

UniSFA Committee meeting 30/4/19

Meeting open: 5:19pm, Closed: 8:08pm

Present: Katherine, Georgia, Nadia, Neville, Papasergio, Elly, Finley

Apologies: Will, Annique

1. Reports

- a. President: Katherine
 - i. Ran Avengers: Endgame
 - ii. Attended bookshop crawl
 - iii. I have lots of ideas about various ways to improve club management from leadership training and also brief conversations with members
 - iv. I am getting unwell and I need to take a small step back from taking up new events and projects until I have rested. I will absolutely still be undertaking my essential duties such as chairing meetings, overseeing agenda, action item checking. If I go real hard on resting up I can be back at it soon <3
- b. Vice President: William
 - i. Lifted cabinet and rearranged room a lot (but man we just put it back anyway)
 - ii. Camp itinerary for events done ish
 - iii. Camp timeline and events timeline done
 - iv. Organising to do CCC training
 - v. Sorted out what's going on with the gazebo and sundowner
 - vi. Ran GoT screening
 - vii. Attended HP Larp meeting
- c. Secretary: Georgia
 - i. Delivered Cabinet, Ongoing @constitutional amendments, attended Avengers Endgame
- d. Treasurer: Nadia
 - i. Resigned from Access! Easter chocolate organised with Katherine, someone donated potato pies to freezer (wild), Nadia going thru constitution and writing up some proposed regulations so we can be more constitutional, looking @cleaning up web presence
 - ii. Done all action items
- e. Librarian: Neville
 - i. Sponsor crawl ran, all graphic novels in system (action: rest of novels), reorganised comic areas to increase access, order for umbrella academy checked [tbc], money for books, unisfa stamps/banner looked into
- f. Fresher Rep: Papasergio
 - i. Got in contact with unigames rep, fresher table sorted (to buy tickets),
- g. OCM: Annique
 - i. -
- h. OCM: Elly
 - i. Nothing to report
- i. OCM: Finley
 - i. Fell out of time, will do screenings tomorrow

2. Events

- a. SwanCon [AN, GH]
 - i. Excess books: Elizabeth's will evaluate and quote us, cash quote is possible
 - ii. Book-crafts event setting aside extra books? We could do this as a camp activity or general UniSFA activity with advanced copies
 - iii. Extract high quality books as quiz night prizes
- b. Avengers: Endgame [KS]
 - i. We had 14 people come along!
 - ii. Relatively smooth but now charging booking fees (\$1.50/transaction)- we may want to increase price to account for this
 - iii. Nadia: small mark up of tickets so money goes back into events/library
 - iv. Informally a bunch of people who went along went and got burgers and chatted about the movie
 - v. We had a lot of fun!! It was a great social event as well as a good piece of sci-fi fantasy media
 - vi. Katherine has a fun photo! To put into Sergio's email
 - vii. Nadia mentioned considering if we want to mark up prices on our end so we can make a (small) profit from these events. This may be good for another reason, as it seems that now they're charging a booking fee, and a small markup would cover those fees and all other profits can go to books
- c. Bookshop Sponsor Crawl [AN]
 - i. P successful! 9 ppl came
 - ii. Going to pancakes after was good! Tasty
 - iii. Saved \$29.50 from budget for Umbrella academy
 - iv. In total: purchased 27 but got 3 extra from Stefan's
 - v. At White Dwarf- gave us tickets for anime quiz night! (Ponyo and Princess Mononoke- July)
 - 1. Could be UniSFA go to as they are both fantasy and nice <3
 - 2. Elly: more goes to event! (not even sci-fi event eg. "Goes to the Zoo" which has been previously, UniSFA goes to supanova etc?)
- d. Book Club [AC]
 - i. Venue
 - 1. Proposed to have in clubroom to encourage attendance (confirmed)
 - 2. Time: 5-7pm 8th May, 22nd of May
 - ii. Theme
 - 1. Ask Elly to make a 'book theme of the while' poster
 - 2. Birth and Creation
 - iii. Posters
 - 1. Annique had the idea to put up posters all around campus. We could have all the dates, the venue, contact info, possibly themes on there
 - 2. Posters TBD
- e. "Easter picnic" Sundowner [WC]
 - i. Budget
 - 1. Easter choc collected some in Nadia's house and some in cupboard
 - 2. Went over choc by \$5.05
 - 3. Motion to amend budget for easter picnic chocolate from \$30 to \$35.05

