UniSFA Committee Meeting 21/3/19
Meeting Open
1. 10:07am

   Present: Katherine, Will, Georgia, Nadia, Amy N, Amy P, Elly, Finley
   Apologies: Annique

*2. Reports

2.1. President, Katherine:
- CCC application form, post about free books, fixed compactus
- Email Taco about things, hosted dragon price screening
   2.1.1. President handover
   - No

2.2. Vice President, Will:
- busybee, did handover, fixed compactus, organised prosh but couldn't attend due to late location notice
   2.2.1. Vice President handover
   - Yes

2.3. Secretary, Georgia:
- did fridge-run, helped at busybee, made committee poster, went to quiz meeting
   2.3.1. Secretary handover: need to learn to check out books (Finley is preparing a doc)
   2.3.2. "CCC training": required

2.4. Treasurer, Nadia
- Vague budget in drive in treasurer folder, got set up for crisis savings $4000 and $7000
- Treasurer training- have yet to do (this wk), emailed damaged book people- World of Books (extras buy scott w), Spreadsheets setup
2.4.1. Treasurer handover: to do (?)
2.4.2. "CCC training": required

2.5. Librarian, (Amy) Neville
- Prosh organised, went to, entered new books in system, blair contacted regarding Koha
2.5.1. Librarian handover: to continue
2.5.2. "CCC training": required

2.6. First Year Representative, (Amy Papa)Sergio
- Handover done
2.6.1. Fresher rep handover
Yes
2.6.2. "CCC training": required

2.7. OCM Annique
- Did the thing with the closed meeting, familiarised herself with the new things in committee, organising handover party (possibly a tuesday night)

2.8. OCM Elly
- Looked into Discord and Slack
2.8.1. "CCC training": required

2.9. OCM Finley
Quiz meeting, AGM minutes are happening- need done by next week

3. Regulations
    3.1. Who has familiarised themselves w current Clubroom regs?
    3.2. What are current Library regulations and where can we find them?
    3.3. What are current Facebook regulations and where can we find them?
    *3.4. Subcommittee regulations
    - Subcommittee regulations: passed once
    - Proposed amendments: grammar errors
    - 4.1c "on" instead of one
    - Each committee informed of subcommittee
    - Generally subcommittee should inform
    - **Motion to approve current subcommittee regulations**: unanimous yes
        - Amendments
        - Amendment 1: suggested to: "If there is a period over which the regulations approved by different committees don't match up, clubs with pending approvals are still required for meeting quorum but not voting quorum. A budget cannot be approved by the subcommittee until all clubs have approved the regulations. Upon the beginning of the first meeting after all clubs having the same regulations approved, representatives can call for another vote on previous decisions."
        - Amendment 2 "a subcommittee can ignore the requirement of three days notice with a unanimous vote"
    - **Motion to accept amendment 1: unanimous**
    - **Motion to accept amendment 2: unanimous**
    *3.5. CCC Training
    - After election of new CCC we need to train them to open room, Koha teach, guidelines in what is allowed in room, dealing with conversations, dooring regulations, how library works, know how to keep room clean (air freshener/vacuum/ table wiping), passwords, don't let people use Deepthought, money box
    - Training sessions for Unisfa general
    - Make Document for outline for Unisfa: How to run

4. Events
4.0. Approach
*4.1. Captain Marvel recap:
- 3 or 4 days before AGM
- Palace cinemas (convenient/nice/accessible in city)
- 15 ppl: largest unisfa goes in a while (possibly due to less screening events?) also Captain marvel was on the weekend
- We were able to get discount ($12)
- Money handling ok- was a bit chaotic due to many people in line
- Suggestion: people pay money to person running event and they buy tickets
    - However we would need to confirm numbers (issues with people not coming)
    - Or just bring money to event and pay via cash
    - Summary: good event, informal dinner was had after

*4.2. Hall-O-Ween
- Security refused to let us pay them: their system can't deal with one guard for 2 hrs
- We ended up handing them $150 to them in cash-
- Money has yet to be distributed between people and finally meeting has to be had
- Financial statement needing to be prepared/money distributed to allow disbanding of event subcommittee
*4.1. Prosh

- Estimate: $400-500 with 5 ppl, rich freo crowd!
- Prosh olympic happened, we didn't get Leederville
- Prosh happened in Fremantle- less accessible
- Fremantle option wasn't discussed with greater committee
- Amy N was only person from Unisfa- Will couldn't make it to Freo
- Only 5ppl, however 15 ppl from uni games were originally
- Recommend: earlier communication with unigames and more feedback from Unigames
- Request for unigames to consult more with us (all on the same page)
- Main thing was AGMs were close to Prosh
- Locations were only released day before: generally we want location TBC/meet on oak lawn
- Contact guild: Complain about Prosh too early and lack of notification for venue

