

Agenda for AUScA Committee Meeting – Wed 14th February 2018
Hub Room 333, 5pm

Chair: Declan Price-Brooks

Minutes: Kelly Macdonald

Present: Declan Price-Brooks, Kelly Macdonald, Emi Schutz, Catherine Douglas-Hill, Dominick Hentschke, Phil Grace

Apologies: Ellen Swan, Imogen Winsborough, Joshua Chey, Tobi Threadgold

Absent:

Meeting commenced 5:10pm.

1. Acceptance of minutes from 25/01/2018

Do we accept the minutes from the previous meeting, Thurs Jan 25?

Acceptance tabled until next meeting.

2. First Year Magazine

The magazine is done! Thank you to everyone who helped bring this thing together. We have done it!

Catherine is has uploaded the magazine onto our website as a PDF. The link can be found in the magazine slack channel. There were some issues with the page numbering in the initial upload.

Catherine is working on creating an issuu account to embed our magazine to the website. Hard copies are being printed and will be ready or collection by Friday. Ellen is hosting a “condom sticking” session at her house on Saturday evening (BYO drinks).

- Kelly's Update

3. Semester 1 Pubcrawl

Update provided by Tobi:

The Lit Subcommittee Pub Crawl Report 11/02/2018

What's happened

-Theme “Proper Lab Attire” was selected

-Route was set:

6pm The Stag

7pm Belgian Beer Café

8pm The Austral

9.30pm The Elephant

11pm The London

-Emails were sent to the above venues

What's still got to happen

-We have to hear back from the venues

-We have to decide on an artist to design the shirt

- We have to contact some food places (the more the better) – if someone who can visit some places in person wants to look into this that would be helpful otherwise Tobi will do it via phone/email
- We have to find two responsible people (this doesn't have to happen for a while)
- If possible, we should use funding set aside for purchasing a camera for science week to purchase our own camera for pub crawl photography.
- Is there anything else? Post in the pub crawl Slack channel if you have any ideas.
- Tobi needs to do a risk assessment and contact the police once our route is set in stone
- Create a Facebook event – Tobi will do this once this report is accepted
- Decide when to start selling shirts – how do we feel about starting in O Week?

Further update from Declan: Belgian Beer has already said yes to hosting us. We're still waiting to hear from the other venues.

Declan moved that we use Emi's design for the shirt. Dominick seconded this. Vote was unanimous. Red was suggested as the base colour for the shirts.

Declan stressed that this year we need to remember to advertise the food venues.

It was suggested that the "safety volunteers" be selected by the next committee.

There was discussion on the purchase of a camera for use at events such as this one. This information is provided after questions without notice.

Declan moved that the report be accepted. Emi seconded this. Vote was unanimous.

Thus, the Facebook event may now be released, and we may begin selling shirts.

4. SciBall

Copied from slack update: *Here's some feedback from our visit to The Hotel Grand Chancellor: The interior is lovely. We'll get access to basically all of the mezzanine, separate from other hotel guests. The area is accessible via stairs or a lift. There is a smaller area just outside the function room which we can use as a meeting/predrink space. The toilets are along one of the walls of this space. Included in the cost, Leanne will organise to have a stage and dance floor set up and we can choose the table decor - table cloths/napkin colour, centrepieces (also at no extra cost). *We would bring our banners and can set up one at the base of the stairs and one in the function room*. They are happy to work around any dietary requirements - we would prewarn them, then on the night they would ask each table to identify which guests have which requirements (they already have a system in place for this). The lighting can be tailored for us and adjusted during the night. They will set up a small bar at the back of the room for us where guests can purchase their own drinks (we get to choose what is available at the bar).*

Kelly

Declan moved that we host SciBall at the Hotel Grand Chancellor. Emi seconded this. Vote was unanimous.

Kelly is to email Leanne to discuss any further information required/deposit. It is expected that Imogen take over the contact between the Hotel Grand Chancellor and AUScA when she get back from her holiday. Assuming Imogen is a 2018 committee member, she would continue this role until the event is over.

5. O'Week

We need to finalise some plans for O'Week, which commences next week. Ellen has released a Doodle poll for stall availability (Mon-Wed), and would greatly appreciate it if people could fill this out, if they haven't already.

Declan stressed that everyone fills out the doodle poll for O'Week stall availability.

The stall must be set up by 9:45am. Declan suggested arriving as early as possible to help set up.

