

## Agenda

meeting open 3.10pm

1. Nominate a Chair and Secretary
  - a. facebook is a time and no one can find the agenda
  - b. Neville to secretary
  - c. Felix to chair
2. Reports:
  - James UCC
    - o his dog is doing well, thats great
  - Felix UCC
    - o Not done much
    - o Did book loft yay
  - Neville UniSFA
    - o Emailed 4 charities, have heard back from 3
    - o Made a basic timeline of when things need to be done
    - o Posted minutes from last week
  - Merlin UniSFA
    - o Made a unisfa schedule with event ideas
    - o Read the subcom minutes
  - Taylor Unigames
    - o is still sick but showed up
    - o did a poll for charities
  - Colin Unigames
    - o Did emp, in progress during meeting
    - o need to do RMP
  - Gozz from PCS
    - o just showed up, but is willing and present
  - Others in attendance:
    - Razi from Uwanime
    - Jessie from PCS
3. Report back on Panto, PCS, and Uwanime's involvement
  - a. Panto is not involved, week before their show
  - b. PCS everyone is for, they are here
  - c. Uwanime has the quiz night on the same evening
  - d. contact Ignite mentoring and Emas and UDS?
4. Uwanime's quiz night plans and discussion
  - a. how can club members access the room? -> show quiz night tickets or card with sticker
  - b. they will be asked to stick to the room
  - c. club room open from like 2-3 before the quiz night and then people move down to the tav
  - d. main crowd will be there 4-5ish
  - e. take members on their word, we don't need to enforce access, just ask if they're here for uwanime
5. Vote on charity based on the emails back
  - a. TLG, Guild food pantry, and Living Proud have responded, Youth Focus has not

- b. Guild food pantry voted in as our charity
  - c. Ararat's is a strong contender but they're not a charity/not for profit
  - d. Food donations would be cool, but possibly they have too many of one time
  - e. food themed items or charity things seem fun, but maybe don't ask for actual food
- 6. EMP update + RMP
  - a. it's happening during this meeting
  - b. Colin's doing great
  - c. RMP also needs to be done, hopefully by tmr
  - d. @Colin and @Taylor go over RMP
  - e. we can make changes to the RMP and EMP as needed
  - f. Colin and Merlin to be first aiders
- 7. Discussion with committees re. food sales for charity
  - a. Unigames talked about it, this is precedent from past years, they are happy to do it again
  - b. UCC happy to do it as well
  - c. UniSFA also down
  - d. Food sales will be for charity! Yay
  - e. PCS is down for charity. doesn't have a fridge to sell things but they're for charity
  - f. PCS could sell memberships for charity? membership is \$2
- 8. Ideas for major events
  - a. Raffle and Pizza are a given
  - b. Unisfa -> Jackbox, Movies, Dating Sims, Living readings?
  - c. Unigames -> magic stuff, debates (could be multi-club?), one-shots and board games, Yugioh contest
  - d. UCC -> vive set up (probs in the club room), also could become the jackbox room, competitive games with shit mice
  - e. PCS -> last year was debates, has plenty of things to donate for raffles
  - f. debates/rants -> nerds will pay to debate and rant
  - g. possible physical event -> unisfa dance party
    - i. Merlin willing to be the first aid responder for this
  - h. schedule events so loud vs quiet, and not happening at the same time
  - i. schedule by room/location
  - j. also need to rent trestle tables from the guild
- 9. Advertising
  - a. we should write a budget for this and then our committee approve it
  - b. will the clubs cover this cost, or will it be taken out of revenue?
  - c. posters + FB advertising?
    - i. guild posters don't help, neither do FB notifications since it'll go to our members
  - d. each club gives \$10 into a poll for charity vigil costs, we use it for advertising and general costs, and whatever is leftover goes into the charity revenue
  - e. \$5 entry, can order pizza, raffle, list all clubs, list main activities
    - i. boardgames, movies, videogames, debates, raffle
    - ii. email back food pantry to confirm and get branding

- f. Merlin and Neville to work together on a poster

#### 10. Raffle

- a. we need physical tickets, ppl didn't like the automatic system
- b. idea that each increment of tickets costs more (first 5 is \$5, next is \$7 etc), hard to track
- c. like the idea of a cap of how many prizes ppl can win
- d. want a flat rate for tickets
- e. Door prize
  - i. every \$5 entry goes into a door prize
  - ii. Colin and Merlin have literal pieces of Panto's door

#### 11. Money things

- a. UCC has a card reader for card payments, can be used! nice!
  - i. it has a \$1 minimum, and charges like 2% fee (so like 2c, and UCC is willing to take care of this if needed)
- b. We can also use the guild card readers -> does mean money is in many different places
  - i. if we used the guild reading, should be in UCC name so that all-electric money goes to them
  - ii. they may have fees on transactions and/or a minimum fee
  - iii. @someone figure this out -> Taylor checked that its all good! no fees or minimum
  - iv. Let's just get like 2 card readers from guild and use those
- c. Need to track what money is from (raffle vs entry vs pizza)
- d. Motion that each club gives \$10 for all fees, the excess donated to the charity, unan. approved

#### 12. Raffle prizes

- a. go talk to sponsors and get stuff
- b. PCS has google swag
- c. UCC can think of something
- d. Unisfa has a bunch of prizes
- e. Unigames can ask tactics
- f. clubs aren't expected to spend money, but in terms of a cash value of prizes, \$50-100?

#### 13. Other scheduling things

- a. need to know if all reps will be there at the start to open
- b. schedule ppl to be at the door, to pack up etc

meeting closed 4.32pm

#### Action items

Taylor -> draw up a budget for clubs to vote on (\$10 per club to create a pool for everything), help Colin with RMP, make a spreadsheet for events

Colin -> did EMP like a champ, talk to Taylor for RMP

Neville -> email back food pantry and confirm what details we can use and branding and panflets, get stats on where the money goes and things

Merlin -> create charity vigil poster (work with Neville)

Felix -> contact ignite, EMS and UDS, and UWASCA

James -> Contact guild to borrow tables and 2 eftpos payers, send us a picture of your dog

Gozz -> Food-themed things, money to food conversion system, potentially selling memberships ask club about this, could potentially make a web tracker of money raised

### General

Ask each club to give \$10 towards all expenses, excess will be donation

talk to club and come up with a list of events to be put into a spreadsheet