

AUScA Meeting

1 April 2016

Clubs Meeting Room

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1. WELCOME

This meeting was held in the Clubs Meeting Room on Friday, April 1st, at 12:00pm.

1.1 ATTENDANCE

Urwah Nawaz, Brittany Howell, Catisha Coburn, Kimberly McLean, Lauren Fuge, Taylor Thompson-Caruso, Kirsten Smith, Jason Oliver, Emi Schutz, Khalia Primer, Michael Capoccia, Ben Geytenbeek

1.2 APOLOGIES

Joshua Chey, Nibir Chowdhury, Karl Asmussen

2. BALL

2.1 VENUE/ CATERING

2.1.1 QUOTES FOR CATERING, USING THE BOAT SHED VENUE

Our original plan was to use the Adelaide University Boat Shed as the venue. While we could get this free, we would need to pay a \$200 fee for catering, a \$30pp drinks package (plus wine), and staffing, as well as the cost of the actual caterers. Two options for catering are:

- The Caterers
 - 2 courses: \$51 pp, 3 courses \$69 pp, which is expensive considering other costs.
- AGFW
 - \$90 pp (not including cutlery). This was agreed to be too expensive.

2.1.2 ALTERNATIVE VENUES

An alternative would be to find a venue that includes food, and possibly have a bar tab instead of a drinks package. Emi found 6 venues that could be suitable. Most venues offer two courses (either entre and main, or main and dessert) or three courses:

- Ayers House
 - \$100pp with a \$2000 deposit for a 3 course meal and free room hire. While this is more expensive than the Boat Shed, this would cover all the costs. We would need to subsidise tickets so that they are more affordable for students.
 - Serves 166 people in the Conservatory. A minimum 70 people would need to attend. This would be suitable for our purposes.
 - Availability: Friday 3rd June
 - Includes complementary premium drinks package, which may need to be modified to include cider (which would cost extra).
 - Emi would need to confirm band/music would be acceptable, and ask about projectors
- Lion hotel in Melbourne St:
 - \$400 for room hire, two course meal \$50pp, three course \$59.50pp,
 - Happy to do bar tab, which could be added to the ticket price.
- The Kentish (90 capacity) North Adelaide
 - \$500 for room hire plus \$3500 minimum spend, two courses for \$50pp, three courses for \$60pp.
 - Happy to do a bar tab
- Adelaide Inn on O'Connell St

- \$350 room hire, two course meal \$55 or three for \$65
- Could do a bar tab but would need a credit card to secure
- Hotel Richmond Rundle Mall
 - Two course meal \$54 and three course for \$64
 - May be spread out as we would be given first bar and lounge
- Kings Head King William St
 - Ballroom hire \$300 with a \$3200 minimum spend
 - 2 courses for \$44.50 and 3 courses for \$54.50, plus extras for \$3 per head
 - Offers flexible bar tab

When making the decision about where to go, the atmosphere of the venue needed to be considered, as well as how photography would look. Parking was also considered. Anywhere near the university was considered an appropriate locations while places in North Adelaide may or may not work depending on whether the football was on.

After examining the budget and grant money, it was decided that Ayers House was affordable and this was voted the best venue. Emi will book Ayers House for the 3rd June (Friday of Week 12) after the meeting.

A projector may also be needed depending on what photos are being used (based on what is found in the archive). Emi will also ask Ayers House about their projector.

2.3 PHOTOGRAPHY

We will need to look into hiring a professional photographer, as well as organising a photo booth. A photo-booth could be bought with the grant money allocated for equipment. An alternative is to create a 'DIY' photo-booth.

2.4 BAND (BEN)

A string quartet will be used for the dinner portion of the evening. A DJ will also be hired. This is being organised by Ben and Brittany. Emi will inquire at Ayers House over the normal etiquette for a band regarding dinner.

2.5 SPEAKERS

Velta will be the speaker at the Ball. The topic will be based on science at the university and how it has evolved (to coordinate with the 125th anniversary theme).

