

Minutes for AUSCA General Committee Meeting – Thursday, Nov 23, 2017,  
5:13pm, Mayo Café

**Chair:** Declan Price-Brooks

**Minutes:** Kelly Macdonald

**Attendance:** Declan Price-Brooks, Kelly Macdonald, Imogen Winsborough,  
Catherine Douglas-Hill, Emi Schultz (Facetime), Phil Grace, Michael Capoccia

**Apologies:** Ellen Swan, Tobi Threadgold, Dominick Hentschke, Maggie Potts

**Absent:** Joshua Chey, Kari Asmussen, Tamika Burrowes, Brittany Howell

#### OUTLINE:

1. Attendance via remote communication
2. Acceptance of minutes from the last meeting
3. Declan Absence in January 2018
4. Subcommittee reports
  - i. Quiz night – provided by Ellen
  - ii. Quiz night financial report – provided by Phil
  - iii. Semester 1 Pubcrawl – provided by Tobi
5. AGM Preparation
6. Appoint returning officer
7. First Year Magazine
8. O'Week
9. EFTPOS machines for pubcrawls/O'week
10. Bi-weekly meetings over the break
11. Questions Without Notice

#### **1. Attendance via remote communication**

Declan moved that “telepresence” be treated as a physical presence. Seconded by Michael. Passed by unanimous vote.

#### **2. Acceptance of minutes from the last meeting**

*Do we accept Ellen's minutes from the last meeting, Wednesday, October 11?*

Declan moved that the minutes be accepted. Seconded by Phil. Passed by unanimous vote.

#### **3. Declan absence in January 2018**

*Declan will be absent throughout January next year :( During this period, someone will need to act as President. By position, it is proposed that Ellen is appointed as Acting President throughout this period.*

Declan moved that Ellen is appointed acting president. Seconded by Catherine. Passed by unanimous vote.

#### **4. Subcommittee reports**

- i. **Quiz night – provided by Ellen**

*The quiz night ran quite well – as far as I am aware, there were no formal complaints made about the night.*

*Unfortunately (but also financially, fortunately), we had an entire table register late (online, 15 minutes after the doors had opened/event had started). Because of this, our pizza order was inadequate. In future, we should inactivate online sales at a designated time, to avoid this issue. There were a few slabs of V energy drink leftover from the night – financially this was not an issue as they were provided for free by Tobi. However it is something to consider for future events (i.e. perhaps a risky investment). From the original order, we sold 1 carton of Coopers Pale Ale back to the University of Adelaide Club. We also had a few 6-packs of cider and beer to sell at the end of the night. In future, we should also consider purchasing water for patrons, as the only available water source in Rumours was the hand basin in the kitchen.*

**ii. Quiz night financial report – provided by Phil**

| <b>Item</b>                    | <b>Unit price</b> | <b>Quantity</b> | <b>Total price</b> |
|--------------------------------|-------------------|-----------------|--------------------|
| <b>Expenses</b>                |                   |                 |                    |
| Rumours cafe hire              | \$ 100.00         | 1               | \$ 100.00          |
| AV hire                        | \$ 0.00           | 1               | \$ 0.00            |
| Responsible person             | \$ 200.00         | 1               | \$ 200.00          |
| Alcoholic drinks               | \$ 457.00         | 1               | \$ 457.00          |
| Soft drinks                    | \$ 35.00          | 1               | \$ 35.00           |
| Pizza                          | \$ 351.30         | 1               | \$ 351.30          |
| Prizes                         | \$ 47.49          | 1               | \$ 47.49           |
| Bottle for game                | \$ 40.00          | 1               | \$ 40.00           |
| Facebook advertising           | \$ 20.00          | 1               | \$ 20.00           |
| <b>Total</b>                   |                   |                 | <b>\$ 1,250.79</b> |
| <b>Income</b>                  |                   |                 |                    |
| Table of 10                    | \$ 90.00          | 5               | \$ 450.00          |
| Individual ticket (member)     | \$ 10.00          | 27              | \$ 270.00          |
| Individual ticket (non-member) | \$ 15.00          | 2               | \$ 30.00           |
| Drink sales                    | \$ 438.00         | 1               | \$ 438.00          |
| Bottle game                    | \$ 1.00           | 42              | \$ 42.00           |
| <b>Total</b>                   |                   |                 | <b>\$ 1,230.00</b> |
| <b>Total expenses</b>          |                   |                 | <b>\$ 1,250.79</b> |
| <b>Total income</b>            |                   |                 | <b>\$ 1,230.00</b> |
| <b>Profit</b>                  |                   |                 | <b>\$ -20.79</b>   |

*Attendance was down this year compared to last year, possibly due to the late date of the event.*

*We had aimed for three pizzas per table, however, due to one table registering late, the actual amount received by each table was lower.*

*The decision was made to purchase a \$40 bottle of alcohol for a game between rounds, and this money was made back exactly in gold coins from those participating.*

*Not included in these figures are the two intact six packs of drinks which we can just sell to someone at retail price (approximately \$40). The Adelaide University Club also took back a full case of drinks, but we have not yet received reimbursement for this. This outstanding amount of approximately \$80 will be chased up in the coming weeks.*

Declan suggested booking a cheaper venue next time, and Michael suggested booking earlier.

Phil said that ticket sales may have been down due to the time of year.