- a. In favour: 6
 - b. Abstaining: 1
 - c. Motion passes**
- ii. Continuing organisation
- iii. Will: Sundowner
 - 1. Cannot hire at gazebo nor drink at it legally
 - 2. Every event held there was either illegal initially or became illegal
 - 3. Generally other clubs got around it by not mentioning it in advertising or using loopholes (e.g. hosting official event for two hours and then everyone breaks out the booze after the event has officially ended so its on the person and not the club)
 - 4. My recommendation is that we do not do this as its kinda shady and outright illegal.
 - 5. Other venues include booking a space around matilda bay and getting licensing for that (kinda shitty in that we can't do decorations well at all and that it might rain. Don't want everybody huddled under one marquis).
 - 6. I think we should go back to a non-alcoholic event given the lack of an appropriate venue that suits the scale of the event. I'd generally say that it wouldn't be worth doing given that it'd be a similar turnout to the easter picnic (not very good), but we have the chocolate. Perhaps the mocktails idea is an option we should pursue"
- iv. Venue discussion: Not King's Park, Ref courtyard (would rather not, but if we have hired it we can eject people who aren't invited), CCZ (desirable), Matilda bay with No Alcohol and No fencing
 - 1. Equipment: we need mosquito repellent, Papasergio: no moon, Fairy lights- UniSFA has some in cupboard, halloween stuff we could use to decorate), posters, If people have fun sci-fi decorations let us know?
 - 2. Someone needs to make poster in preparation: Neville happy to do
- f. Quiz Night [GH, FH]
 - i. Updates
 - ii. IT'S NEXT WEEK *screaming*
 - iii. Our prizes: Stefens books (some books), quality comic donations, White Dwarf: 2 anime tickets, thicc book™, donations from Swancon leftovers
 - iv. Re: advertising: Early bird ends May 3 Friday- Finley to make post
 - 1. Post next week with photos of prizes, Finley to do prize post Monday next week
 - 2. Where are prizes? Neville has them in the compactus
 - a. Unigames, UCC, UWAnime, Panto we need photos of prizes
- g. Harry Potter LARP [WC]
 - i. Debrief from meeting
 - ii. Things were postponed bc members couldn't make it
- h. Camp [WC]
 - i. Venue: Manjedal (good), Mornington, Lesch (no), Ern Halliday (booked out)
 - ii. Itinerary ideas: a lot of people have requested Skyrim, Life is strange 2 and other video games etc, A good itinerary

- iii. Draws for camp: Good venue, good itinerary- more time for people to sit and chat, friends and supporting club, low cost, more social bonding events may increase attendance, panto showtimes, accessible and transport, encourage old guard attendance
- iv. We need to decide: Length, What to book, where to book
- v. Time: 3 nights- more time for activity and bonding. Some people can come for some days and not all- part day tickets?
- vi. It's fun if camp has a theme! Replaces houses theme
- vii. How Long: opinions-** Merlin, Georgia, Neville- 3 days to bond with friends, a good chunk of time, precedent for 3 days (expected), partial tickets- will be more accessible (2 instead of 3 nights), making camp, Sergio would prefer 2, Nadia: 3 nights= two full days, for 2 nights proportionally= more time spent packing up
- viii. Confirm: Man
- ix. 20 to feed ppl across 3 nights
 - 1. If we have 20 ppl would be 33 per night plus 30 to feed
 - 2. More people goes down to 22 per person per night
 - 3. A few of the activities will cost money (potentially adds tickets)
 - 4. We should have \$115 tickets to cover cost: This would still be a loss
 - 5. If we can get 25 ppl would be 20 profit per person not regarding events (which would incur a cost)
 - 6. A two night camp would reduces our losses but we only get one day
 - 7. Lotterywest grants: Nadia look into further and apply for some (~couches~)
 - 8. We need to get good advertising, good activities (resources for those)
- x. We would like reach 30 people attending camp!
- xi. UniSFA profit from UniSFA goes to events
- xii. Manjedal we are leaning towards
- xiii. Guild is less financial sustenance for club, we want to be more independent
- xiv. All of our events make a profit and go towards library and clubroom maintenance, members do engage with netflix which is part of library
- xv. Our events should be fun and accessible and should not be planned to make a loss
- xvi. We should not rely on other profit due to reduced guild spending

