

Committee meeting 24/4/19 5pm Minutes

Meeting open: 5pm, closed 8:36pm

Attending: Katherine, Will, Neville, Papasergio, Georgia, Finley

Apologies: Nadia, Elly

Absent: Annique

A note: please send apologies if can't attend at least 48hr in advance unless you are ill or have a personal emergency.

1. Reports

a. President: Katherine

- i. Report: Went to Stephen's event, got book signed, planning Endgame, camp venue research and brainstorming, Swancon helped out and leadership training
- ii. Action items: ~~Make a post about to advertise to members Stefan's event, help Neville with emp for book crawl~~, consider and plan posters and signage around clubroom (to do), ~~make Endgame event~~

b. Vice President: William

- i. Report: Leadership training and how to do EMP, Sundowner EMP most likely finished and submitted tonight, planning camp finances and planning for each campsite, ran GoT
- ii. Action items: ~~approve circular budget for easter eggs by next monday, work on budget for easter picnic, Sundowner EMP and planning continue~~ (ongoing), CCC training organisation (not happened), camp planning (ongoing): time flow chart (to do)

c. Secretary: Georgia

- i. Report: helped run swancon stall both Saturday and Sunday morning, did CCC poster, finished setting up Fresher mailing list and added all freshers, did some leadership training, sent out minutes (and Facebook minutes) and agenda, have started compiling changes to the constitution (need a few clarifications), delivered large TV (yay!), investigated book sale options for swancon leftovers, emailed Luke (colleges) posters for quiz night
- ii. Action items: Compile constitutional amend from AGM minutes and submission (ongoing), ~~include action items in the minutes, Get Large TV, amend and print/laminate CCC poster, fresher mailing list setup continue~~, quiz night (ongoing),

d. Treasurer: Nadia

- i. Report: Swancon, sundowner budget done, planning to start writing finance regs
- ii. Action items: ~~approve circular budget for easter eggs by next monday, work on budget for easter picnic, easter picnic budget, tv cabinet (ongoing), count swancon money when relevant~~

e. Librarian: Neville

- i. Report: Swancon and made handover for Swancon, went to Stefan's book night, sponsor crawl emp and event, went through comments on the resistance/book appeals post, did leadership training

- ii. Action items: ~~emp for book crawl, email books that need, Look into library stamp also speak to uniprint re: stamps and new posters, swancon, prepare for book buy~~
- f. Fresher Rep: Papasergio
 - i. Report: updated email to send out, Avengers endgame, contacted Amelia (Unigames fresher rep)- combine freshers on table
 - ii. Action items: send out Fresher email (personal email for people who haven't been to club-room etc) and ~~generalised fresher email (already prepared), gauge interest for people who want to be on fresher tables, see who has space on tables, make post during the day for Fresher page @GoT screening for next week~~
- g. OCM: Annique
 - i. Report: -
 - ii. Action items: handover party, consider t-shirts, consultation for easter picnic, prepare book clubs proposal for May
- h. OCM: Elly
 - i. Report: -
 - ii. Action items: -
- i. OCM: Finley
 - i. Report: Swancon, Updated screenings board! Did student leadership training
 - ii. Action items: Screenings, quiz night (ongoing), prep twitter use proposal (in progress)

2. Events

- a. SwanCon [AN]
 - i. Basic report: in total we sold \$141 of books, expenses: \$72, profit: \$69.10
 - 1. In 2018 we made 200ish dollars, not very well attended con, we met old guard, a lot of people made comments that they already had the book that we sold/had already read etc., lack of sales: people already had books and didn't want to buy them, we didn't pay for stall last year, find different way to dispose of leftover books
 - 2. Unrelated concept: advertise our club by selling them in the ref, we would not want to compete
 - 3. Next year: look into getting eftpos machine, selling other things eg. bakesale, ask for donations
 - 4. Nadia: swancon didn't do as well as we expected
 - ii. Finances [NW]
 - iii. Recommendations for next year
- b. Stefen's event w Charlie Jane Anders [KS]
 - i. 3 ppl came down from UniSFA, we got a book donated to us signed to the club,
- c. Avengers: Endgame [KS]
 - i. Attendance: 12 ppl currently confirmed, numbers will be reserved by tomorrow
- d. Bookshop Sponsor Crawl [AN]
 - i. Happening on Sat, sponsor (quality comics confirm), Stefen (confirm)
 - ii. Books ordered in advance for bookshop crawl, umbrella academy from comic zone coming in soon