### **iii. Semester 1 pubcrawl - provided by Tobi**

*The committee has begun to think about possible venues for the crawl, which will take place on the east end of the city and be comprised mostly of "pub" type venues, rather than clubs. On Thursday the 16<sup>th</sup> of November a small group of committee members who were available came along to a scouting trip during which possible venues were visited, and an enjoyable time was had by all (, and a lot was learned about Michael and Declan's trip to China).*

*Moving forward the list of possible venues will need to be decided more certainly, with the list containing more venues than are needed to cover the event that some do not get back to us. We will also need to begin advertising for a shirt design, which myself or Catherine will do over the Facebook page upon consultation with the subcommittee over Slack. Responsible people will need to be chosen closer to the date, if anyone would like to volunteer or has any suggestions, please post in Slack. Please also post if you think of anything else which needs to be addressed over the break.*

*I would like to remind all subcommittee members that since regular meetings are difficult over the summer break the bulk of conversation will need to take place in the Pubcrawl Slack channel.*

*This pub crawl is going to be lit,  
Tobias.*

Declan moved that the reports be accepted. Seconded by Emi. Passed by unanimous vote.

## **5. AGM preparation**

*We should begin preparing for the next AGM, to ensure a smooth transition for the new, phresh Committee. It is proposed that the following people provide a brief "how-to" list/report for planning the events and/or completing the roles they have been involved in this year.*

*Declan (President/networking/everything)*

*Ellen (Secretary, Quiz night)*

*Phil (Treasurer)*

*Khalia (networking/VP – while she has resigned, she is the most experienced in these roles)*

*Tobi, Josh & Catherine (Co-Cos)*

*Emi (Quiz night, and eventually First Year Magazine).*

*Obviously, the how-to reports are not restricted to these individuals – anyone is welcome to write a piece, and it is encouraged that everyone imparts some of their wisdom :)*

*We will also ask Phil and Tobi to respond to the audit commenced earlier this year.*

*Declan also proposes that a subcommittee is assembled to discuss any constitutional changes (e.g. introduction of a Networking Officer).*

*We will also need to decide upon a date for the AGM.*

Declan moved that the AGM be held on 14<sup>th</sup> March 2018 (Wed Week 3, Semester 1). Seconded by Emi. Passed by unanimous vote.

Other reports suggested were BBQs, more communications notes by Josh, results of the audit. Declan stressed that all executive members are required to write a report.

Declan suggested the following as possible changes to the constitution and described that the proposed subcommittee would be responsible for brainstorming and discussing such ideas:

- Add networking officer
- President must be drawn from the committee

Emi suggested more food be purchased for the AGM since this year she got hungry.

Declan suggested a time limit for speeches - 2 minutes for presidential speeches and 1 minute for all other speeches.

Declan and Michael discussed looking at the excel spreadsheet to better display results.

## **6. Appoint returning officer**

Declan moved that Emi act as returning officer for next year's committee.

Seconded by Phil. Passed by unanimous vote.

## **7. First year magazine**

*We will discuss what the First Year Magazine is, regarding its aim, target audience and key message, to ensure everyone is on the same page. This will be a large project and will require all of the Committee's resources. We will need to appoint Editor(s) for the magazine. If time permits, we may discuss/brainstorm ideas for magazine articles (it is likely that the magazine will follow a similar format to last year's, with less repetition of content). Tobi has also raised that he would like to advertise on all social media platforms for people to submit ideas for articles.*

Declan suggested rehiring Shinay as a graphic designer and asking her to be more involved.

Declan moved that Kelly be editor of the magazine. Seconded by Emi. Passed by unanimous vote.

Michael to follow up with the marketing group about the map.

The question of whether the graphics be purchased (rather than licensed) was raised. Declan suggested that we would not use them enough to purchase.

Declan stressed that the magazine must be an all hands on deck project and that everyone needs to pitch in.

Some content suggestions were:

- Catherine to make some kind of survey to use as stats for a section in the magazine.
- Last year's committee member's page was impractical due to change of committee. Thus, use this page as "what is AUScA about/what events do we run?" (Emi jokingly insulted Phil: "First Years don't want to know what the Treasurer does")

Discussion on broadening the meaning of "first year students" to make magazine applicable to students transferring from other faculties and 2<sup>nd</sup> & 3<sup>rd</sup> year students transitioning to honours/masters.

Suggestion to repeat the "shine SA" thing.

Suggestion to use Snap printing again.

Michael and Kelly to contact this year's On Dit editors (Tom, Jenny, Jesse) for recommendations.

## **8. O'Week**

*What do we want to do during O'week? What do we want to do at/in the stall? Do we want to run quizzes/social events? When should bookings be made, and how?*

## **9. EFTPOS machines for pubcrawls/O'Week**

*Looking at you, Phil and Declan.*

Phil already purchased a connector for phone – no laptop versions available. People who run the stands will need to download the app and plug in/Bluetooth the "connector". Phil will brief users the week before events.

## **10. Bi-weekly meetings over the break**

*We would like to try and hold bi-weekly meetings over the break (obviously aware of holidays and festivities), but if you could please provide your availability (to the best of your ability) (Ellen will create a doodle poll), that would be excellent thank you :)*

### **11. Questions without notice**

What colour 2018 membership stickers will we get?

Declan moved that the stickers be green. Seconded by Emi. Passed by majority vote.

Declan and Michael to fend off any clubs looking at also purchasing green stickers.

Will we go ahead with Sherry Night?

Will we do the meet and greet as well as the AGM?

Yes.

Meeting adjourned at 5:51pm. Yay, under an hour guys!