*4.2. Quiz Night: 10 May 2019: unanimous - we have to retroactively add votes for UniSFA due to our subcommittee regulations not being passed at time of the meeting of subcommittee for quiz night (meeting was 20/3/19 and Finley and Georgia (reps) attended)
4.2.1. Handover from quiz night 2018
- Upload if not uploaded
- Autumn n Finley will prepare doc for meeting
- Mistakes from last year
  - Outline ideas/expectations for what should be in quiz rounds: club content/club history (inaccessible to freshers)
  - Assign who is writing what rounds/advance
  - Enough time for vetting by Darkmittee
  - Remember the whiteboard
  - Check technology
  - More communication with lightmittee
  - Talk about distribution of prizes on the night
  - Guild catering
- Content relevant to youths
- Perhaps some level of content about cameron hall: round of cameron hall lore or a few questions to cater to non fresher members (eg. one q per round)
- Interclub diversity
- Committee member assigned to oversee fresher table/or mix (handful of older members and freshers- people learn and meet and make friends!)
- Prizes: Elly can donate lots of things!
- We would prefer donations rather than spending
- Unsifa is concerned because each prize is ~$20: for the past 2 years we have donated lots of books to a high value and other clubs wanted to get reimbursed however unisfa donates higher value
- Taylor's draft budget (only draft so we didn't vote on it) https://docs.google.com/spreadsheets/d/1SPJ9X9X6kgISfEsFwYl0Ug-jY9V26wfBFKIJ_4e401w/edit?usp=sharing
4.2.2. Finley's motion to pass Subcommittee Regulations at 2:24pm 20 Mar
- Official votes: 1 for, 2 against, 6 abstentions
- Motion not passed
4.2.3. Subcommittee meeting 4:00pm 20 Mar
- Overview: Taylor chairing, Georgia taking minutes: Aoibhinn following up on action items
- Minutes: https://docs.google.com/document/d/1wpO1SDDul1tjCeRFCyZmrVuzSdB44BwYsWOdePQXCdY/edit?usp=sharing

4.2.4. UniSFA committee approach to the event
- Prizes: historically UniSFA has contributed more, higher value prizes eg. books (~$20 ea)
- We would like to discuss prizes and spendings on this in more detail at next subcommittee meeting

*4.3. SwanCon: 18-22 April
- Link: https://swancon.com.au/
- Re-sell doubles, chat to old guard, make money
- Generally event is expensive (inaccessible to students)
- We could ask for UniSFA cheap tickets to engage student member base with event
- Easter weekend not convenient for some people

*4.4. Book Club: 26 Mar
- Annique may be able to run event: Finley could run event if Annique can't make it
- 6-8pm on Tuesday, meetings may be on this
- Potentially another thurs needed

*4.5. Wrestlemania: 7 Apr
- Some people do attend

*4.6. Easter Picnic: (Easter is 21 Apr)

4.7. Winter LARP OR:

*4.8. Harry Potter LARP
- When? Middle of year- subcommittee week after agm,
- Will is interested, generally members aren't too interested
- Replacing Winter LARP
- Delegated to Will: unigames/HP society
- HP larp was brought up last year and was cancelled: find out-- do they want it to be more like summer or winter larp (summer is more commitment)
- HP society potentially wants it to be more like Summer Larp/ Hogwarts simulation
- Theoretically nice but practically draining

4.9. Avengers Endgame
- Tabled

*4.10. Access Week: week 7 (ask Nadia)
- Yea we want to get involved
- Meeting with guild to attempt to get access to Cameron Hall
  - Posters covering cameron hall campaigning for lift
- Suggested event: Book club- rep of disablilty in media (was done in media): wasn't too successful last year although we could run again

4.11. PAC Fringe: week 9

4.12. Multi-Cultural Week

4.13 Writing competition

4.13. Keeping track of all these events

5. Screenings (next week)
- Monday: Finishing Dragon prince
- Tuesday: Book club
  - Also [Umbrella academy: discuss the popularity of this screening]
- Wednesday: Scooby doo
- Thursday: Brett's screening (Gen lock part 1)
- Next Friday: Star Trek Discovery
- Movies to screen instead? We are currently screening a lot of TV series
  - Amy N: Scooby Doo movies or screenings: intermittently: Wednesday evenings
  - Chill evenings aka study events
- Blade runner, Her, Arrival: for unit "Narratives in the digital age" screenings at UniSFA: schedule those (Amy P)

