

PG Society Committee Meeting

Date: 05.06.2015

Time: 13.30

Location: Committee Room (Union)

Present: Scott Schorr (Ball Convenor), Alison Holiday (Secretary), Horizonz Zhang (Events), Tim Hewlett (Publicity Officer), Mattias Eken (Treasurer), Brianna Vandrey, Aline Heyerick (President-Elect), Ondrej Hajda (DoRep)

Absences: David van Brussel (PG Society President), Fay Morrice (DoSDA)

1. Approval of last meeting's minutes

Last meeting's minutes were approved.

2. President-elect report

Tamara from St Leonard's College replied to Aline regarding a Freshers' Week event. Unfortunately they will not be able to hold an event this week but would be able to in week 4 which they will hopefully be able to contribute to. Tamara also asked if there were any other events they could sponsor. The postgraduate reception, which is normally hosted before the graduation ball, was suggested.

The summer social, which we are hosting with the Students' Association, is being advertised by us as a summer social for all postgraduates and by the SA to the postgraduate reps. Everything for the event has been booked and a Facebook event made.

Aline sent out a special version of the Sunday postgraduate, the Wednesday postgraduate, to advertise the summer ball. She will be taking over the Sunday postgraduate this week in David's absence.

An event has been made for the midsummer bonfire and Aline asks that whoever is available help with this event.

Kyle has offered to run our planned pub quiz for us. The date of this event will dependent on when he is free. We will book Sandy's bar for this event.

3. Treasurer report

The cheque for grad ball deposit has been ordered. Mattias has uploaded a final draft of the budget to Facebook. He has added a provisional budget for grad ball; included missing items from summer ball; and added a refreshers event. If everyone is happy he will forward this to the finance office.

Aline wrote an accompanying text which we will submit alongside the budget.

4. Picnic

We can hire the secret garden, we can't sell alcohol but can bring it. We need to ask if we need food safety training, as we will not be cooking anything. We need a

first aid kit.

Aline has written a risk assessment for booking the venue which she will send off after the meeting.

There is a problem if the weather is bad, as we would need a contingency plan if we were charging people for the event. Therefore we may make this a free event so that cancelling will not be such an issue.

5. Summer Ball

Scott has the following updates:

- DJ Chris confirmed £100 third act
- Chuck (jazz musician) will contact fusion/jazzwork group in order to try and co-ordinate music
- Strikeforce confirmed £540 getting invoice
- Dervish still waiting to contact
- iLight – need to check means of payment
- Prosecco confirmed
- Ticket sales at 220 as of Wednesday

To do / chase up:

- Pokersoc
- Catering

The contract states it should be signed by the 6th June but we have not had a reply about our custodial questions. Scott will check if it is ok to go ahead and sign.

Bruce has been assisting us with how we might incorporate drapes into our decoration of Younger Hall. Scott and Aline will see him after the meeting for an update.

Once the music is organised we can send out an email to swing societies e.g. from other universities and offer a discount or a small number of free tickets to attend the event.

Aline asked if we should contact student press in St Andrews for a review or to conduct a competition for free tickets. We have had previous experience with reviewers and do not think it is necessary, however a competition is a nice idea. Ondrej suggested we use a subcommittee to do this. Aline is keen to use Charities as we have good links with their PG rep.

Ondrej stated that once the union graduation/summer ball is over they would assist with advertising and ticket sales.

6. Any other competent business

Horizonz inquired about a movie night. Aline noted that only David knows about booking the Barron. It was suggested that we could book Sandy's for a movie night. This could potentially take place on 11th July depending on the pub quiz.

Date of next meeting: 26th June