

UniSFA committee meeting 2/4/19 5pm

1. Meeting opened: 5:10am

Present: All

1.1. Katherine's report and action item checklist

- Action items: library handover; **contact swancon (ongoing)**; arrange ccc contracts (y); **avengers endgame**; distribute action items; generally preside; write agenda for next meeting (by 5pm 31 Mar), sign up for leadership training
- Report: Ran impromptu ccc training, think about rearranging committee meetings (better timing), wrote ccc how to guide

1.2. William's report and action item checklist

- Action items: **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, sign up for leadership training
- Report: fresher group handover and added ppl to it, Compiled list of fresher emails, (to do) sort fresher email list

1.3. Georgia's report and action item checklist

- Action items: 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 (**send poster through when finalised**); general secretary duties, sign up for leadership training
- Report: posters made for quiz night, sorting out quiz night organisation, ran Discovery Screening

1.4. Nadia's report and action item checklist

- Action items: Quiz night money flowchart; think about and discuss camp; oversee fridge run; general treasurer duties, sign up for leadership training (all done)
- Report: looked into furniture, passwords, organising drive, o-day grant came in (to discuss), various jobs, started swancon budget

1.5. Neville's report and action item checklist

- Action items: **Sci-Fi Easter Picnic (ongoing)**; **SwanCon book drive (ongoing)**; general library duties, sign up for leadership training
- Report: entered new books into system, ran Scooby Doo, organization of easter picnic (now sci-fi sundowner), swancon discussion and book drive

1.6. Papasergio's report and action item checklist

- Action items: **Contact UniGames, UCC, and Uwanime fresher reps and also Quiz Night subcommittee about how to incorporate freshers into tables with stale-ers**; contact freshers (ongoing); work on fresher group trial, **sign up for leadership training**
- Report: Advertised screening, posting in Fresher group (trialing)

1.7. Annique's report and action item checklist

- Action items: Wrestlemania, **Sci-Fi Easter Picnic (ongoing)**; **SwanCon and corresponding book drive (ongoing)**; Investigate Book Club venues; other book club stuff; **Harry Potter LARP, sign up for leadership training**

- Report: created event for wrestlemania, created book club poster, did research abt tvs

1.8. Elly's report and action item checklist

- **Help with fridge run (ongoing (pies))**, help everyone figure out discord, ~~quiz night shadowing~~, **library training with K, Nev, or Simon; help Will coordinate ccc training times (ongoing), sign up for leadership training**
- Elly: looked into on campus living/advertising

1.9. Finley's report and action item checklist

- Quiz Night, sign up for leadership training, **handover 2**
- Report: Did handover (Secretary)

2. Events

2.1. Wrestlemania, 7 April

- Event made: 7am Monday
- Nothing more needs to be done

2.2. Book club, next on 9 April (next on 23rd)

- Poster made, needs to approved to guild
- The arts lecture room was good, alternative is running in clubroom (less accessible)
- 9th april theme: immortality, 5-7pm
- 23rd theme: death rituals

2.3. SwanCon, 18-22 April

- Available: Finley, Annique, potentially Neville, Katherine, Georgia
- We will be selling doubles
- Booking 35\$/day for trading stallc (need to approve budget)
- 2.3.1. Book drive
 - Annique and neville: book drive (we have not done b4- no precedent)
 - Neville: do we want a date or generally giving in books
 - We have 2 weeks to organising and make happen: is this a good idea?
 - We need donations box

2.4. "Easter Picnic", TBD : date (end of study break): May 4th

- Theme: Agreement for "Sci-fi Sundowner" rather than "Easter picnic" (discussed on discord) (We still want discount easter chocolate)- Maintain chocolate eggs in advertising
- Location:
 - King's park (temp licence- would need fencing)
 - Sundowners: Matilda Bay- alcohol and freshers (don't let the underage freshers drink)
- Themes and ideas:
 - Hitchhikers guide to galaxy! With themed cocktails
 - Alien vs predator ("alien eggs" rather than easter eggs)
 - Egg themed sci fi party with egg themed party games (easter eggs as prizes)
 - Alien-esque lighting
 - Dressup, prizes as eggs for best costume
- Do we want more structured event or just show up and drink/eat? In the past has been people showing up for the picnic, easter egg hunts have happened but problem with hiding them in King's Park (eaten by birds, lost, etc)
- Tickets?: catering and alcohol require tickets (we will make significant loss if we supply alcohol/do catering)

- BYO: alcohol and food? Or free venue hire/with licenced bar
 - Bring people with food safety permits to bring baking, get chips/alcohol
 - Temp licensing too hard, do we have too few people for permits?
- Action: Will, Neville, Annique (specific sci fi elements), Nadia- budget (alcohol permits and funding), approve budget next week: tickets/advertising (posters)/scale,
 - Will: look into if we can free alcohol at the event, look into appropriate venues and licence: show Neville how to do emp (in colab with annique /katherine/nadia/aiobhinn for emps with alcohol included), start looking into advertising (prep)
 - Should we do alcohol? Annique and Will willing to do all paperwork for alcohol
 - Neville: work with Will to do EMPs for sci-fi sundowner
 - Nadia: a hot tip (™) Events: email them with excel doc of RMP rather than filling online form (events email on student guild website)
- Proposed date: 4th May (give or take a day), on topic of May 4th: Finley: colab with origami club for Star Wars day?

