

## UniSFA committee meeting 28/3/19 [amended 30/3/19]

Meeting open 10:15

Present: Katherine, Will, Georgia, Nadia, Neville, Annique, Elly, Finley

Apologies: Papasergio

### 1. Reports

- 1.1. Katherine: did action items, books arrived
- 1.2. Will: most action items except HP larp, ran screening
- 1.3. Georgia: action items, made posters (committee/quiz), quiz meeting
- 1.4. Nadia: treasurer training, reimbursements, Halloween is over!;
- 1.5. Neville: action items and ran screening
- 1.6. Papasergio: did action items
- 1.7. Annique: action items, ran book club (12ppl showed up!), investigated swancon
- 1.8. Elly: discord and action items
- 1.9. Finley: quiz night organisation

### 2. Action items check (y= yes) (**bold**=to do/ongoing)

- 2.1. President: Katherine-do president handover (y); do Librarian handover (y); **contact SwanCon** (ongoing); talk to ccc re confidentiality (y); write up ccc 'how to' guide (ongoing); generally preside (y); prep passwords to be changed (y); host Dragon Prince screening on Monday (y); write agenda (y)
- 2.2. [William](#): **meet with UniGames + Harry Potter society to discuss feasibility of Harry Potter larp** [in progress]; Hall-o-ween wrap up [y]; general vice-presiding (y); **add Sergio to the fresher group** [to do]; host Gen:lock screening with Brett on Thursday (y); **discuss winter larp with UniGames** [in progress]; think about camp
- 2.3. [Georgia](#): release minutes (y); send out agenda when written (y); **take ccc training (library)** (to do); do handover (y); share quiz night subcommittee meeting minutes (y); finish and print and laminate committee poster (y); **check everyone's availability to run a SwanCon stall (ongoing)**; host Star Trek discovery on Friday; quiz night (y) (share proposed new regs with subcommittee too (ongoing))
- 2.4. [Nadia](#): complete treasurer training; **ccc training (library)** [to do]; Halloween money distribution (y); reimburse Finley [y]; continue work on budget (y); (share draft budget for discussion); give guild our feedback on prosh dates (ongoing?)
- 2.5. [Neville](#): do handover with Katherine (y); ccc training (y); **quiz night prizes** (to do) \*pending quiz night subcommittee decision; finish shelving books from uncharity spending; host Scooby doo screening on Wednesday (y)
- 2.6. [Papasergio](#): **ccc training**(to do); **trial fresher fb group** (to do); think of ways to engage freshers; send new photo for committee poster (y)
- 2.7. [Annique](#): arrange handover party(ongoing); prepare book club questions (y); host bookclub (y)
- 2.8. [Elly-Jo](#): **ccc training** (library) (ongoing); set up discord for committee chat replacement (yes); organise everyone to be on discord!; **quiz night shadowing** (to do), quiz night prizes \*pending quiz night subcommittee decision
- 2.9. [Finley](#): **Release AGM minutes** (ongoing); **submit constitutional amendments to guild and update them in our copy of the constitution** (and show Georgia) (ongoing after agm); handover to Georgia (y) ; update whiteboard (y); make screenings events (y); quiz night (y); **quiz night handover doc** (ongoing); **wrestlemania** (7th april) (ongoing);

### 3. Events

3.1. Halloween: it's done!! (prob finished-confirm with Nadia)

3.2. Quiz Night: posters (done and need to be dist.): could dist. to colleges- St George's

- Expenses jumped up by 400- based on estimate of 120 tickets sold (in comparison to last year's estimate of 100 tickets sold)
- Could people inform us of prizes submitted so we can determine quality of prizes
- What prizes for wooden spoons and what for table rounds needs to be determined
- \$250 (\$50/club for main prizes): **not being reimbursed**: no clubs are reimbursed for (main) prizes
- Are the additional prizes being reimbursed (preapproved?)? We need to know, prev table round prizes have been jugs from the tav purchased on the night)
- **Propose to sub-committee that we will approval the budget on the condition that the \$50 spent on main prizes is non reimbursable and each club submits at least 5 good quality prizes (quality of the prizes will be determined by the subcommittee)**, we need 24 prizes (each club needs to donate about 5 prizes (good)- more attention to be paid to organisation of prizes/equal contribution
- 5 desirable prizes provided per club. \$50 budget spent for prizes non-reimbursable. We want prizes and money to be well organised.
- **Motion to approve quiz night budget on conditions above**: unanimous-motion passes

3.3. Easter picnic

- King's park and buy easter eggs on sale
- Not a huge turnout previously, we either need to do things differently or not do the picnic
- Easter not particularly relevant to sci-fi: rebranding of picnic
- Perhaps a sundowner picnic rather than lunch time
- (for hobbits picnic we could do traditional fantasy feast)
- Sci-fi themed picnic: we can do it in 5 weeks (after easter)

3.4. Avengers Endgame

- Coming out at end of April: Katherine organised Marvel

3.5. SwanCon

- Annique and Katherine organising: Neville and Annique organising Book Drive

3.6. Harry Potter Larp/Winter Larp

- Annique would like to be involved
- HP society was going to organise a meeting but didn't: miscommunication
- Will will chase them up

