

Meeting Minutes for UniSFA Committee Meeting, 10 December 2019, 5:30 pm

Present: Katherine, Will, Emma, Theo, Merlin

Late:

Apologies: Nadia, Neville, Georgia

Absent: Annique

Meeting Opened: 5:37pm

## 1. Reports

- a. Katherine
  - i. Have been doing an internship instead of unisfa things
- b. William
  - i. Did the treasurer handover with Nadia, now has the ability to do some but not all treasurer things as interim treasurer
  - ii. Edited the form for the camp feedback
  - iii. Was in the Panto!
- c. Georgia
- d. Nadia
  - i. Got frames
- e. Neville
  - i. Put up removals
- f. Emma
  - i. Been sick (oof)
- g. Merlin
  - i. Acquired a small recycling bin for Unisfa!
  - ii. Did not do the fridge as it was too hot for manual labour
  - iii. Screenings continue to occur
- h. Theo
  - i. Put up the star wars event! And picked time etc.
  - ii. Emailed Palace cinemas
- i. Annique

## 2. Events

- a. Charity Vigil
  - i. No change
  - ii. Action: Will, Merlin - Get the letter about the Charity Vigil fine to guild
  - iii. Action: Will, Merlin - Finalise fine payment distribution
- b. Halloween
  - i. No updates
- c. Camp
  - i. Feedback form is in progress
  - ii. Will is looking for feedback on the form before sending it out
  - iii. Action: Everyone - Look at and then fill in the camp feedback form
- d. Star Wars
  - i. Is happening this Saturday!
  - ii. Event has been up for a while, very little engagement.

- iii. Might need to be shared to the group again
- e. New Years Celebration
  - i. No updates
- f. Autumn wants to run a misc. Event around new years some time
  - i. Hobbit's Dark Elevenenses?
- g. Uncharity Vigil
  - i. Merlin thinks it would be fun to play Until Dawn, as it went well last time(?)
  - ii. Aoibhinn has been chosen as the event manager
- h. Summer LARP
  - i. No updates
  - ii. A meeting needs to happen
  - iii. Last year the event didn't go well, changes were made to try and get it to run better this time.
    - 1. One of the main changes was the implementation of solid deadlines without which the event would be cancelled
    - 2. We have not met these deadlines and thus want to cancel
  - iv. Action: Will - Set a meeting time for SLARP
- i. Pub Crawl
  - i. Merlin is working very slowly on the EMP, aiming to have it done by January
- j. O-Week
  - i. No updates

### 3. Screenings

- a. They continue to happen
- b. Merlin is trying to organise the CCC into running screenings,
- c. Aoibhinn wants to run a screening!
- d. Will wants to start Resident Evil again!
- e. Autumn and Chase have ideas too!
- f. Will also wants to run The Mandalorian, maybe The Witcher too.

### 4. Tenancy

- a. Fridge
  - i. No updates, it has been too warm
  - ii. Action: Theo - Yeet the fridge
- b. Frames
  - i. Nadia bought some!
  - ii. They are good
- c. Bin
  - i. Merlin bought a small one! It is good and effective
- d. Busy Bee
  - i. It was set for Saturday, but this was a mistake and thus cancelled
  - ii. We now need to do a fridge run to make up for the one that was planned
  - iii. Action: Will - Organise a Fridge run

## 5. Communication

### a. Website

#### i. Podcast links

1. No updates
2. Have been a bit unsure about the legality of using their images on our site
3. Will need to outsource descriptions, will look online or outsource to members

#### ii. General things might also need a check to see if anything could be better/updated

#### iii. Action: Theo, Emma - Check up on the website

## 6. Treasury

### a. Will has nothing to report

## 7. Library

### a. Removals

#### i. Neville is not here, we will postpone the removals

## 8. General Business

### a. Merchandise

- i. We have Neville's design for the T-shirts
- ii. Action: Neville - Upload initial shirt designs
- iii. Action: Merlin - Brainstorm t-shirt designs

### b. Signs

- i. We want a fairly simple horizontal banner and a pull up one with a more complicated design
- ii. Action: Emma, Theo - Draft up ideas of what information/layouts we might want for some signs

### c. Revivification

- i. Katherine is in talks with Annique about keeping this going along

### d. Podcast

- i. Merlin is continuing conceptualising

### e. Welcoming Freshers in 2020

- i. Action: Katherine - Compile lists of ideas and put them on the drive
- ii. Action: Will - Talk to Annique about freshers retention

### f. Other

#### i. Year Planning for 2020

1. We want to plan out all the big events for the year, particularly the ones with other clubs
2. Action: Will - Work on the timeline for the year planning meeting

#### ii. Ghengiscon

1. We have been asked if we could advertise the con in exchange for two free one day tickets

2. This seems like a good idea
- iii. Insulating the air con pipe
  1. Action: Merlin - Investigate insulating the air con pipe

Meeting Closed: 6:28pm