

## Cameron Hall-oween Meeting 2 31/08/19

Attending:

- Matt Winslade
- Felix von Perger
- Amelia Sheperdson
- Aoibhinn O'Shea
- Will Corbett
- Nadia Wichmann
- Clare Boon
- Chase Houston

Apologies:

**Meeting opened: 17.10**

Agenda:

- **Approval of decisions by committees**
  - N/A
- **Past Action items**
  - Everyone continue planning advertising events
    - Ongoing
  - Everyone send Amelia your club's logo (preferably transparent)
    - No (except unigames) one did it, ucc is doing it now
  - Amelia (w/ Chase if required) continue work on poster
    - Ongoing
  - Amelia (w/ Aoibhinn) get last year's EMP/RMP
    - Done by nadia
  - Aoibhinn (w/ Amelia) get last year's EMP/RMP
    - Done by nadia
  - Aoibhinn look into/set up ticketing account
    - Done
  - Aoibhinn get quotes for Tav alcohol
    - Was sick, nadia did it
  - Aoibhinn talk to guild about getting recycling bins
    - Sent email, no response
  - Nadia Start EMP
    - doing
  - Nadia Talk to Declan about being Approved Manager
    - Did that, he's interested
  - Will (w/ Winslade) make list of what props UCC/UniSFA have
    - Done
  - Will look through photos for last year's aesthetic
    - No done
  - Will contact ace security (1 guard for 4h)
    - Done
  - Winslade (w/ Will) make list of what props UCC/UniSFA have
    - Done
  - Winslade talk to UCC about using square reader at promo events
    - Done
  - Chase make list of what spooky props Panto has
    - Done they have a cat
  - Chase draft of list of pizza options people can get
    - Done

- **EMP**
  - October 26<sup>th</sup> 6-10pm
  - Has been started
  - Needs everyone's certificates
    - >Action everyone send Nadia your certificates
  - Guild website is down so Nadia will do it as a pdf
    - >Nadia apply for alcohol consumption on campus "UWA liquor license"
  - Set up start midday
- **Advertising**
  - Promotional events
    - Unigames suggested paranoia, not spooky enough for the subcommittee
    - Panto hasn't had a meeting so not decided yet
      - Advertising at Auditions
      - Mini advert in program
    - UCC Nightmare LAN 18<sup>th</sup> Oct
    - Unisfa will run continuous game playthrough
  - Poster
    - Getting there
    - There's a witch on it
  - Facebook Advertising
    - Seems like a good idea to investigate
    - Put \$5 into it for 500 people seen
    - Put \$10 into it for 1000 people seen
    - Motion to approve \$10 for FB advertising
      - 7 for 1 against, motion passes
      - This event can test how FB advertising works as we can compare it to last year
- **Ticketing (online)**
  - Eventbrite account is set up
  - Goes into UCC bank account
  - Aoibhinn will handle that
- **Decorations**
  - Have been found in UCC
    - Full list is in a separate file
    - Also, Unigames' missing box cutter
  - Felix accidentally stored rubbish in the decorations box
  - Some stuff was damaged in storage and has been chucked
  - Clean paper plates and stationary
    - Handy but we'd need to buy more
  - Silver table cloth needs cleaning
    - >Winslade to double check/test equipment/fairy lights
  - We want: mesh
  - Decorations run proposed
    - Spotlight, Thingz, Malaga markets(???)
  - Panto has the cat skeleton, dismembered limbs, large plush people, shackles
- **Catering**
  - Pizza update

- \$5 pizzas: FILL IN FROM PIZZA
  - \$7 traditional pizzas: more variety/recognisability
  - Mix of both
  - We will be ordering after 5pm so prices may change  
>Chase to check
- Alcohol update
  - 4x case cider: Sommersby
    - \$44 per case
  - 3x case light beer: James Boage
    - \$45 per slab
  - 3x case reg beer: Corona/James Squire
    - \$48 per case/\$63 per case
  - Will definitely buy it back!  
>Nadia to email Hayden with list to get unit costs
  - Last year we ran out of mixers but not spirits
- Last year we had platters but no chopping boards
  - Vegetables for dip will need to be chopped
  - UCC has a chopping board
  - We need some food prep equipment which the subcom can bring in
- People to be on Bar
  - Annique, Will and we will ask Jo
- **Security**
  - Will has contacted Ace Security for a quote
    - 2 security guard minimum
    - “Email us for a quote” no reply yet
  - Griffon is an alternative
    - Not used on UWA campus usually  
>Will contact Griffon and look into other options
- **Budget Discussions**
  - Can use last year’s as a base
    - Will is in charge of the spread sheet now
- **General Business**
  - Card reader from UCC: there is a surcharge which UCC eats
    - Don’t want surcharges from other people’s events
    - We can use guild EFTPOS machines
  - Felix motions to endorse this as best event
    - no

**Meeting Closed: 18:06**

#### **Action Items**

- Everyone continue planning advertising events
- Everyone send Amelia your club's logo (preferably transparent)
- Everyone send Nadia your certificates
- Amelia continue work on poster
- Will look through photos for last year's aesthetic
- Will contact Griffon and look into other options
- Nadia apply for alcohol consumption on campus “UWA liquor license”

- Nadia to email Hayden with list to get unit costs
- Winslade to double check/test equipment/fairy lights
- Chase to check pizza prices after 5pm