5.1. Approach (one idea: online submissions)

5.1.1. UCC crossover screenings

5.1.2. "Wine and cheese" screenings

*5.2. Planning

6. Tenancy
*6.1. Busy Bee
- ● Was good: we cleaned things
- ● Attendance: Finley, Simon, me, Will, Ed K, Alaura, Georgia, Cam Locke, Alistair
- ● Apologies: Annique, Nadia, Harry, Amy N, Elly, Finn, Jack, Autumn
- ● 3-6pm this afternoon: wipe down tables and vacuum
- ● Get room checked before 5pm
- ● Finley coordinated cleaning and tenancy check

*6.2. Clubroom organisation, tidiness, and cleaning [TBD]
6.3. Deepthought triage
6.4. Maybe monitor replacement?
6.5. Couch, rug, cushion maintenance
6.6. Possibility of Fridge replacement
6.6.1. Fridge has been de-iced! Thanks @Alistair Langton
6.7. What to speak with landlords about
6.7.1. Lift
6.7.2. Floors

7. Library [TBD]
*7.1. Books from Uncharity spending
7.2. DVD Loans
*7.3. Compactus
7.4. First thoughts on weeding
7.5. First thoughts on access

8. Finance [TBD]
*8.1. Update on Treasurer Training
*8.2. First fridge run debrief
*8.3. Spending this week
*8.4. What went Into our bank this week
8.5. Brief investment ideas
8.6. Planning
*8.7. Spending approvals
*8.8. Consideration of accepting UCC dispense credit as payment from UCC

9. Communication [TBD]
*9.1. Intra-Committee
9.2. Committee to Members
9.2.1. Over-saturation of notices and event
*9.2.2. Fresher group
Needs to be advertised
Trialing and determine who uses

9.2.2. Whiteboard [TBD]
9.3. Intra-Club
*9.4. Inter-Club
9.5. Inter-Community

10. General Business
10.1. Committee poster

- Tis Done: Just need to change Amy P's photo and then print/laminate.

10.2. Signage, stamps w new logo and name

10.3. Advertising our existence

10.4. Scrapbook and history project

10.5. Leadership, Food Safety, First Aid, Mental Health First Aid, and RSA training

10.6. Records and archives

10.6.1. Physical Records

10.6.2. Google Drive

10.7. Websites: What and Where are they?!

Thank-you Blair for the information on these:

Unisfa Wiki (last updated 2014): https://wikisfa.ucc.asn.au/FacebookRules (lacks library rules?)

Website: http://unisfa.ucc.asn.au/ (UCC hosts)

Koha: http://library.unisfa.ucc.asn.au/ OR unisfa-koha.ucc.asn.au (UCC hosts virtual machine)

Info archive of Unisfa wiki: wikisfa.ucc.asn.au (UCC hosts)

10.7.1. Webmaster?

10.8. UCC/UniSFA tech contacts

11.0 Other
- Trial discord communication for week
- Committee cha- to start with (better than current medium of messenger)
- Freshers/Committee chat/CCC/All of unisfa
- Handle less important topics through other medium ie. discord?
- Next week's meeting: Thurs 10am, weekend after switch to Tuesday
- Bin bag reinbuse Finely: $31
- In chat we need to pass motion to retroactively reimburse Finley for purchase of bin-bags, however in general purchases need to be approved before-hand: also tenancy should be buying bin bags not clubs.

11.1: closed
- 11:53 closed business
- Motion to invite Simon to stay: unanimous
- Motion to close room: unanimous
- Motion to reopen: unanimous

12. Close meeting: 12:09pm

All agenda items without dot-points were tabled until next meeting.

Action items:
- **Katherine**: send photos to Taco for cameron hall cleaning/tenancy
- **Will**: subcommittee cameron hall-o-ween: wrap up, have meeting with HP committee to gauge interest/organisation in HP Larp, add Amy P as admin for FB Fresher group
- **Finley**: quiz-night handover doc, AGM minutes, amendments to subcommittee regs: spread them to other clubs, clean room and check (today for tenancy)
- **Nadia**: Contact guild re: moving Prosh/olympics + send summary points to Georgia, write up ticket procedure for how to handle ticket distribution and sales/money collection
- **Georgia**: Talk to subcommittee about pricing and having combo of older members/freshers on quiz tables to better include Freshers and organisation of seating etc. also prize buying/donation/values of Unisfa's prizes vs other clubs, check if people free to run stalls @Swancon over Easter weekend, finish and print poster
- **Amy N:** investigate Books and comics from sponsors- wait till next subcommittee meeting for quiz night
- **Amy P:** Fresher group advertise! Send new photo for committee poster

- **Elly**: Discord setup and instructing people on how to discord
- **All**:
    - Make discord account if you don't have one and join the unisfa channel
    - Set notifications in committee fb chat to all
    - Review CCC applications
    - If you haven't done handover do it