2.5. Avengers Endgame, TBD

- **Katherine: to look into**

2.6. PAC Fringe, 29 April-3 May

- PAC- super-organisation that includes some clubs, wants to do fringe event (small degrees of success prev)
- Opportunity for exposure of club to wider audience
- UniSFA art show? Sci-fi/fantasy art
- We need to determine expression of interest
- Annique would potentially have equipment to run an art show
- We need to do this asap: is it feasible/reasonable?
- Promote our event in art units?
- Older uniSFAns who are artist: Fb page
- Poster **today** for interest: [Who is making?]
- Papa and Neville would like to be involved.

2.7. Quiz Night, 10 May

- Posters made- need eventbrite link
- **Assign who is printing posters**
- **Which club will get revenue and reimburse/dist profits**
- Panto paid for tav booking
- Propose that uniSFA shouldn't put all of our sponsor's donations to be used as quiz night prizes- we will supply

2.8. Harry Potter/Winter LARP, TBD

- Meeting is still trying to get organised (whenisgood)- hopefully meeting will be scheduled soon

2.9. Camp, TBD

- Summary: better planning is better event
- Timeline for camp: emp submission (by end of sem), advertising, visit venue before paying deposit
- Dates:
 - Avoid Panto xmas show (rehearsals start at start of end of sem) Prod. week 9-15th Dec
 - Camp as soon after exams end as possible second sem
 - Proposed time: Summer vac (18th Nov) Weekend: 24th Nov- any time from end of sem (first 2 weeks)
- Location: Decide when and which campsite we are going to

- #1 Suggested is Ern halliday, camp at end of year (Dec, Jan)- directly after sem ends
- One main dorm (large), gender exclusive dorms and quiet rooms, had locked fridge, larger outdoor area, near joondalup, convenient to uni, good general area, had parking, kitchen separate, archery was done and it was fun
- We need to make booking asap
- Ern halliday is booked out during the period we want, we need to look into other venues
- **Will:** investigate camp locations
- Benefits and costs to in Perth (transport vs road trips)
- Others: leschenaultia (swimming- need someone with bronze medallion)
- Handover: not have a camp subcommittee (we all need to be involved in decisions)

2.10. General event management procedure

- Will, Annique and Finley- are involved in a lot of events
- Engage other committee members and get us involved in events
- Execs: need EMP training
 - Elaborate on events that are brought up in committee and explain events to newer committee members
- Papasergio: we could collaborate with UWA literature dept on related things (engage with lecturers/units, host screenings of films studied, etc.)
- Events: getting authors in, colab with lit, sci-fi/spec fic writers
- **Annique and Sergio-** discuss colab with lit
- Elly: assign to her a project/event that she will run
- Get execs that haven't hosted screenings to host popular/big screenings eg. GoT/Stranger Things
- Committee and CCC need to keep track of shows airing

3. Screenings

3.1. Upcoming Big Media

- GoT (14th)- booking big screen at uwa
- Purchase new tv (a big tv! 4k/Smart (see more under budget etc))

3.2. Screenings for week 7

- American gods (monday) w/simon
- Tues: committee meeting
- Wed book club- immortality and the undead
- Fri: Jasmine and Papasergio- wizards of waverly place and sabrina (double witch!)

4. Library

4.1. Proposed book removals

4.1.1. Brentford "Trilogy" volumes 2 and 5 by Robert Rankin

- \$90 to complete series- the trilogy is 9 books
- No one has checked them out- reviews were bad, no continuity between books
- Motion to propose to remove book: 7 for, 1 against motion passes

4.1.2. Rainbow Six by Tom Clancy

- Not sci-fi or fantasy: thriller with spec fic elements but read as thriller
 - Has it's baby pinky toe in the kiddy pool of sci-fi
- Was protected 2 AGMs ago- no longer protected
- Clancy is not sci-fi author: "what-ifs" of public relations
- Ed: as someone who has read Rainbow 6 it is not a valuable addition to our library
- The "sci-fi" element is weaponized ebola (genetic engineering and engineering diseases)
- **Motion to remove Tom clancy's Rainbow 6: 5 for, 3 against, motion fails**