i. Other proposed events

- i. Fresher re-welcome
 - 1. Shelved
- ii. Tea-brewing/witches themed screening
 - 1. Coffee machine in brown cupboard
 - 2. Other clubs have cupboard
 - 3. Herbal or green teas
 - 4. UniSFA goes to T2 and we come back and witches brew
- iii. Dramatic reads
- iv. Hot Takes TM
 - 1. Bring your hot takes and headcanons/concepts
 - 2. Make sure it is not Gatekeeping/shitting

- 3. Person with debating experience needed
 - v. Social events
 - 1. Non-screening regular social events for the sake of socialising: it would be good if we could do more. Could be in the form of excursions (UniSFA goes), clubroom events during the day (more accessible and more conducive to making friends)
 - 2. Do more events to socialise and make friends!
 - vi. Out of the Box Anime event
 - 1. Generally we shouldn't shy away from screening anime even though it's UWAnime's thing but anime can be sci-fi fantasy so why not
 - vii. Reading hour
 - 1. A suggestion that came from Annique's presidential term: have a regular hour during the week, either once a week or once a day, that is always set aside for quiet reading. It would be a good time for members to read graphic novels in particular. It would require some effort on committee and ccc part to have regularly.
 - 2. We would like to organise this! Possibly hard to implement- day run consistently
 - viii. UniSFA goes to MIB: international
 - 1. People are interested
3. Screenings [FH]
- a. Monday: GoT
 - b. Tues: American Gods
 - c. Wed: Book Club
 - d. Friday: Cameron Hall Quiz Night!
 - e. Proposed: Ace Attorney w/dramatic readings of characters (proposed by Autumn and Harry) (Tues/Wed/Fri)
4. Library [AN]
- a. **Appeals process review**
 - b. **Essentially:**
 - i. Accepting appeals via Facebook in threads with clear formatting
 - ii. Communicated via the mailing list in seperate email that can be replied to
 - iii. Google Forms- link would be included in website/Facebook post/minutes spiel
 - iv. Ease of appealing for members vs: Consider the librarian please
 - 1. Easy on both sides
 - v. **Resolution:** week trial by the librarian to test Google forms!
 - 1. Including- name, membership status, Book title and author, Reasoning- appeals cannot be discussed without being given reason
 - vi. In the process of selling Swancon books
 - vii. Hot take TM : we want to buy more books! However budget is under consideration.
 - viii. The library is functioning *doubt*

5. Finance [NW]

- a. Current Balance: \$9129.22 (it was approx \$11000 at start and TV purchase)
- b. Money Flow:
 - i. \$50 out for cabinet
 - ii. \$139.70 out for sponsor crawl
 - iii. Reimbursing happening
- c. Purchases:
 - i. Easter chocolate (upped chocolate to \$35.05)
 - ii. Online vote for ethernet cables but vetoed

6. Communication [GH]

a. Complaints process review

- i. **Summary:** We would like to review our complaints process to ensure effective communication of complaints to the committee that we are able to act on, we have decided to use Google forms to accept complaints
 - 1. Link to Google form on Facebook about and website
 - 2. Put the documents on our website eg. constitution,
 - 3. Documents for committee contacts (name/preferred contact)
 - 4. Google form details:
 - a. Who is making the complaint with options of:
 - i. Not anonymous
 - ii. Anonymous with only committee knowing
 - iii. Anonymity nominated with nominated committee contact (to allow asking of further details)- you need to contact the nominated rep (including OCM)
 - b. What is the complaint? Give as much detail as possible.
 - c. What action (if any) would you like us to take?
 - d. Other comments.
- ii. Website: we need to update it.
 - 1. We also need list of things that committee needs to update
 - 2. List our regulations
 - 3. Nic can still update our website?

b. Freshers [AP]

- i. A few people are here sometimes.

