

Cameron Hall-oween Meeting 1 24/08/19

Attending:

- Matt Winslade
- Amelia Sheperdson
- Aoibhinn O'Shea
- Will Corbett
- Nadia Wichmann
- Chase Houston

Apologies:

- Felix von Perger
- Clare Boon

Meeting opened: 17:11

Agenda:

- **Ratification of previous minutes**
 - Approved
- **Approval of decisions by committees**
 - N/A
 - Unisfa want a timeline
- **Past Action items**
 - Unigames to harass Alaura about EMP & RMP from last year
 - In progress, will get later this week
 - Nadia to research liquor licence
 - Tldr: within 4hours and under 75 people we don't have to apply for a license
 - All to brainstorm events
 - Ongoing
 - Chase and Amelia take last year's poster and make new ones
 - Amelia has made progress
- **EMP**
 - Can be submitted later than the 7 weeks
 - Approved manager needed
 - >Nadia talk to Jo and Declan about Approved Manager
 - Can be started now
 - Nadia wants to be Event Manager
 - >Nadia to work on EMP
 - Merlin as potential Head First Aider
- **Advertising**
 - Promotional events
 - UCC: Nightmare LAN
 - UCC has \$40 budgeted for multiple copies of a negatively reviewed \$1.50 game (not budgeted for subcommittee budget)
 - Also regular horror games
 - Winslade is excited
 - Unigames: Usual stuff

- Both boardgames and RPG nights, systems undecided
 - Unisfa: Video game screening
 - Witcher, Outlast, Layers of Fear
 - Probably also a regular screening
 - Panto:
 - Have not had a meeting
 - Crafternoon maybe
 - Winslade has offered to have the square reader at promotional events
 - >Winslade to talk to committee about this
 - Poster
 - Amelia has made a thing, it's not finished
 - >Everyone: Send Logo to Amelia (preferably transparent)
 - Hopefully can submit that to Guild Monday after next meeting
- **Ticketing (online)**
 - Last year we used Eventbrite
 - Unigames has an account
 - Unisfa has a Trybooking account
 - >Aoibhinn to look into it and set up account if necessary
- **Creating a timeline**
 - Week 6 is policy deadline for EMP
 - Week 7 is EMP and poster deadline
 - Week 8-9 Budget completed
 - Study Break is Production week for Panto
 - Week 10 Saturday 20 tickets must be sold or event is cancelled
 - Weeks 10-12 for promotional events
 - 5 weeks after event for Handover to be done and all wrapped up
- **Decorations**
 - Panto has lots of stuff
 - >Chase to go through and write a list of decorations
 - UCC has last year's stuff
 - >Winslade to investigate with Will's help
 - To be bought
 - will be updated after last year's stuff is checked
 - Web floof (none of us remember what its called)
 - >Will to look through photos and check aesthetic of last year
- **Catering**
 - Included in ticket price
 - Last year we looked into guild catering
 - Too expensive
 - Can make cold things at home as preparation
 - Sausage sizzle
 - Last year worked fine but needs more prep if we do it again
 - Pizza
 - Costs more, requires less prep which is a big deal
 - Multiple food runs during the night, also smaller orders to different stores
 - Can do "last call" for pizza

- Door list with limited list of pizza people choose, we halve the numbers and order approx. that
 - We will not commit pizza crimes, but if we were, we'd be using panto prop glasses
 - Multiple runs means we can go get more misc snacks too
 - >Chase to draft up list of pizzas to have on door list
- Chips and Dips
- Red frogs?
 - Nah
- **Security**
 - Ace Security
 - Please provide us an invoice beforehand
 - To avoid last time
 - They do UWA services and that provides familiarity with the location
 - One Guard for 4 hours
 - >Will contact Ace security for quote

BRIEF INTERLUDE 17:56-18:03

- **Budget Discussions**
 - We need to get a bunch of quotes: Alcohol, Security, Catering, Advertising, Decorations
 - Try to find those sweet, sweet discounts
 - We would like to get alcohol from the Tavern
 - >Aoibhinn to check out and get quotes for that
 - Want to buy biodegradable/paper cups
 - Clear cups means the drinks look more aesthetically pleasing and sell better
 - Posters and tickets printing
 - FB advertising potentially
 - Unisfa gets free credit sometimes, could be used on that
 - Spread sheet person to be decided next or next next meeting
- **General Business**
 - Weekly meetings up until exams
 - Pens near cups so people can mark names
 - Music Playlist is something to be build
 - Ask guild for a recycling bin in our event
 - >Aoibhinn to contact Guild about recycling bins for events

Meeting Closed: 18:23

Action Items

- Everyone: Send Logo to Amelia (preferably transparent)
- Winslade to investigate last years decorations with Will's help
- Winslade to talk to committee about square reader at promotional events
- Aoibhinn to look into ticketing and set up account if necessary
- Aoibhinn to check out and get quotes for tavern alcohol
- Aoibhinn to contact Guild about recycling bins for events
- Nadia talk to Jo and Declan about Approved Manager
- Nadia to work on EMP
- Will to look through photos and check aesthetic of last year
- Will contact Ace security for quote

- Chase to go through and write a list of decorations
- Chase to draft up list of pizzas to have on door list