

UWA Charity Vigil meeting — Friday, 24 August 2018

Attending: Lila (PantoSoc), Nadia & Jasmine (Unigames), Nic (PCS), Ryan Tan & Lawrence (UWAnime), Will (Unisfa), Gozz & Will (UCC)

Apologies: Cat (Panto), Ryan Hall (Unisfa)

Absentees: Lawson (PCS)

Meeting opened: 3:19pm

Review of previous minutes:

Cat:

- Draft up new sub-committee regulations. **Organised by other members.**

Nadia:

- Follow up official sub-regulations with Taylor. **Done**
- Talk to Guild events about the EMP. **Done**

Jasmine:

- Contact the Wine Appreciation Club. **Done**

Lawrence:

- (With Nic) start EMP for the event. **Done**
- (With Nic) book loft. **Done**

Nic:

- (With Lawrence) start EMP for the event. **Done**
- (With Lawrence) book loft. **Done**

— Agenda —

Regulation change:

- In brief: if a rep is missing, then another rep can use their vote.
- Gozz: No such change should be necessary for this event. There is nothing that we should be voting on that should be such a big issue. This is a charity event. There should be no fighting on the matter. We should always be voting together. To summarise: there is no harm in putting in the new regs for this event.
- Will: Fine either way. Don't see it as much as an issue and should continue on as soon as possible.
- Jasmine: The priority is raising money for charity. Let's get through this and organise the rest of the event.
- Approval of the regulation change: 5 against, 3 abstentions

Pick a charity:

- Options: RUAH, Angel Hands (trauma recovery), women shelters, Black Dog, Headspace, Youth Focus (Guild charity - help student age people with mental health).
- Unigames: Would prefer a smaller charity.
- UCC: Would also prefer this.
- Unisfa: Would like local charity.
- PCS: Want people to be nice when raising money for them.
- UWAnime: Also would prefer a smaller but no real preference.
- Student-aged based charity will resound with our members and will probably raise more money. So that would basically be Youth Focus.
- Taylor: Doesn't think that it's the case that when raising for student-aged-targeted charities there is more raised, it's just a general preference.
- **All those in favour of Youth Focus: unanimous.**
- **Action: Will Corbett to talk to Youth Focus. Tell them what we're doing, if they're happy with us doing it with their name, ask if we can use their logo on advertising material.**

Ticket price:

- Past years: \$5
- Also listed in the EMP as \$5
- Good to have a lower entry rate and encourage further donations during the event.
- **All those in favour of \$5 entry: unanimous.**

Raffle Price and Prizes:

- Last year: clubs donate prizes, people buy raffle tickets of around \$2 for one, \$5 for three, etc. at around 9pm raffle drawn.
- Reimbursements for that is a hassle. For this event everything is being donated anyway.
- Taylor: shall we have the Wine Appreciation Club donate some wine for prizes?
- Jasmine: The president of WAC acknowledges that the event is not very relevant for their members. We can ask them to contribute.
- Gozz: I say ask them but be very careful about phrasing. As they are not actually participating in the event.
- **Action: Jasmine to talk to WAC about perhaps donating wine for the prizes.**
- **Action: Jasmine to draft up letter for donation requests from businesses.**
- **Action: Nadia to give letter to UWA Tav and Varsity for donations.**
- **Action: Everyone to talk other businesses for donations.**
- **Action: Everyone to talk to their committees about donating prizes (making them aware that there will be no reimbursement due to it being a charity event).**

Facebook events:

- Gozz: We want the FB events ready as soon as possible.
- **Action: Each club to make FB event each for the Charity Vigil and invite people.**

Posters:

- Gozz: Requires graphics.
- Is anyone happy to make the posters? Noooooooooope.
- Let's not go to Guild.
- Who can do it quick enough?
- **Action: Everyone to talk to their committees about designing posters (need someone that has free time to do it, without payment needed).**
- How many do we need?
- **All in favour of budgeting up to \$30 for printing posters: unanimous.**
- **Action: Everyone to ask their committees to approve \$30 printing budget.**

Fridge sales donation situation:

- The entire revenue goes to charity apart from float which gets taken out at the end of the night.
- Remember to keep the money separate.
- Gozz: Everyone just *happens* to turn up with food. This happened last time.

Space/timetable for activities:

- UCC: VR, perhaps two? They interfere with each other so may need two separate places for them.
- Jasmine: Was thinking of making a spreadsheet with different places and times and clubs can book in their events. Noise levels will be colour coded.
- **Action: Jasmine to make spreadsheet for spaces/times.**
- Alternating PCS and Unigames rants. Shout-o-clock.
- Unigames: Wants to do a stream at around midnight.
- Jasmine: We should talk about who has spaces that can be shared and at what times?
- Each club room, loft 1, 2, 3, 4 (specify certain tables), bring down trestle tables after ticket sales to the stairwell landing.

Plans for float, set up, pack up, pizza, donating the money:

- Donating money: UCC is happy to be the club to take the cash, put it in their account, and send to Youth Focus.
- Make sure each club has a float. Make sure it is tracked properly (write notes with details on it with amounts and the movement of the money noted). Ticket sale float should be from one club only.

- UCC has a spare lockbox that can be used.
- Again, Will Chesnutt is in charge of money.
- Set up and pack up: will talk closer to the day about this.
- Hot tip: should write out a list of what needs to happen so things can be taken over by others if someone doesn't show up. Table locations, who is organising floats, writing up timetable on whiteboard.
- We need to make it very clear that it is \$5 entry with a stamp, not digital or physical tickets.

Next meeting:

- We should have no official decisions to make until a few days before the event.
- **Action: Gozz to make Whenisgood for next meeting.**

Meeting closed: 4:25pm

— Action Items —

Jasmine:

- **Talk to WAC about perhaps donating wine for the prizes.**
- **Draft up letter for donation requests from businesses.**
- **Make spreadsheet for spaces/times.**

Nadia:

- **Give letter to UWA Tav and Varsity for donations.**

Will Corbett:

- **Talk to Youth Focus. Tell them what we're doing, if they're happy with us doing it with their name, ask if we can use their logo on advertising material.**

Gozz:

- **Make Whenisgood for next meeting.**

Everyone:

- **Talk and hand letters to other businesses asking for donations.**
- **Each club to make FB event each for the Charity Vigil and invite people.**
- **Talk to their committees about donating prizes (making them aware that there will be no reimbursement due to it being a charity event).**

- **Talk to their committees about designing posters (need someone that has free time to do it, without payment needed).**
- **Ask their committees to approve \$30 printing budget.**