SPACED Administrative Planning Day Special Meeting – 15/11/4

Meeting Opened: 12:30pm

Apologies: Tristan Sudholz, Ash Brook, Michael Bammann, Dana Rehn.

Minutes

General Business

- Welcome and outline of the purpose of the meeting delivered by Wade.

- Review days to be covered were discussed. These included:

  • **Committee Review Day**: Review Committee positions and functions, as well as subcommittees.

  • **Constitutional Review Day**: The date to cover the reforms discussed in the next few weeks and incorporate them into the constitution is still to be set, but will take place after the other review days. Use other constitutions as models, and determine exactly how the new SPACED constitution should take shape, what needs to be included (new material), what needs to be changed, etc. Set aside several days for this.

  • **Website Review Day**: Cosmetic, content and other changes are to be discussed on this day. Participating members should each research several websites by the date the Review Day will take place, and present their notes and research to the working group. Ideas raised: affiliate/link site with other sites, link to SPACED newsletter, include a calendar of SPACED events and other physics related events mark out. Discuss the layout.

  • **Newsletter Review Day**: Items to be discussed include – information about SPACED, articles from members/other sources, lots of images, faculty contributions, themed editions, etc. Discuss in greater depth later.

  • **O-Week Planning Day**: Working group to be formed in order to tackle the problems associated with SPACED events during O-Week. SPACED should host a stall on the Hughes plaza, visit preliminary lectures, etc.
• **International Year of Physics/SPACED 2005 Events Planning Day**: Initially to be used as a brainstorming day where events can be initiated and planned for 2005. Include club projects, school shows, observations, etc.

• **Clubroom Tidy Day**: A group of members will get together on several days during the holidays and begin to refurbish the SPACED clubroom. More information about this will be forthcoming once material to refurbish the room becomes available. Perhaps use posters, furniture and other similar items in order to improve the look of the room.

• **Administrative Activities Day**: 2005 membership forms and membership cards, generic SPACED t-shirts and other similar items will be designed on this day, and plans made to have them manufactured.

**Other Business**

- Subcommittee’s and committee positions were discussed. Sundance recommended that the number of official positions should be kept to a minimum, as this will likely prevent the ‘buck from being passed’ when it comes to taking responsibility for specific duties. Also more likely to be more efficient, as with fewer people in charge, and more ‘general’ committee members, specific activities and jobs can be given to specific people at particular meetings, as opposed to leaving only one person in charge of a certain area (ie. the newsletter, fundraising, etc) for the entire year.

- Terri will follow up the construction of the SPACED banner, the personalised stationery and SPACED mugs, then get back to the committee of where/how it should be made, how much it will cost to do so, et cetera.

- SPACED awards to be designed ASAP, and given to the appropriate parties within the next 1-2 weeks.

- The Go stones ordered from J.W. Hardy Pty Ltd have arrived, and Sundance has volunteered to construct a board of appropriate dimension. Will have it designed and ready to go within the fortnight.

- Thomas Wharton presented a $50 Adelaide Union gift voucher to the SPACED committee, to be used at Rumours during one of the upcoming review days. Thank you Thomas!

**Review Day Dates**

Committee/Sub-Committee Review Day
11am, Tuesday 23rd November.

Attending:
Website Review Day/Administrative Activities Day
11am, Tuesday 30th November.

Attending:

Thomas Wharton  Thomas Tu  Larissa
Terri  Wade  Amy
Kevin

Newsletter Review Day
11am, Thursday 2nd November.

Attending:

Ash  Luke  Wade
Thomas Wharton  Thomas Tu  Aaron
Larissa  Amy  Kevin
Terri

O-Week Planning Day
11am, Tuesday 7th December.

Attending:

Thomas Tu  Luke Maurits  Wade
Larissa  Thomas Wharton  Kevin
Terri

International Year of Physics/2005 SPACED Events Planning Day
11am, Thursday 9th December.

Attending:

Aaron  Thomas Wharton  Thomas Tu
Amy  Wade  Larissa
Luke  Kevin  Terri

Clubroom Tidy Day
11am, Tuesday 14th December.

Attending:
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**NOTE:** Venues to be arranged. People who cannot make it to any of the above days should let either Wade or Larissa know with a reasonable amount of advanced notice. If anyone has any problems with anything in the above minutes, the dates of the review days, or any other concerns, they should contact Wade as soon as possible. Constitutional Review Day to be set in the next several weeks.

**Meeting Closed: 1:30pm**

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