Alyssa (running Clubsland) informed stall holders that there would be a limit on the amount of giveaways each stall may offer this year. If asked while working at the stall, we have been exempted from this by Alyssa.

Phil is to set up and post the instructions for our new credit card payment device.

Kelly and Declan are to sort out "fancy water vessels".

Declan moved that the payment of cups, mints and ice be authorised. Emi seconded this. Vote was unanimous.

It was asked that anyone working on the stall should bring any cool sciency displays that they own.

Phil allowed the use of his office for overnight storage.

Kelly is to fiddle with scavenger hunt design under the suggestions made.

Declan moved the allocation of 3 pubcrawl shirts for Kelly to distribute as prizes for the scavenger hunt. Emi seconded this. Vote was unanimous.

6. Week 1 Events

Similarly to O'Week, we will need to organise events during week 1 (e.g. Meet and Greet). We need to have the when, where, and how decided.

Declan suggested running the meet and greet similar to how we have done it in the past since it worked well. It was decided that Wednesday of week 1 would be the . Catherine make flyers for this. Have at 6 (have meeting beforehand). Expenditure approved. Johnny's popcorn. Declan moved whole event. Seconded by Catherine. Unanimous vote.

7. Faculty Board Representative Nominations

Nominations for faculty board representative is open. Normally this representative is from AUScA (often unopposed). This has been an important source of information and anchor for faculty relations. We have the option of putting up a candidate again this year.

It is a low commitment position, only meeting once a quarter. If anyone is interested let us know, particularly those who will be involved next year. Kelly has already expressed interest via Slack.

Catherine suggested the AUScA person run as themselves as a general science student. Kelly will decide whether to run as herself or as AUScA representative.

8. BBQ

Traditionally we hold one BBQ a semester, whilst this will likely occur during the next committee's term, we need to do much of the preparation, including selecting a date, arranging for BBQs. It is also an important handover event and norlly people from the previous committee help out in order to pass on knowledge etc.

It was decided that Thursday week 5 would be suitable for the BBQ. Declan encourages the current committee to help out at BBQ for handover reasons.

9. Production of events calendar for the Semester.

Both for display at O'week and for administrative purposes converting all of these dates and decisions into an events calendar would be highly beneficial.

Declan suggested putting AUScA committee meetings on the calendar – this would mean that we would have to assume biweekly meetings on Wednesdays. Emi suggested writing “meeting week” on the week rather than on the specific day.

Games night will be held in week 8.

8. AGM

The AGM is fast approaching. Again, a reminder to write reports in preparation (incl. Audit report).

We will allow members only at the AGM. This ensures only members are voting. We will have a person at the door checking membership either on ID or online and giving out stickers.

Suggested food was Johnny's popcorn and Woolworths biscuits.

Declan and Ellen will put together an agenda for the AGM for approval at the next committee meeting. Committee role reports must be submitted to Ellen before or on the day of the next committee meeting.

Catherine will draft up the 2018 committee nominations page.

9. Questions Without Notice

A. *(Please note, due to time constraints we will be discussing constitutional amendments at the next meeting).*

To outline, Declan listed the following brief descriptions of the amendments:

- Add networking officer (additional committee member – 13 total)
- President must have sat on committee in previous year
- Rule to prevent/discourage absence of committee members at meetings

B. Declan stressed that all committee members like AUScA Facebook posts as soon as possible to ‘drive the algorithm’ (increase number/spread of views).

C. Phil noted that he had chased up the \$70 owed to AUScA.

D. The sign up process and mailing list need to be simplified/unified:

- The current system involves two separate processes for these actions which creates unnecessary work.

Weebly looks like our best option but is still not ideal. Phil, Declan and Catherine to discuss in detail how to simplify the process.

It was stressed that there needs to be a simple way to look up memberships/check that members have paid their \$5.

- There are also a number of questions on the sign up form which seem irrelevant.

It was suggested that a simply pair of questions be asked:

1. Are you studying under the Faculty of Sciences?
2. Have you been a member of AUScA before?

- E. AUScA was given \$300-400 to spend on a camera for Science Week. This would be ideal for our events as it is more appropriate to be using an association device than a personal device to take photos of members/people.

No decision was made but the general mood was accepting of using this money to buy a camera. Declan and/or Phil will investigate quotes and report back to the committee. Storage was discussed but it was agreed that the locker in the clubs room should be secure.

Meeting closed 6:28pm.