AUScA Committee Meeting Minutes/Agenda - 13/2/19

CHAIR:	Naomi Smith
MINUTES:	Rhys Morgan
PRESENT:	Naomi Smith, Rhys Morgan, Matt Tarran, Andrew Lim, River Pachulicz, Megan Jessen, Joe Pritchard, Sarah Bagster
APOLOGIES:	Ben Weimann, Sophie Winsborough, Zhale Guseinova
ABSENT:	Ammresh
DATE AND TIME:	5pm-6pm
LOCATION:	Room 333 Hub

	Outline
	1. Acceptance of minutes from previous meeting 2. First year Handbook 3. Banner 4. O-week stall 5. Meet and greet 6. BBQ 7. Pubcrawl

Item 1	**Acceptance of Minutes from previous meeting**
	- ***Motion to accept the minutes from the previous meeting?*** - Moved by Joe, seconded by River, favoured by all, opposed by none
Item 2	**First Year Handbook**

	- Get it done by thursday this week; thanks so much to joe for putting in so much time so far. The Science faculty is happy to sponsor us to do printing; print more than last time (500, $3000)
	   - On friday noon (latest) we should send our finalised book to the science faculty to read through and if they want to make any changes or add in anything they can do so.
	   - Get it printing when the science faculty gets back to us (hopefully they will by friday 15th, giving us enough time to get it printed (last year it took ~ 5 days but we want to be safe)
	   - Quote for printing costs has already been sent to Pauline (from the science faculty)
	   - Concern with B/W or Colour - preferred to go with colour.
	- **Motion to accept the design of the book cover, designed by Sarah**
	- **Moved by Rhys Seconded Joe Favoured by all opposed by none**
	- We have received a decent amount of input for the book but not enough to cover all topics, so we will need to use some info from last year (such as maps, info about different campuses, info about research opportunities, ect.)
	- To hand out at stall, Orientation, Waite, Roseworthy, Lectures
	- Actions: Work on design - Sarah. Work on book - everyone

Item 3	**Banner**
	- Sarah and Megan are finalising their banner design for the O-week

- **Motion to accept the banner cover?**
- **Moved by joe Seconded by Andrew Approved by all Opposed by none**
- We can submit the design to be printed at office-works on Thursday (tomorrow) to give at least one week for the banner to be printed and ready for the O-Week
- *Action: Matt to apply for a grant to the union*
- *Action: complete design by tomorrow (14th/2/19)*

Item 4	O-week stall

- Something interesting at our stall, some others are doing things like face painting, video games, ect. Could simply have small science experiments? (will also be selling previous year's shirts and potentially order shirts for our pub crawl?)
  -Props and items to bring in for display
- *Action: ask to borrow items from the science faculty*
- **Advertise on our fb that we will be on the maths lawns, something small like "come down to the maths lawns on tuesday to see us" and include a picture of our members, say its only $5 to sign up, ect.**
  Action: create an event for our o-week stall
- Please fill out the poll if you haven't already, I'll create the schedule this friday and send it out to everyone then too. See AUU templates for staff roster
- Action: make roster - Naomi
- Get a list of people interested in shirts for pubcrawl and email them when the shirts are available
- Notes from today's meeting with the union about our O-stall
  - Stock standard. Sign in. Nothing unregistered.

Item 5	Meet and greet

- Room (sprigg room) is booked 6:10 - 9:30 since other times weren't available, maybe we should host the event 6:30 to 9:15? To allow for time to clean up after, etc.
- **Poster for the event; naomi has drawn up some designs, do they need any changes?**
- **Motion to use both. Merge them together.**
- Action: Naomi to edit them together
- Naomi has gotten into contact with the games club president and has organised games to be available at our event. They have confirmed they will be free to borrow (we can do science-specific games as well as general games), but the members unfortunately won't be at our event because their SGM will be there then
- Action: create a new poster that's horizontal for digital signage
- **Pizza - Matt to apply for a grant - how much pizza do we need**
- **Suggestion to use bottles of soft drink and pizza - roughly 20pizzas**
- Bingo for science students - find one of each different type of science student, ect. Good for getting members to know each other. (will redecide at next meeting)
- To vote in a first year rep - advertise that through lecture bashing and during O-week
  - Anyone on the committee is welcome to help out if they're keen to practice public speaking :) (maybe in groups of 2 people per lecture)
  - Create a roster using the course outline already
  - Create a brief speech and contact first year coordinators - Rhys to do use ppt too
- Voting will be at 7pm (advertise to members so they know when to turn up)
  - Students can email us with 'about themselves' info before the voting to still be included if they are busy at the time (or maybe make an online application? Include it when we advertise this on fb)
  - During that we can also announce the bingo prize too
- Advertise the meet and greet after our O-week stalls on fb
- Find an art designer and vote in during the meet and greet

Item 6	BBQ
	- No longer a collaboration with the faculty of sciences
	- May need to consider were we actually hold it because the RCC will be using the maths lawns and there is a grass regrowth period after that
	- *Action: contact union about lawns opposite the maths lawns*
	- Use it to advertise for our pub crawl
	- Sell shirts by BBQ; need to get this finished
	- Need 2 BBQs; borrow from who?
Item 7	PubCrawl
	- PubCrawl theme is still being decided as we haven't decided on a theme yet
	- https://docs.google.com/forms/d/1Qn_b3XlFORvQK-JC5rG4xjaWPExjGk0WbIFV-tw_ILY/edit#responses
	- Decide on a theme by O week
	- Get drawings/designs done at week 2 before the meet and greet so we can advertise it there
	- Get shirts printed and received by the BBQ so we can sell them there
	- Andrew/Joe to get into contact with pubs along rundle street
	- Set up a sub committee to work on the pubcrawl
	- prospectus

Item 8	Sci Ball
	- Sci Ball theme is still being decided - we should post on FB if students have any good ideas for the theme
	- Matt is organising possible venues for the Sci Ball to make sure that they will available on allocated date
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Item 9	Networking events (held in collaboration with the faculty)
	- Faculty knows people we could do 'mini lectures' with, ect.
	- If they're hosting a networking event, we can invite our members to them
	- Visiting waite and roseworthy during thursday 28th of oweek
	- waite: 10 till 2pm
	- Naomi and joe go to Roseworthy
	- Megan, River, Andrew go to Waite

Item 10	Any other concerns?
	- Naomi: Contact other science clubs to create a calendar