

## **PG Society Committee Meeting**

**Date: 29.05.15**

**Time: 13.30**

**Location: Committee Room (Union)**

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

**Absences:** Fay Morrice (DoSDA), Ondrej Hajda (DoRep), Brianna Vandrey

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

Last meeting's minutes were approved.

### **2. President report**

David had a budget meeting with Mattias this week. He also tried to find out how to hire the secret garden for our event during the summer, and received an out of office reply. He will try contacting Estates.

### **3. Treasurer report**

Mattias made a first draft of the budget which was shared on Facebook.

### **4. Budget for next year**

Mattias met with David and Aline to make the first draft. The final version of the budget is due 1<sup>st</sup> July. Ideally Mattias would like to have an agreed draft by the end of next week in case there are any disagreements or alterations to be made after it is submitted.

A second draft has been started with revised ticket sales for the ball. Currently the expenditure on the summer ball is ~£5000 but income ~£9000. There are still some expenses to take into account. We can adjust profit margins on other events and the budget for the November graduation needs to be added.

David would like to see a calculation of where the estimates came from which Mattias agreed to do as an accompanying document. David also suggested giving a separate ball budget based on the actual cost of the last ball to justify the amount we are asking to run it.

David queried whether the cost of wristbands for the summer ball was a quote or an estimate. It is an estimate based on £160 for 300 bands at the last ball.

We could budget for more money for the St Leonard's postgraduate event during Freshers' week so that if St Leonard's put up half the money we would have plenty to cover costs.

### **5. PG rep social**

This will take place on 30<sup>th</sup> June and is open to all postgraduates.

## **6. BBQ event**

After much discussion it has been decided that a BBQ is going to be difficult as such it has been decided to replace this event with a picnic-style event. The society will provide strawberries, cream and Pimms. We will require people to book a place. The question of whether we should still charge for tickets was raised. It was decided that we could charge £2 per ticket available both online for pre-sale and 'on-the-door'. If we are unable to book the secret garden we will enquire after lower college lawn.

## **7. Summer ball**

It was suggested that a prize in our upcoming pub quiz could be a ticket to the summer ball.

Scott is waiting to hear back from: DJ Chris, Dervish, Jazzworks and Pokersoc. He is awaiting confirmation from: Strikeforce (6 security people with +/- 15 minutes at the end of the event), Catering (asked for four large tables, 40 chairs, 20 standing tables, 20 chairs for poker tables – to get quote), Bruce from the union regarding our drape issue. It is possible that we could borrow/hire drapes from the mermaids or we could get some more theme orientated ones. We need to measure the areas that need covering (we need to borrow a ladder to do this).

Scott has received a quote from a professional jazz band for £500-£2000 depending on the size of band we would like to hire. The lower end of this quote would be within our budget however there are other groups around and Tania is working on Jazzworks.

The lighting company has been sent new time for set up and clean up and everything is fine. Scott will confirm payment with them.

The number of glasses of Prosecco we will be giving away has been reduced to 450.

The following have been confirmed: Photobooth – tilted frame, Bars (external), Venue, Jannettas ice cream/ Burns candy, DJ equipment and Lighting

The contract for the venue is to be signed by June 6<sup>th</sup> so that will be organised this week.

For the November ball at the Old course the full fee is £1000 we need to pay deposit of £100. Scott asked if we should go ahead and confirm. We agreed he should do this.

## **8. Any other competent business**

David isn't here for two weeks. Aline will chair the meetings.

**Date of next meeting: 05.06.15**