

Cameron Hall-oween Wrapup Meeting Minutes 2018-11-22

Attendance

- Alaura Evans (Unigames) [Chair]
- Aoibhinn O'Shea (Unigames)
- Felix von Perger (UCC) [Minutes]
- Caira Bayman (UCC)
- Charlie Owens (Panto)
- Edward Kammann (UniSFA)
- William Corbett (UniSFA)
- Nadia Wichmann

Meeting opened 11:46.

- Financial breakdown
 - Alaura has listed the finance overview at <https://docs.google.com/spreadsheets/d/1IH3Krut0sSGV75omQxn1KX0iBHxArUiWrWDUEtGHmnc/edit#gid=0>
 - We have Alaura's alcohol left from the event:
 - Alaura can sell it at break even
 - Or Alaura can sell it cheaper than the purchase cost to get rid of it more quickly
 - All drinks weren't budgeted for (since they are being sold at a profit), but Alaura bought less beer/cider than anticipated.
 - Spirits ran out during the event, but we had lots of beer/cider left over so overall a good amount.
 - Some fresh produce was left over, could have purchased less (or used more)
 - Facebook advertising: there may be a \$20 minimum, so that didn't happen
 - Security: one security guard was good.
 - Ed: We haven't paid for the security yet, need to look into that.
 - > Ed: Investigate status of security guard payment.
 - Decorations: under budget, good coverage
 - Ticket sales: people bought lots of tickets at the door (25) leaving a total of 56 tickets sold.
 - UCC can take the cash and deposit it to the bank account, makes distribution easier.
 - For future reference, the bar needs lots of coins - door float and bar float needed to be swapped.
- Pre-event setup
 - Alcohol: due to miscommunication, the alcohol in the Tav had been ordered but we couldn't get it on the day.
 - Alaura purchased the alcohol last minute from Dan Murphys
 - Money boxes: have the money boxes ready before the event
 - Checklist would have been useful to make sure we know what needs to be done.
 - Scheduling and rostering for food could have been better.
 - RSAs weren't briefed very well, didn't know where to go.
 - Food could have been made more obvious: more signage.
 - Dry ice: picked up later than originally planned, it sublimated and there was none left when the event started
 - Larger quantities required, or collecting closer to the event
- During event

- Started 20-25 minutes late, due to various factors - panic about alcohol, money boxes, etc.
- Door sales were initially confused - better rostering would be good
 - Door list was very helpful
- Photo booth: Looked cool but it was placed poorly (in corridor next to food)
- Food table could have been placed against a wall or windows near the dance floor for increased visibility.
- Incident: there was one incident when a guest became intoxicated to the point of throwing up.
 - Alaura spoke to RSAs, they were doing their job.
 - Note: good idea to have the number of standard drinks on the drink list
 - Better signage for food & water to remind people to eat & drink water.
 - For experienced RSAs it's not necessary or convenient to use drink-counting cards or tokens.
- Bar was very well run, bar staff were experienced and friendly, helped to sell drinks.
 - Mocktail options would be good
 - Using the Square payment from UCC was good, card payment was a good option to have. - 15c surcharge was not a problem.
- Recommendation to subcommittee to not drink, they need to clean up after the event.
- Music: started with Alaura's spooky soundtrack, then was hijacked (with permission) by someone else with good music.
 - Switchboard got messed up during the event, would be good to have signs (do not touch)
- AV room: worked well, spooky video playlist was good.
- Photography: lead photographer was also event manager, so photography started late while Alaura was getting alcohol
 - Hopefully there are photos of everyone
- Good amount of food, food rostering could have been better
 - Some leftover veges - carrots & celery worked well
 - Larger pots and smaller range of dips
 - Remove the lids & wrappers from pots before serving
 - Lack of plates & food preparation equipment (such as large bowls, chopping boards, platters, etc) - need to organise before the event
 - Could have done some more basic food prep before the event (ie. chopping veges)
- Bag area: bags were not attended most of the time, first aid station ended up being somewhere else.
 - Planning & communication: need to make sure we know where everything is
 - Floor plan would have been helpful
- Post-event cleanup
 - Cleanup went well, plenty of people left after the event
 - Not enough cleaning supplies - could have organised the equipment before the event. (ie. vacuum cleaners)
 - Post-event storage of stuff: make sure that we know what storage spaces are available, how long things will be stored and so on.
 - UCC can store things efficiently if things are packed into crates.
 - UCC is also holding the alcohol until
 - Jo is still looking for their cocktail mixer

Post event: make sure everyone does handovers.

Action items

- >Will to make a RSA, First Aid, Food roster - done, but became redundant
- >Will to chase up on UCC Unisfa collab - unisfa already decided on screenings
- >Will to message volunteers about preferences - done
- >Alaura, Felix, Clare to get afterhours access - partially done
- >Alaura scan after hours form and post in group - done, very last minute
- >Alaura talk to guild about lights in the ref - we had light
- >Alaura will do a float order \$200 - done
- >Alaura look into fishing wire - done
- >Ed and Alaura to work on Contingency plan - technically done, could have been more solid
- >Ed to look into CCZ 24H locker bookings - not necessary
- >Ed chase up ice in Bayliss - done, not possible
- >Ed post spook playlist in group for editing - not done
- >Alaura, Felix, make a google doc for catering purchasing - done
- >Review by subcommittee - done
- >Aoibhinn do up alcohol menu - done
- >Aoibhinn to make voting slip - done
- >Alaura to look at prizes - not done

Meeting closed 13:00:00.