2.6 INVITEES

Invitees will include science staff of the university. They will be given invitations to attend that will be organised by the Communication Officers.

2.7 TICKET PRICES

The early bird price for students has been set at \$75, and will be sold for two weeks from the 18th April to the 2nd May online.

The regular price for students will be set at \$80 from the 2nd May onwards, using current money and a grant to subsidise the cost from \$100.

All other non-university student tickets will be \$100.

2.8 ADVERTISING

The ball will officially be called “The 125th Anniversary Science Ball” or “SciBall” in short.

The Communication Officers will be responsible for the advertising of the ball. From Monday, a “Save the date” event will be organised and promoted on Facebook. A5 Flyers will be attached to pub-crawl shirts that will be handed out next week (Week 6), inviting students to the ball. These flyers will include images of Ayers House and particularly of the conservatorium. A count down to the first day of early bird tickets (18th April) will also be posted on the Facebook page. Posts about facts about AUSCA and its history (on the 125th Anniversary theme) will be used to promote the ball also.

Until week 8 tickets will only be sold online. During weeks 9-10 the pop-up shop in the hub may be used to sell tickets until they hopefully sell out. When we do this will be based on the number sold. Tickets will also be sold at the barbeque on Friday Week 8 (May 6th). The cut off for selling tickets will be decided at a later date, but will be no later than a week prior to the event (27th May) when we must confirm numbers to Ayers House.

A banner will be made to advertise the ball using a \$300 grant. The screens in the hub will be used to advertise for free. This will be organised to begin in week 7. A4 flyers will be produced for noticeboards around campus. Committee members will go into lectures and tutorial rooms prior to class and write the name of the ball and where to find out more information (the facebook page or our website) on white boards. A hashtag will be created to promote the ball.

For selling tickets online, there were two options that were considered. While Eventbrite is normally used for these types of events, the relative high cost of tickets means that Eventbrite will be too expensive to use in this case. Instead, the current AUSCA website will be modified so that we can sell items. Not only will this include the tickets for the ball but also pub-crawl tickets and membership. The communication officers will manage the website.

2.7 DEADLINES (STOP SELLING TICKETS, EARLY BIRD PRICES, ETC)

4th April: Start advertising via Facebook, A4 flyers and on whiteboards before lectures. Start countdown for tickets.

18th April: Start selling early bird tickets on website

2nd May: Start selling tickets at normal prices on website. Tickets will also be sold at events (eg BBQ May 6th), and in the pop up shop in the hub.

27th May: Must confirm numbers for Ayers House.

3rd June: Ball

3. PUB CRAWL

3.1 SHIRT PICK UP & STORAGE

The shirts will be ready on Thursday. Ben will pick these up.

Shirts will be handed out Friday until 6pm in the hub, which has been booked.

3.2 PROMOTION

Communication officers will be responsible for letting people know via Facebook and email where they can pick t-shirts up on Friday from.

3.3 RISK ASSESSMENT AND RPS

Urwah will be responsible for writing the risk assessment. Ben and Brittany were chosen from the committee to be the responsible people and not drink on the night.

4. REGULAR MEETING TIMES

A doodle poll will be sent out to check times that are suitable for both a regular meeting time and for scheduling rosters for events. A regular meeting time will be set shortly and posted on the Facebook group. 6pm will also be considered for meeting times.

5. SEMESTER 1 BBQ DATE

Friday Week 8 (May 6th) has been chosen as the Semester 1 BBQ date. More preparation will occur after the semester 1 break. Kim will organise the grant for both the BBQ as well as for equipment, banners and the ball.

6. INSTAGRAM ACCOUNT

An Instagram account will be made for AUSCA that will be used to advertise for events, promote the club and follow other Adelaide University Clubs. This will be organised and maintained by our two Communication officers.

7. 125TH ANNIVERSARY TIME CAPSULE

A 125th Anniversary Time Capsule is going to be made for the first day of semester 2. The winter holidays will be used to plan and advertise from this.