

AUScA Meeting

10/2/17

Clubs Room

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1. WELCOME

1.1 ATTENDANCE

Emi Schutz, Michael Capoccia, Khalia Primer, Brittany Howell, Ellen Swan, Kirsten Smith, Declan Price-Brooks, Galina Murina

1.2 APOLOGIES

Urwah Nawaz, Lauren Fuge, Joshua Chey, Phil Grace

2. O WEEK

2.1 STALLS

We have two O-Week days this year, Monday and Wednesday. A roster for Monday has already been created by Khalia and posted onto the Facebook group. Khalia will make a second roster for Wednesday, based on a new doodle poll.

We have also been invited to have a stall at the Science Expo on Tuesday at 12 pm. Khalia will add this to the new Doodle poll. Set up will start at 11:45, and the stall will run for an 1.5 hours.

We have organised to give out goodies at Oweek, including:

- First Year Magazine
- Flyers for upcoming events (including meet and greet and quiz)
- Events Calendars
- Pens
- Condoms
- Ausca member stickers (these will be in the cash box, once we have the keys to unlock it)
- Mentos (individually wrapped) to be bought on the day
- Ice blocks (depending on the temperature of the day)
- Forms for the pub crawl competition + coloured pencils

The cash box currently contains approximately \$700, so Michael will bank some, leaving a float of about \$150 prior to Oweek.

Anyone working at the stalls should try to bring a charged laptop (if possible). Minimum of 2 are needed. Paper forms will also be printed off and be available.

Since both days will likely be warm, a drink dispenser will also be set up at the stall so students can get water. 3 dispensers (provided by Declan and Kirsten) will be used, with different 'flavours' of water (eg lemon, mint, etc), to be decided closer to the date. Ice bought from Coles will be used to keep the water cool.

Michael will look up an affordable esky we could purchase for the event, however if we can't get one in time, we will check if we can book the Geology esky.

While running a demonstration at the science expo was considered, this was decided against because chemicals are expensive, and messy.

2.2 QUIZ AFTERNOON

The Quiz Afternoon will take place in Rumours, and run from 1-3 approximately. Khalia has quiz questions, but these will need to be condensed down to approximately 2 hours of content. Brittany has offered to do this. To save time, no mini games will be played. Khalia is making a doodle poll for the running of the quiz night.

We will provide light snacks and lollies. Emi will check to see if the Faculty will provide this. The 'flavoured' water will be brought from the stall.

Prizes for the quiz night, will be small, most likely a box of chocolate, or maybe ice blocks depending on the weather.

Table cloths were decided against, as too much trouble and expensive.

3. MEET AND GREET

The Meet and Greet social will be held on Tuesday of Week 1 (28th February). We have booked the Sprigg Room from 6pm. 80-100 pizzas will be ordered prior to the event, and set up in the foyer outside the Sprigg room. Flyers will be given out at OWeek to advertise the event, as well as advertising via Facebook and email. Ellen will make a music playlist for the evening. Cans of soft drink will be given out, from our current supplies, and a box placed at the door will be used for recycling. Packs of cards will also be left on the table for anyone who is interested. The pub crawl competition forms will also be available at the meet and greet.

4. AGM

The AGM has been organised for Tuesday of Week 4 (March 21st). Apart from the usual agenda, we will also need to:

- Review the constitution
- Review the price of membership

Brittany will do the vote counting in the evening.

5. PUB CRAWL

Galina has contacted PJ O'Briens, Unibar, and the Elephant, and given them the dates and approximate attendance number. Elephant has asked for a more exact number closer to the date. We are still waiting to hear from Hacienda and the Austral.

The planned route is:

- Unibar 5- 6:30
- Elephant 6:30- 8
- Austral 8 - 9:30
- PJ O'Briens 9:30 - 11
- Hacienda 11 - Onward

The pub crawl will be chemistry themed, and a competition will be held to decide on the theme and design of the t-shirt. This will be held throughout OWeek and the first week of university. The winning designer will get a free t-shirt. The specific field won't be specified, and any other good ideas can be kept for later pub-crawls.