c. Mailing lists

- i. Guild given email aliases
 - 1. According to guild we have a guild unisfa mailing list
 - 2. We need to contact guild to get alias to work
- ii. UCC email aliases and lists
 - 1. Seem to be working

d. Our websites

- i. There are many online presences held in UniSFA's name that are not current, and often misrepresent the club. We need to decide if we want to archive them, revitalise them, kill them, etc.
- ii. Our active websites and forums need to be up-to-date, and all files should be accessible

e. Twitter [FH]

- i. Idea for Twitter: UniSFA twitter with Banner and avatar- password for CCC
Koha password
- ii. Not required for screening but we can live tweet our screening
- iii. An emoji to preface who is speaking with code in bio
- iv. Post on Facebook that we can live tweet the screening

7. Tenancy

- a. TV setup/cable organization
 - i. Motion to get ethernet cable over the weekend April 25 at 5:17 PM
 - 1. Vetoed
 - ii. Proposed ethernet cable purchase
 - 1. We have enough cables- move the router and the problem is solved
 - 2. All that required is reconfigure the cable over the door
 - 3. Gozz will help us
 - iii. Proposed wi-fi usb stick
 - 1. Slower and stealable
 - iv. Deepthought shouldn't go in cabinet- not enough ventilation, we can put next to TV either behind TV or next to standing upright
 - v. Summary: we can re-configure it for free, we have enough resources to do this- we need Annique/Jack/someone to help us with reconfiguring
 - vi. What to do with Old desk and Wonkavision: Gumtree-Nadia
- b. Busybee
 - i. It's happening This Saturday, please come.

8. General Business

- a. Constitutional amendment submissions to guild
 - i. In progress [GH]
- b. Bins, recycling, waste, and the environment
 - i. UniSFA is ecopunk: consensus- Yes
 - ii. Recycling/upcycling events possibly
 - iii. We would like to be more environmentally conscious
- c. Club revitalisation
 - i. Engagement dropping/membership
 - ii. UniSFA fresher lunch/high tea
 - iii. Advertise our club room as a library **and common room** as a place to hang out eg. in contrast to Reid
- d. Signage and campus engagement
 - i. People don't know we exist
 - ii. We need signage around campus to advertise that we exist
 - 1. Hangout Zone
 - 2. Books
 - 3. Friends
 - 4. Screenings
 - iii. Kat/Jack Butler/Toby was pres in 2014/2015/2016
 - iv. Cameron Hall- Lost on Campus update to help people get to Cameron Hall
 - v. Guild made ways to get to Cameron hall video, we could make one that goes from behind guild to thru Cam hall and down Tav stairs
 - 1. A-frames

- e. Technological independence: UCC servers and Koha
 - i. Website and mailing list- find alternatives so we are independant
 - ii. Removal of gossip pages

Action items from last week

All: do food safety training, look in personal inventory for decorations for sundowner

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

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

Nadia: continue writing finance regs

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

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

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

Anniq: handover party (re-delegate- Georgia), consider t-shirts (ongoing), consultation for easter picnic, prepare book clubs proposal for May (no)

Action items from this week:

Neville to organise book club, do book delivery to elizabeth's for \$\$\$, poster easter picnic, FB post re: librarian, Enter books from book crawl into system, book recommendations board, how to CCC update

Finley: put up screenings eg. study, Organise with Jack to help us, update twitter banner abouts/icon/etc.

Will: Book Manjedal 22-25 Nov via UniSFA Deepthought gmail

Nadia: talk to taylor abt food and camp budget, We need to make a FB group for CCC and recurring Busybee events, gumtree for Wonkavision and desk

Me: Get Myth info and cost from Curtin Illustration club, can we do mailing list via our website (alt mailing options), what is on our wiki (gather all info), long term alt options for webcams that can be linked to our websites, organise handover party, proposal for events

Elly: Elly to make a 'book theme of the while' poster

Sergio: get in contact w/guild to setup email (the unisfa digest), talk to panto and other Cam Hall Clubs re: freshers- Aoibhinn @Panto, action: make contact w/ucc fresher rep, panto rep, uwanime, unigames, prepare fortnightly email "unisfa digest"