

## **PG Society Committee Meeting**

**Date: 24.4.15**

**Time: 13.30**

**Location: Committee Room (Union)**

**Present:** David van Brussel (PG Society President), Alison Holiday (Secretary), Horizonz Zhang (Events Convenor), Mattias Eken (Treasurer), Aline Heyerick (President-elect), Tim Hewlett (Publicity Officer)

**Absences:** Brianna Vandrey, Scott Schorr (Ball Convenor), Fay Morrice (DoSDA), Ondrej Hajda (DoRep)

### **1. Approval of last meeting's minutes**

The minutes from the last meeting and the AGM were approved.

### **2. President report**

David has been contacted by subcommittees as some want to come along to our meetings, which he said they could.

### **3. Treasurer report**

Mattias has spoken to Gillian and can do training with Aline week commencing 4<sup>th</sup> May. They will enquire about BBQ equipment during training. David, Mattias and Scott need to make a ball budget. We know we have £1000 - £1500 to play with but because of the scale of the event David wants to make a separate budget.

### **4. Events this week**

The bus trip is this Saturday. Mattias and Horizonz are in charge of running the trip. The bus should arrive 20 minutes before departure at the Gateway.

The movie night this Sunday is at 7pm in the Barron theatre. The film will be sharknado if anyone can help set up and run the event.

### **5. Social for May/June**

David asked what we wanted to do for the next social. We have a booking for 7<sup>th</sup> May and 4<sup>th</sup> June. The committee agreed to cancel the May event as many students are busy during May and attendance will probably be low. In June undergraduate students will have left. With only one social we can spend more money on the event.

### **6. Summer Ball**

Scott posted on Facebook the following:

- Jannettas has been confirmed. The rate is £246 + VAT for ice cream for 300 people from 8-10pm. These figures (and the quote) are flexible.
- Swing Dance St Andrews has been contacted. If we don't hear back from her within a week, I would suggest another member of the Committee try contacting them with a fresh request.
  - We will ask Scott to contact Jazzsoc as well

- We have just received quotes from Tony for the Union Bar to provide either a complimentary glass of Champagne (£1,500) or Prosecco (£900). This is open for discussion. I would personally lean toward Champagne because of the theme.
  - David stated that we can afford both. Needs to be discussed at budget meeting perhaps but champagne would be nice for theme.
- We need to discuss the marketing Launch, announcement of 'save the date'/22nd + 'ticket sales date'.
  - Tim will make a save the date go out with Sunday PG next week.
  - Aline suggested we offer 150 early bird tickets at £20 and 200 normal tickets at £25.
  - Shouldn't wait too long after early birds to do general sales.
  - We will hold off a poster campaign in case we have problems selling tickets.
- Finally, Scott has just sent a confirmation to Tony to process the licensing request, and told him that we will get back to him with Champagne/Prosecco preferences.
- Scott thinks it may be good to have a day earlier in July where we physically make the table / venue decorations in advance, so that the day / day before the event is mainly physical set-up and logistics stuff.

The committee will hold a budget meeting for the ball. We will request themed wristbands. We will contact wristbands this week to inform them we will need some.

## **7. Next year budget + activities**

Aline stated we need to work out specific events but we will discuss it further in a fortnight as we will focus on the ball next week. We have agreed to host a bonfire 20<sup>th</sup> June.

On the 4<sup>th</sup> July we will host a BBQ in secret garden, which we need to ask Tania about booking. We need to contact Gillian about BBQ society equipment hire. If a BBQ isn't possible then we could provide pizza instead. If there is bad weather we need to consider what the alternative event will be. This will be a ticketed event.

We have planned a cocktail social in beacon bar, which can happen whenever we just need to inform them when we are coming. We could keep this for freshers week and involve the sabbs to introduce them to new postgraduates.

Our planned mystery event could be a pub quiz as this week is the Union's last pub quiz of the year.

Other events we plan on hosting during the summer include a bus trip which we will discuss further after this Saturday's and a goodbye bonfire.

Aline wants to contact subcommittees about joint socials next year. In terms of other events for next year we will consider: movie nights, ceilidhs, 5<sup>th</sup> November bonfire, raisin weekend event / tea party, 2 balls, RAG week event, bus trips, tastings. Some of the more popular events we may consider charging money for to ensure attendance and diversify our income.

Aline is going to make a google drive for the society for continuously updated documents.

**Date of next meeting: 1<sup>st</sup> May**