- iii. Budget: last week we voted \$600 + conditional \$200, we didn't do as well as we hoped therefore no conditional \$200
 - 1. Nadia: 600 for sponsor crawl, \$69 from Swancon- for sponsor crawl or splat buy?
 - 2. Semester grant uncertainty
 - 3. Motions: Katherine- sponsor crawl budget:
 - a. \$700 plus 69.10 for sponsor crawl: 2
 - b. \$600 plus 69.10: 4
 - c. \$Flat 600: no one
 - d. **Motion for \$600 plus 69 passes**
- e. Book Club [AC]
 - i. Venue: Annique suggested in clubroom- people who are around cam hall, unless someone asks for accessible env, book club change in location has reduced event
 - ii. Theme: suggested: Birth and creation
 - iii. Wednesday
 - iv. Finley/Neville to run book club/Sergio backup
- f. "Easter picnic" Sundowner [WC]
 - i. Checklist: booking of venue-Gazebo not listed on venue form- person who is in charge back on Friday, Gazebo not officially "booked" we would like to book it though
 - ii. Alcohol is happening, how does it work if we haven't booked the space? We may need occasional liquor licence, Will is fine to go thru legislation
 - iii. Budget: current plan: BYO alcohol, don't bring spirits, are we doing mocktails? Yes and let attendees add own drinks however, most likely not a good idea, budget concerns: we are already making a significant loss on the event, having a punch w/out charging may increase that loss
 - iv. We could sell soft-drink cans from the fridge
 - v. Gold coin entry to recover some cost
 - vi. Discussion shelved: alcohol/mocktails/This can be discussed on discord
 - vii. Please include Neville re:budget discussion
 - viii. Budget needs to be redone: Neville happy to help redo
 - ix. Easter chocolates unclear @whether they are bought--Snack/drink/decorations
- g. Quiz Night [GH, FH]
 - i. Posters: Friday mid-day signing etc
 - ii. Prizes: ongoing, we have two high value prizes so far
 - iii. Ticket sales so far: no ticket sales from UniSFA
 - iv. Promoting table formation: google forms (similar to Fresher tables)
- h. Harry Potter LARP [WC]
 - i. Organized meeting for Friday: one of key HP reps away so meeting going on without them
- i. Camp [WC]
 - i. Venues for cons
 - ii. Venue: Ern Halliday (Spinnaca but not really free unless we have camp in January) and Woodman point not desirable (eliminated), Lesch removed
 - 1. January not a desirable time, not good for engagement
 - 2. Last year's camp not a good venue

3. Manjedal vs Lesch
4. Mornington not communicated
5. Manjedal (cheaper for 30ppl but most likely 20) with Woodman pt backup- good options and diff needs between who can come
6. Lesch- less desirable but not as good as manjedal (don't discount completely)
7. Our best option: Manjedal
 - a. Why do we want to run a camp?
 - i. Larp ok but wasn't a huge draw- prob too much effort
 - ii. New ideas: Collective storytelling, Art/craft activities (making witch hats), pouches for Dnd dice etc., Sci-fi fantasy "Bob Ross" events, things that Gilwell does eg. night walks, archery, roasting marshmallows, Late night activity- walk, Herbalism/alchemy-based events
 - iii. Popular events from last camp: Mafia night, spotlight, bookclub, scavenger hunt, dramatic readings/reading Lovecraft, quiz night (more structured)- questions not too obscure, have more backup plans, dedicated
 - iv. New ideas: Disband the houses: separates people too much! Committee mostly in agreement
 - v. Screenings- evening binges, don't want screenings running throughout all camp, one or two in the evenings- late night screenings people choose their own (noise controlled and fine with venue), Binge watch series as group, jump scare evening (we play spooky video games), Wallace and Gromit cheese night
 - vi. UniSFA brews some tea while watching witchy movies
 - vii. Will: make itinerary of events
 - b. Why do members want to come to camp?
 - i. Community bonding- bois time!
- iii. Current options: 2 day camps
- iv. In the past we've had camps with approx 140 attendees? Wild
- v. We want to get a better engagement with unisfa events in general
- vi. **Emp submitted in during winter holidays**
- vii. Talk to someone who ran a big unisfa event- what was the draw? Most likely alcohol etc
- viii. Some of the events suggested here could be done with Freshers etc!
- ix. We need to
- x. Camp draws: get up and move around but not huge physical commitment, events where we can incorp alcohol, camp activities