- Katherine is sad, book accessibility challenged by Annique

4.2. Stream games [TBD]

4.3. Elizabeth's Book Shop sale and potential splat buy [TBD]

5. Tenancy

5.1. CCC training and contracts

- 7 people attended today's 11AM impromptu session- 6 people need to be training
- Training was based on "how to CCC" guide created by Katherine
- **CCC feedback in progress:** Katherine action item

5.2. Vacuuming

- Needs to be done
- Katherine propose that we have same policy for bin emptying: vacuuming the room= 1 can
- Duties: running screenings-must vacuum after- double down with announcement
- Poll: 7 for 1 against: members will receive a free can after vacuuming: provides an incentive

5.3. Bag placement

- Bags are cluttered- don't keep bags on couches they take up space
- If couches taken up by bags= less inviting (preventative measure)
- Majority of people are courteous and will move bags
- Remind CCC to store bags appropriately
- Possibly not feasible to change people's behaviour
- Couches on wheels to make room more accessible
- Make a post on unisfa page and message to ccc: general housekeeping

5.4. Lost Property

- We do not have many at the moment

5.5. Bins

- People: put things that are recyclable in the **recycling bin** - incl. in housekeeping notice
- Bin posters?

6. Finance

6.1. Money in

- O-Day grant: \$110 (for 72 ppl) from grant money: should be more but need to be resolved
- There are lots of clubs now, meaning oday grant is reduced- we didn't get enough money to cover the stall, money pooled into sem 1 grants
- Waiting for Jacob Rosendel's email in resp.
- Based on member sign ups we should have got more

6.2. Money out

- \$0 out
- File bought Constantina to arrange files for \$5.96
 - **Motion to reimburse Nadia for buying file: 7 in favour 1 abstaining motion passed**
- \$1.69 printing ccc contracts Katherine
 - **Motion to reimburse Katherine: 7 in fav, 1 abstain, motion pass**
- **Nadia:** Refill unisfa uniprint account

6.3. Current balance

- \$10 thousand something
- **Proposal 1:** Events and fridge pay for themselves
 - We get money from grants: reinvested into general supplied and library: book crawl after grant money in, however disagreement from the room: we want sponsor crawl during easter break-- overall events and fridge make \$900, at all times would be a buffer
 - Not assuming every event will make money back but others will compensate
 - Fridge made approx \$90 profit last year
- **Proposal 2:** Conservative book buys using grant money

- Previously a \$600+/book crawl budget was set for sponsor crawls
- Set relatively conservative budgets for each crawl (\$300-400?), rest of grant= general supplies for book repairs etc.
- Be conservative on book buys this year
- **Proposal 3: The Money Plan™: Upgrading the clubroom**
 - TV/Couches/coffee tables/replacing Deepthought- building of v good PCs for ~\$2000
 - Free fridge from Elly?
 - Smart TVs- need for Deepthought? However DT needed for video games
 - What sorts of games do we want to buy (library expansion): Eg. story based? Collective decision making?
 - “Necessary savings”: arbitrarily \$7000, reduce to \$4000 (we need \$3000 to make interest in guild account)
 - “Excess savings”: above this limit
 - We do not have Guild insurance for the library. Nadia currently looking into it- esp after we purchase TV and computer, Nadia is attempting to track down policy
 - Evaluator of library for insurance purposes: Annique has a contact that could do this
 - Committee: we want: large TV, good computer, new fridge that doesn't have to be iced, new couches
 - Clean/replace rug- Annique may have rug?
 - Floorboards varnished, 8 years ago there was carpet, it was gross, we don't want that
 - Feasible: Plan for floorboards varnished: \$50-100 for floor buffer that does the floor
 - \$500-1000 for fridge: Elly could possibly supply a fridge: given free fridge, nice floors?
 - Stan account: approve buying vouchers
 - Stan has Supernatural
 - **Motion to approve \$120 for Stan vouchers: unanimous-** we need to trial Stan however before purchasing etc.
 - UCC disburse credit: significant hassle, only Felix wants this, complicates our credit too much, we don't want our money going thru UCC, we already have a fridge book: Big NO
 - Fridge run cancelled for tonight

7. Communication:

7.1. Discord Trial

- Great for channel separation and discussion separation
- CCC need access to screening channel, CCC channel, CCC doc channel to upload passwords etc
- Discord: too many channels? Intimidating to new users, creates small niches
- Unisfa larger memeing channel- more people in the know rather than just ccc/committee
- Multiple committee channels great for many events, voice channels aren't used very frequently
- Neville moderating discord
- Voice chat for impromptu/emergency meetings
- Whole club interaction- very social meeting place to engage UniSFA members
- Moderation of voice chats- implementing club room rules within voice chats difficult to implement
- Very hard to moderate voice chats (can mute people)- recommendation for now is to not have the voice channels
 - Muting: moderator can mute person from server and voice chats (no one except moderators can see posts)
 - People with normal powers can mute individual people- personally muting
 - Unigames: pretty much just for Wargamers,
 - CCC with power to make voice chats- creation and deletion when CCC is online (essentially a ccc member holding the room: when they leave the room closes)- the

difficulty- power to make channels is reserved for committee/admin, however they ccc would need admin privileges

