

## **PG Society Committee Meeting**

Date: 22/5/15

Location: Meeting room, Union

Present: Mattias Eken (Treasurer), Brianna Vandrey, Aline Heyerick (President -elect), Tim Hewlett (Publicity), Scott Schorr (Ball Convenor), Ondrej Hajda (DoRep)

Absent: Fay Morrice (DoSDA), Horizonz Zhang (Events), David van Brussel (PG President)

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

Minutes are approved.

### **2. President-elect's report**

Wellbeing: Miriam is trying to organise events (e.g. yoga) for postgraduates working on their dissertation. We can provide support, help with advertisement, and advice on dates.

Contacted about a social celebrating PG reps – Committee agrees that we can organise another social to accommodate this. Social is open to everyone, but purpose will be to celebrate PG reps.

1<sup>st</sup> week June: Meeting for next year's budget. Deadline for any ideas for events next year.

### **3. Treasurer report**

Summer Ball: Mattias has sent away deposit and cheque for Tilted Frame, Jannetta's will be paid in June, I-light to be discussed.

General reminder that budget needs to be sent to Gillian, DoRep and DoSDA (both final and draft).

### **4. BBQ event**

We cannot borrow Albany Park's BBQ equipment.

Host family BBQ suggested by Horizonz might be a liability issue, we don't want to risk damage to privately owned equipment.

Alternative: Picnic! Would be less catered to July 4<sup>th</sup>, but would coincide with Wimbledon.

Theme: Pimms, strawberry & cream, etc.

Can't make our own food without Health and Safety. Need to check whether we need H&S for foods that we don't cook (strawberries).

Could collaborate with a society that has H&S, but summer absentees might be an issue.

### **5. Summer ball**

Updates:

Awaiting confirmation on DJ (next week)

Jazz group: Waiting to receive quote. Previously it £200-300 for 5 people. If full group, likely

to be £500-600.

PokerSoc: They think there will be at least 2 people in St Andrews who could deal, awaiting confirmation, would be another £200.

#### Lighting:

I-light: Expensive (>£700)

Cost-wise: Adds £420 on to our existing budget, ball would cost £4720.

Lights could be really important for transforming the venue, and we wouldn't need to buy LED lights ourselves.

Money- budget is currently unsure, awaiting confirmation for lots of things.

Ideas: Limit Prosecco to one glass (We haven't publicised it yet), forego PokerSoc, bargain with I-light about the amount of lights required/ ways to reduce the cost.

More tickets should be sold after a publicity push: Plan is to release details gradually to maintain interest.

#### Drape:

Need advice from Bruce, we can use Union or Barron drapes or hire them out.

We want a dark colour for the drapes.

Shouldn't hang where the lights are, but could cover stage and pillars.

Balloons on the balcony (translucent)- cheap, would scatter light.

#### Seating:

Still unsure how to hide chairs at the back (Ask Bruce).

Union does not have tables and chairs.

Estimate needed on how much hiring tables and chairs will cost.

#### Security:

To avoid misunderstanding about timing, might pay them 15 min before and after official end/start times.

Awaiting confirmation on license times.

#### Ticket Sales/ Publicity

Consider sending a separate e-mail from the PG newsletter OR send ball edition of PG newsletter.

Possibly worth sending an individual invitation as was done for St Leonard's Dinner. Union has the facilities to do this. Might be an option for the future.

Advertising with competition: Could collaborate with Nightline or Charities and have people share/like a photo for a chance of free tickets. Could also do a raffle with a chance to win a prize sponsored from somewhere in town.

Goal: 300 tickets sold by June 12<sup>th</sup>.

## 6. AOCB

Scott emailed Old Course to book the Nov 30<sup>th</sup> and everyone is on vacation, should hear back soon. If this date is not suitable, we want it as close as possible to the graduation. If not, nearby Fridays and Saturdays.