

## **PG Society Meeting**

**Date:** 08/05/15

**Time:** 13.30

**Location:** Committee Room (Union)

**Present:** David van Brussel (PG Society President), Scott Schorr (Ball Convenor), Fay Morrice (DoSDA), Horizonz Zhang (Events Convenor), Tim Hewlett (Publicity Officer), Mattias Eken (Treasurer), Brianna Vandrey

**Absences:** Aline Heyerick (President-elect), Alison Holiday (Secretary), Ondrej Hajda (DoRep)

### **1. Approval of minutes**

Minutes from the last meeting were approved.

### **2. President report**

Nothing to report.

### **3. Treasurer report**

Unsure whether Aline has had treasurer training with Jillian yet.

Early bird tickets sold out - £150 x 20 = £3000!

There is ample money for the ball, as long as budget margins are observed.

### **4. BBQ event**

Members of BBQ Soc might purchase the BBQ equipment from the Union, and we would not have access. Potential solution: Albany Park might have equipment to borrow.

David will contact re. the use of Secret Garden over the next week.

### **5. Summer Ball**

#### **a) Contract**

Contract received. 5PM-1:30AM, 450 person capacity. Need to clarify a) whether 5PM-1:30AM is absolute b) when we can set-up and clean-up and c) permissions for decorations. Scott is meeting with the organiser, any relevant questions should be forwarded to him. Contract is being forwarded to Jillian. Need to confirm 2AM license with Tony.

#### **b) Food**

Janetta's booked. Need to pick 6 flavours. Should cater to 300 people (6 tubs, 1 tup per 50 people). We can notify them closer to the time if a larger quantity is required. They also do a pick n' mix candy tower – waiting for a quote. Ice cream will cost £246, with £50 as deposit.

Awaiting confirmation from Dervish. Might be best to give them exclusive license for hot food, but this decision can be firmly made at a later date.

Candied fruits: Difficult to make at the scale required & possible health and safety concerns (Aline would need to be present when they're made), this idea is being tabled for a later date. Might be good at a smaller event (e.g. BBQ).

#### c) Lighting

Eyelight recommended by Kinkell. Awaiting reply.

#### d) Music & Entertainment

One DJ confirmed, still need a second DJ. Could hire a DJ from Dundee. Important to clarify what kind of music is desired in order to avoid complaints from guests.

SwingSoc has been contacted, Fusion Jazz says maybe (if not, we can look into private jazz groups which might include a band- Scott will look into getting a quote).

PokerSoc has been contacted about PG dealers available over the summer, awaiting reply.

Tilted Frame is booked for 4 hours for £500. 10% deposit due. Already possess background which is Gatsby appropriate.

#### e) Security

Strikeforce hasn't been contacted yet to avoid confusion about times. Will be contacted after the times for the ball are confirmed.

#### f) Tickets

Want to sell 450 if possible. Standard tickets will go on sale Sunday evening (10/5/15). 300 tickets available. Might advertise to undergraduates over the summer if we have tickets left over after general sales. Wristband collection will have to be managed by some committee members closer to the date.

#### h) Decorations

Need to check if there are tables/chairs available for use. Pillars and stage are good for draping/ framing with feathers. Tables can be decorated with some of Aline's suggestions. Need confirmation that we can hang anything at all (balloons/fairy lights) AND that it doesn't interfere with professional lighting. Might hide seating area at the back of the hall with curtains to make a 'tunnel' into the ball area (Should talk to Bruce about a solution). Sound system: plug directly into the system or use Union's PA (Should talk to Bruce about this too).

Food should go in the conference room. Possibly have prosecco in the food area so people see it for future reference. Union will do bar, and will monitor prosecco distribution (and possible theft). Hallway should remain clear except for standing tables, if available. Cloakroom will be downstairs.

### **6. AOCB**

None.