3. Screenings [FH]

- a. Week 9 Next Monday: GoT and the next (confirm)
- b. Tuesday: American Gods Simon TBC and the next [both]
- c. Wednesday: Bookclub, [Free]
- d. Thursday: [Free space] [Jo wants to run Hilda TBC]/[if not: study night w/ Neville]
- e. Friday: Wild Witch Fridays and the next with Jasmine

4. Closed Section

5. Library [AN]

a. Appeals

- i. From Cassie Schickedanz:
 - 1. Appeal: club history- was gifted to us via ex president of unisfa
- ii. Complaint about appeal process
- iii. Document of current appeals process- made and in appeals
 - 1. Submitted by Nike Browning:
 - a. Appeal process review

b. Excess Doubles from SwanCon

- i. Nice ones as quiz night prizes
- ii. Selling to Pulp fiction for cash
- iii. Less desirable but \$

6. Finance [NW]

- a. Current Balance: \$9129.22
- b. Money Flow: Swancon stall was reimbursed (\$70 for Katherine), Nadia deposited money from the swancon float/room (\$48.80) deposited swancon revenue (\$141.10), sponsor crawl money withdrawal (\$500 today, \$300 on Friday)
- c. Purchases: did food run stuff, we approved (online) \$80 for TV cabinet to be spent at treasurers discretion - and I am trying to get that done

7. Communication [GH]

a. Complaints process review

- i. Katherine to type up

b. Screenings: more notice (2 weeks in advance)-we need to plan

c. Freshers [AP]

- i. We lost em lads
 - 1. Sometimes turn up to screenings
 - 2. Sergio: send follow up emails
 - a. More info to Freshers- ALL of the events coming up
 - b. Start of May: email planning just for quiz night!
 - c. Weekly Fresher Digest- Communicate all events coming up
 - d. Photos of events up! (more selfies at events)
 - e. Banner for top of Fresher email
 - f. Contact/feedback info etc
 - g. Mimic Guild weekly/ HP digest
 - h. We need more events during the day to engage members
 - i. Reading hour: dedicated

d. Mailing lists

- i. Include club updates/event photos/outline of events, better communication
- TM
- e. Some of CCC don't have discord on phone- CCC fb page that is minimalist
- f. Next time Elly can make it to meeting we will do discord trial feedback

8. General Business

a. We good

9. Tenancy:

- a. Poll: red couch winning to remove
- b. Couches: red one bad for people with back pain/is inaccessible
- c. In the meantime, we do not to be prioritising aesthetic, if we plan to replace
- d. Bookcases inaccessible

- e. What couch to remove- short term solution to remove couches
- f. Suggestions
 - i. Remove the green couch
 - ii. Remove the corner modular couch
 - iii. Remove the corner blue couch and one modular couch adjacent to green couch
- **Motion to temporarily remove the modular corner couch in the interim to make remove for new tv**
- **Passes with all in favor unan.**

Additional Motions passed

- April 23 at 2:53 PM: Motion for \$80 budget for TV cabinet at the discretion of treasurer.
 - **Unanimous passed**
- April 22 at 9:24 PM: Motion to buy \$30 of Easter chocolate for the sundowner. This chocolate will be split across snacks and a raffle prize.
 - **Unanimous passed**

Action items

All: check inventory for sundowner decoration, discuss appeals process---> the most frequent suggestion was to pick one of FB/email to receive appeals by, needs to be practical: ease of access to members and easy of access to librarian, Review camp locations, brainstorm ideas for camp, do food safety training

Katherine: consider and plan posters and signage around clubroom

Will: talk to Lee re: improving profit at events, talk to gilwell re small fires, make itinerary of events, Strict timeline of when advertising/talking to guild etc, chase up Freshers, continue sundowner planning, CCC training organisation, camp planning: time flow chart

Nadia: continue writing finance regs

Georgia: Standardise minutes title, try to get meeting for quiz night re prizes, Look into dollars for books, compilation and submit constitutional amendments, brainstorm event ideas to run

Papasergio: speak to Albert fresher rep ucc re fresher tables, send out Fresher email (personal email for people who haven't been to club-room etc), check moon @decoration for sundowner

Neville: Stefens photos from events, poster (for book club?), choose nice books for quiz night prizes, Look into dollars for books

Finley: update screenings, quiz night, prep twitter use proposal

Annique: handover party, consider t-shirts, consultation for easter picnic, prepare book clubs proposal for May