- Voice channels- discord could make uniSFA more accessible to people who can not physically be here
- For our trial period voice channels are difficult to moderate
- For this week: Add CCC and remove voice channels

7.2. Fresher group trial

- It's happening: Will compile Fresher emails, Sergio working on making posts eg. clubroom map and screenings to engage freshers

7.3. Fresher mailing list [tbd]

7.4. Mailing list [tbd]

7.5. Facebook group post approvals [postpone]

7.6. Facebook page usage [tbd]

8. Regulations

8.1. How will we go about going through and editing

- Chose one every week, discuss, go over in meeting.

8.1.1. Clubroom rules: this week

Dooring policy- under clubroom rules

- Dooring is for serious disregard of rules, we would expect no committee member is doored
- Dooring UniSFA and Unigames have different policies- unigames
- Recommendations: Dooring is more serious in UniSFA, clarify differences and communicate these to members

8.1.2. Facebook policy [tbd]

8.1.3. Library regulations [tbd]

9. General Business

9.1. CCC Poster

- Georgia: to do, Don't include ask me about, A3 poster potentially would be nicer

9.1.1. CCC responses:

- Katherine can do this, people who have greater feedback on responses contribute to them, matter resolved.

9.2. Refresher Event [tbd]

9.3. Library stamp with new logo [tbd]

9.4. New signage with new name and logo [tbd]

9.5. Clubroom door curation [tbd]

9.6. FilAuz karaoke night:

- Noise complaint from Cameron Hall loft (a couple of Fridays ago): loft event was very loud, the noise was above legal limit: we asked them 5 times to be quiet, they consistently did not listen, did not move furniture from fire exit, Guild representative (Guild VP and SOC president) said they could make that noise. A counter complaint was made against Unisfa, Unigames has written a letter (formal complaint) they would like us to co-sign.

9.7: Speed of meetings

- We need to be faster- please, would like to brainstorm ideas to keep within 2hr limit

9.8: Oc health and safety

- microwave is too high- people spilling hot food- inaccessible
- Temp solution: move microwave to shelves with steps- not have books there
- Microwave work on ideas

10. Meeting Closed 8:43pm

Action items:

- **Katherine:** EMP for book-club and book room, Avengers Endgame, handover for speaking to sponsors, CCC feedback sendout, Add CCC and remove voice channels, committee have power to edit channels- grant committee admin powers, housekeeping notice to everyone, make a post about clubroom regulation amendment forum, contact Taco about floorboard sealing, make info about bins and vacuuming and \$1 fridge reward available, make meetings shorter, continue to organise Swancon
- **Will:** HP Larp/Winter Larp, *Sundowner*: look into venue, find the rules on alcohol, timeline for sci-fi sundowner, work with Neville and show how to do emp, *Camp*: investigate alternate venues, timeline for camp, continue to organise CCC training, contact freshers of fb group trial
- **Georgia:** Add deepthought to mailing list, make CCC poster, finalise quiz posters/other quiz organisation, send thru finalised poster to Luke, agm minutes, compile constitutional ammend for committee, submit constitutional amendments
- **Nadia:** Draft budget for easter picnic/sci-fi sundowner, look into guild insurance for UniSFA library, arrange reimbursments, follow up with SOC treasurer re: o-day grant, organise Stan
- **Neville:** do book drive, speak to sponsors regarding quiz night prizes, emp for sundowner, look into PAC fringe fest. art show, make post about proposed removal of Brent Ford trilogy books
- **Sergio:** look into PAC fringe fest art show, Contact UniGames, UCC, and Uwanime fresher reps and also Quiz NIght subcommittee about how to incorporate freshers into tables with stale-ers, Fresher mailing list, discuss colab with literature dept. UWA with Annique, contact freshers of fb group trial
- **Finley:** send thru agm minutes and constitution things, reach out to ccc for Thurs screening, handover 2, investigate Star wars day colab. with origami club (guage interest)
- **Annique:** post in GC (poster for book club), make fb event book-club, discuss collaboration with lit dept. for events, easter picnic/sci-fi sundowner discuss, book drive and swancon organisation, HP larp, potential art show organisation (PAC colab.), find price and logistic about floor board sealing
- **Elly:** new bug report channel (delete and replace), give all committee admin privileges, work on better microwave setup, fridge run assist (pies), library training, assist Will with CCC training setup times