

PG Society Committee Meeting

Date: 17.7.15

Time: 13.30

Location: Committee Room (Union)

Present: Tania Strützel (PG Convenor), Aline Heyerick (PG Society President), Scott Schorr (Ball Convenor), Alison Holiday (Secretary), Horizonz Zhang (Event Convenor), Tim Hewlett (Publicity Officer), Mattias Eken (Treasurer), Brianna Vandrey, David van Brussel

Absences: Kyle Blain (DoSDA)

1. Approval of last meeting's minutes

Previous meeting minutes were approved.

2. President report

There were no scheduled events this week because of the Open Championship. Aline would like to change the way the society's private facebook group is used in order to bring more discussions into the weekly meetings and have less on the group. Further she would like it to be used for only essential communications that everyone needs to be informed of.

3. Treasurer report

Mattias has authorized the invoice for the bus trip so we can start selling tickets. He has had confirmation of the deposit for the November ball (10% of cost at £100) and Jillian has the invoice. Scott is gathering all invoices for the summer ball and so Mattias will start ordering and sorting this shortly. We are now on the new budget, which we will get final confirmation of in September.

4. Summer picnic

Aline is away on the 25th so needs someone to run it. Mattias has volunteered.

5. Bus trip

Everything has been confirmed for the trip. Aline has 5 tickets for the committee. Tickets sales will open on Sunday afternoon. We have 45 tickets to sell which will give us ~£10 profit. Horizon has made a document about the trip which will be shared with attendees.

6. Movie night

Movie night venue has been confirmed for 8pm on Wednesday 29th July. We are going to show the Paddington movie. Horizon has it on his laptop, which will connect to the projector in Sandy's. Tim will make a Facebook event. The society will provide snacks e.g. popcorn.

7. Summer Ball

The ball will take place at 8.30pm-2am on Wednesday 22nd July. The hall is available to us all day Tuesday – Thursday for set up and clean up. We will meet at the venue at 3pm on Wednesday for general decorating purposes.

PokerSoc has been confirmed; they supply all equipment but the chairs, which we have ordered.

An updated version of the budget for this event is available on the shared drive.

The wristbands have been ordered but we are awaiting delivery.

We are awaiting confirmation of a catering request.

In terms of publicity, PokerSoc should be emphasized as an activity and an advert for the SwingSoc performance will be shot tomorrow.

Jazzworks have coordinated with SwingSoc so that the performance can run smoothly. Jazzworks will play from 8.30pm until 10pm. SwingSoc have offered to give a short class.

Prosecco has been confirmed for 350 people.

Aline would like Tim to push the promotion side of things to get the last few sales. Further if we could find out when various companies are coming to setup this would aid with knowing when people are needed to help set up.

Tim will advertise PokerSoc tonight and make a post for everyone to share.

8. Any other competent business

The committee social will be on Thursday 30th July at 6.30pm.

Aline would like a member without portfolio position for next year to take over where help is needed. It was agreed that this would be a good position for the committee.

Aline raised whether we would like a set of guidelines as to who chairs meetings when she is away, however it was agreed that it would be decided on a meeting-by-meeting basis.

Date of next meeting: 24th July