

Agenda meeting 22/08/19

Opened 3.06

- So far we have Unisfa, Unigames, and UCC. Any news on Panto, Uanime, PCS?
 - Panto talked about reps and forget to – still interested
 - UAnime – go talk to them right after this meeting
 - Update: they're having a meeting tmr and will talk about this
 - PCS = programming competitions @James talk to them
- What charity do we want? Need to email ppl ASAP (email multiple charities for most responses)
 - Mental health and/or LGBTQ charity, focus on local charities
 - UWA Foodbank
 - Living Proud
 - Youth Focus
 - Keep looking for other charities + talk to ppl
 - Later -> write up a generic email basic saying 'we're interested, are u? info'
- Pick aprox. Date and time for event (5pm - 8am?, Saturday is best)
 - 28-29 september suggested -> 1 month basically
 - Weeks after: production week for panto, next relay for life, 2 weeks after that is Halloween. Too late after Halloween, so gotta do it before
 - James will b away that week so do behind the scenes stuff
 - Do we still wanna do pizza run (YES) and other food plans
 - Yes pizza good
 - Call up dominos in advance prepare them for it, sell pizza at the door via electronic and record paid/not paid, cut off the order like 2 hrs before food time, schedule pizza run n be strict n vocal about it
 - Charge an extra dollar to go towards charity
 - Limit to value pizza + special orders
 - Raffle plans (need physical tickets!! And limit how many won per person (3) and how many can be bought in groups (\$10 for 10, not \$20 for 20)
 - Need to have physical tickets
 - Issues with electronic tickets -> BE TRANSPARENT ABOUT HOW IT WORKS
 - Limit how many prizes can be won per person
 - Timetable for the night needs 2 ppl on raffle, 2 on food run, on rotation throughout the night until both those events are finished. Coordinate this so we each get time on that
 - Yup that plan
 - Maybe swap out every 2 hrs -> flexible
 - Lanyards to mark who is on what station -> be visable
 - Don't have 2 ppl from the same committee on the same station
 - What BIG events do we want + how noisy (spread out noisy events)
 - Need to start planning timetable of events

- Karyoke, Auction, Debating, raffle, Mario cart?
- Check out what loft is being used, be aware of loft usage!!
- Also major events, spread them
- Need to have 3 floats – 1 for food run, 1 for raffle tickets, 1 for door + individual club floats
- Door price \$5
- Also do we want a door prize? Yeah
- When ppl buy entry, also add in a raffle ticket to a separate door raffle
- Overkill maybe but will also make things easier
- Use guild paypass for door-> maybe fees involved? Do research on
- Talk to our clubs – are we on board that all club food sales also for charity? Get back with answers on this
- Would make things easier in terms only 1 money box per club plus more money for charity
- But also means clubs having to absorb the cost of this food
- @everyone talk to committee
- Advertising and EMP – start thinking about this. Not out until the charity is picked n emp in
- Can't do until charity picked
- At least a medium event, maybe major
- Also need an RMP
- Have ppl on who have first aid -> colin and taylor have first aid
- Events
- Raffle
- Food run
- Start planning events with our clubs
- Remember we can ask door ppl/CCC to run events!!

Closed 3.41pm

Note: this was an official meeting as was called with enough notice and 1 person from every committee currently involved was present. Next meeting, we need to appoint 1 person to take minutes, 1 to chair, and 1 to chase up and assign actions items.

ACTION ITEMS

@james talk to PCS

@Neville talk to UAnime

@Colin talk to Panto

@everyone

- Talk to committee about food sales for charity
- Work on draft email for charities + email them ASAP
- Look into EMP and RMP
- Talk to your committee about events + ideas for events, start planning!
- Tell committee about dates -> 28-29th September
- Read over subcommittee regulations