:
We are sending 2 x MQ teams and we have 2 x adj spots
Dan Evans is taking one of the adj spots.
Debreg (software for worlds rego) has not updated to reflect this.

Meeting closed at 8:13

Discussion continued in regards to Easters 2019 and this was minuted for transparency.

6. **Easters 2019**

Summary of discussion
- this will not be for 2018 necessarily but 2019
- Ryan/Lachlan are keen to convene
- We would have to bid in 2017 for 2018 and this might not be likely
- Our exec is fantastic this year and it is good news for chances of bidding.
- Would like to involve Dan and Anna
- Annie: we need to decide whether we are bidding by first exec meeting next year.
- Even if we don't bid, or plan to, we want to work the society into a position where we could.

Action: Lachlan to work on Easters

8:17