3.7. Book club

- Librarian picks book theme for month
- Neville: pick theme
- Katherine has poster for March theme Death- we will do this theme
- Arts venue ok: we need longer (2hr free venue booking/week)

3.8. Camp

- Will and Nadia have ideas: re camp (tbd)
  - 3.9. Book craft and reading hour [tbd]
- 4. Screenings
  - 4.1. Umbrella Academy
    - Do we want to continue: 3 ppl came last time- it was meh
    - We should have started the screening earlier
    - Get on screenings as soon as relevant
  - 4.2. GoT: screening as it comes out
  - 4.3. American Gods and GoT potentially coming out at same times? Paired screenings
  - 4.4. Perhaps leave some space in roster for impromptu screenings (Mystery screenings)
  - 4.5. Splendour and Misery: Alaura wants to host: when is she free
  - 4.6. Host name in title (y/n)- in description or title: put in description not title
  - 4.7. Papasergio would like to host "Her" and also Life is Strange 2
- 5. CCC selection (closed):
  - 5.1. Outcome: Alaura Evans, Autumn Brough, Brett Fielding, Elanor Leman, Finn Murphy, Harry Trumble, Jack Kay, Jasmine Sullivan, Jo Hyde, Kurt Williams, Mia Wolski, Simon Lawrance, Theo Vickery elected as CCC
- 6. Finance
  - 6.1. Money out
    - Halloween: \$15.10 each to Panto, Unigames, UCC
    - \$454.70 withdrawn from cash at bank for food run
    - \$50 for Netflix account top-up
    - \$31.70 from money box to fill up bean bags (room maintenance)
  - 6.2. Money in
    - \$11.50 given from panto for Halloween
    - \$9 room coins into cash at bank
  - 6.3. Budget approvals:
    - Video game purchases (life is strange, bioshock, etc) to be put on hold for now
  - 6.4. Other: Replacement copy for Extras (on it's way)
  - 6.5. *Whiteboard markers*
  - 6.6. *Quiz night*
  - 6.7. *Bin bags*
  - 6.8. *Blockbuster splat buy [tbd]*
- 7. Library
- 8. Communication
  - 8.1. Discord account, trial unisfa server underway
  - 8.2. Fresher communication: contact Freshers in one email, with events and link to Facebook page and continue fresher facebook page on trial for a month
- 9. Tenancy
  - 9.1. Gotta clean the room, to be confirmed later – keep it nice right
- 10. General Business (if we have time)
  - 10.1. *Another Fresher orientated event [tbd]*
  - 10.2. *PAC Fringe [tbd]*
  - 10.3. *Access week [tbd]*
  - 10.4. Ccc poster- to be made
  - 10.5. Book club poster- Death poster done by Katherine
  - 10.6. *Signage, stamp, welcome sign [tbd]*

11. Other

- 11.1. **Motions:** to approve spending on \$140 on Netflix vouchers (10am March 23/3/19)- unanimous passed
- 11.2. **Motion:** to Splat buy Steam games on sale: Life is Strange 1 and 2 masses, 5 for, 1 against, 1 abstaining- motion passes:
- Note: we will be putting this decision on hold for a few weeks due to further discussion being required on replay value etc. as Unisfa has screened the proposed games before

Meeting closed 3:39

Action items:

**All:** Sign up for leadership training (23/24 Apr, link below), peruse CCC 'How To' Guide [link:<https://myuwastudentguild.com/event-cal/event-support-for-guild-affiliated-clubs-societies-and-faculty-societies/training/>]

**Katherine:** library handover; contact swancon; arrange ccc contracts; avengers endgame; distribute action items; generally preside; write agenda for next meeting (by 5pm 31 Mar)

**William:** Meet w UniGames + Harry Potter Society re LARP, incl. winter larp; think about and discuss camp; coordinate screenings; oversee CCC training; generally vice-preside; put up screening events

**Georgia:** library training w K, Nev, or Simon; AGM minute editing; compile constitutional amendments for committee to double check before sending to Guild and updating constitution; contact Luke Thomas re residential college posters; general secretary duties

**Nadia:** Quiz night money flowchart; think about and discuss camp; oversee fridge run; general treasurer duties

**Neville:** Sci-Fi Easter Picnic; SwanCon book drive; general library duties

**Papasergio:** Contact UniGames, UCC, and Uwanime fresher reps and also Quiz Night subcommittee about how to incorporate freshers into tables with stale-ers; contact freshers; work on fresher group trial

**Annique:** Wrestlemania, Sci-Fi Easter Picnic; SwanCon and corresponding book drive; Investigate Book Club venues; other book club stuff; Harry Potter LARP

**Elly-Jo:** Help with fridge run, help everyone figure out discord, quiz night shadowing, library training with K, Nev, or Simon; help Will coordinate ccc training times

**Finley:** Quiz Night

**Screenings:**

Tuesday: Meeting [Committee]

Wednesday: Splendour and Misery (Alaura)

Thursday: Her (Sergio)

Friday: Star Trek Discovery (Georgia)