The competition form will be A5 and have places for name, student ID, and a template of a t-shirt. The forms will be advertised OWeek stalls, the Quiz Afternoon and the Meet and Greet, as well as an online via Facebook and email. Coloured pencils will be available for people to decorate their t-shirt.

The committee will decide on the final design by the end of the first week. Urwah will be consulted as to the preparation time the t-shirt supplier needs so we can organise the pub-crawl shirt sales. Emi also has an alternate supplier, which she will look into.

6. BALL VENUES

The ball will be held on either the 2nd or 3rd June (Friday or Saturday). Emi will set up a poll to work out the preferred date of the committee.

The proposed ball venue, found by Khalia, is the Published Art House on Canon St. A budget, based on the prices at this venue, has been created (see Appendix 1). The menu, which includes 2 courses and a drinks package is also customisable.

The venue itself is free if we can guarantee the attendance of 250 guests. In order to ensure we have 250 guests, there will be a small number of early bird tickets, as well as the member and non-member price shown in Appendix 1. Since we will have over 200 people, the large events grant will be applied for, and \$200 can be used to subsidise the early bird price (the remaining \$800 is already accounted for in the budget).

Chairs are not supplied, however Khalia has found a company that could be used that rents chairs at \$4.90 pp. Other wedding companies can also be looked at to compare pricing.

Potential guests could include Simon Pike, however this will be decided closer to the date.

Motion: That Khalia books ball at Published Art House on Canon St.

Passed.

7. LAPEL PINS

This idea will be discussed at a later date after OWeek. Declan has found a place that can create a custom lapel pin at reasonable prices. These would need to be presold. The targeted audience would be mainly committee members.

8. QUESTIONS WITHOUT NOTICE

Michael has asked anyone with outstanding bills to Ausca to send him invoices. He will also need to check with the Science Alive people, as they have yet to send through the honorarium for our members who volunteered. Emi will send Michael the reimbursement form template.

Recommendation: That at next year's Science Alive, a committee member attending counts the number of Ausca members volunteering to ensure we get the correct amount.

Michael also suggests we never buy pens again, as they are low quality and expensive, and we also have 500 of them as it is.

Next meeting: TBA

APPENDIX 1

Published ArtHouse

Friday 2nd June, 7:00pm-11:00pm

250 people

Expenses		
Venue Hire (Free if we can get 250 people!)	\$	-
Entertainment (We can play ambience music while people are arriving, then have speeches, then have DJ start at 8:30/9:00pm-11:00pm)	\$	250.00
Table decorations (Simple lights draped along tables, etc. Do not need much as venue is already visually interesting!)	\$	60.00
Chairs (\$4.90pp)	\$	1,225.00
Food (\$55pp)	\$	13,750.00
Beverages (\$30pp)	\$	7,500.00
Total	\$	22,785.00
Income		
Ticket Sales		
Regular (\$85, 200 people)	\$	17,000.00
Academic/Non-member (\$100, 50 people)	\$	5,000.00
AUU Grant	\$	800.00
Fundraising? (Other small Sem 1 events)	\$	-
Our own funds	\$	-
Total	\$	22,800.00
Total profit	\$	15.00

Food and beverage package \$85.00 per person attending to include:

Entrée:

Chef Selection for each guest

Mains:

Alternate Drop Mains

Or

2 Shared Mains and 3 sides to accompany

3 hour Beverage Package to include:

Publishers Ale

Dr Pilkington Cider

Yalumba Eden Valley Shiraz Viognier

Cool Woods Sparkling Brut

If we are able to secure 250 guests, they can waive the room hire of \$1100.00.

The above suggested offer will include:

Crookery and Cutlery

Glassware

Linen (table and napkins)

Bar and Fridges

Service Staff of both food and beverage

Venue set up and pack down

In-house Lighting

In-house Speakers (AUX connection for Ipod or computer)

Wireless Microphone

We will be responsible for supplying chairs.

Olympic Party Hire supplies 'Americana' chairs, as seen in many of the venue photos for \$4.90ea.

MENU

Our chef would like to meet with you personally and create a menu for your guests. The chef selection entrée can be created by options listed for you and you can choose your desired entrée presentation and additionally the main meal will also be offered to you in a variety of options to create a unique dish. Dietary requirements will also be taken into consideration and offered to those who require alternatives.