

Postgraduate Society Committee Minutes

Date: 2 Dec 2015

Time: 5pm

Location: Students' Association

Present: Aline Heyerick (PG Society President), Alison Holiday, Chris Carroll (Ball Convenor), Flora Pauer, Laura Staffini, Mattias Eken (Treasurer), Tim Hewlett (Publicity Officer), Scott Schorr

1. Approval of Minutes

The minutes of the last meeting were approved.

2. President's Report

The Ball happened, it went well. Very high demand for tickets.

21 tickets sold so far for the Edinburgh Bus Trip. Will begin to advertise aggressively for the event as it approaches to up ticket sales.

3. Convenor's Report

Tania has submitted her report online. Her comments about the Ball have been included in the general section below.

4. Treasurer's Report

Mattias will add up the net-gains from the ball. We should have made a hefty profit, between 1500-2000 pounds. At least, somewhere there. Very pleased. Will report back next week. Everyone was paid. Still waiting for the Old Course invoice for the canapés. DJs being sorted out. Photos are supposed to be up on Wednesday. Adding up the end total for the ball. Profit. Need to pay for the candy floss, done via a charitable transfer from PG Soc to Charities.

5. Graduation Ball 2015 De-Brief

5a. General

-Attendees have been told if they lost their EpiPen, the Old Course Hotel is open and are in possession of it. Security guard notified attendees exiting the event to see if someone was missing this. The scarf that was left behind in the cloakroom has been returned to its owner. No other lost property to report. A few broken bowties were left behind. Someone also left their graduation goodie bag behind.

5b. Positive

-Table placement was better than in past years, opening up the dance floor space. The bar was split in half between the side bar area and main room which worked well.
-Old Course was great to deal with pre-event for set-up.
-Decorations were done very well. Room looked great. Liked the venue. Two bars. Overall went well.
-Tables were nice. Music was better than last year, and Jazz was received better than the Ceilidh done in past years. This format worked well to give attendees time to finish dinners with parents/family/friends and then arrive at the Old Course for the event. Bar times discussed. Chocolate fountain discussed.
-Canapés did look classy, with Old Course staff walking around offering this service to guests.
-People walked away getting their money's worth.

- Clean-up and set-up went well.
- Chocolate fountain went well.
- Liked photographer as well.
- Things ran smoothly, no big problems on the night.

5c. Negative

- Difficult getting people to circulate between all corners of the room, earlier in the evening.
- Ticket demand was perhaps the highest ever for this particular event. Despite there being no larger-scale venues to the Old Course without entering the 1000+ person range, we should explore the possibility of booking additional event rooms at the other side of the Old Course Hotel. Could do one DJ in one room, and one DJ in another room, jazz band in the main room. Condition would be that we tell the Old Course that they would not be able to restrict movement in doors between the spaces. We will explore the feasibility of this for future years.
- Felt like a completely different mood to the summer ball, wasn't expecting the parents.
- Still some people that didn't realize that the event ended at 12:30, despite it being advertised in multiple locations, maybe too much food.
- Candy floss. Might not need to provide this, as there was difficulty with set-up.
Editorial Note: Candy floss = Cotton candy.
- Didn't like parents.
Editorial Note: We do indeed like parents; we just don't recommend that they attend the ball.
- Someone stole the pens from the wishes, and the lights from one of the branches.
Editorial Note: This is in reference to pens one writes with, not an EpiPen.
- Could have put candy floss sugar below the table, for aesthetic purposes. Noted for future years.

5d. Neutral

- People were standing between the bars the whole time. Should have encouraged people to move closer to the stage area in the main room. Later in the evening, people moved around more. Not much we can do about this given venue dimensions.
- Should get permission for everything that we do in writing. Red lamp shades. Also, there was supposed to be a partial barrier up.
- Maybe keep the jazz music for longer, and the DJs for less. We already slightly extended the jazz during this year's event, based on the mood of the audience at the event mid-point. Anything longer than what we did would be a half-half, jazz-dj division.
- Event was 8:30-12:30, four hours of music. 1.5 hours of jazz, 30 min set extension. 1.5 to 2 hours for a 50-50 split might produce different results, would have to test in future year.
- Possible inclusion of ice cream.
- The wishes did go pretty well.

5e. General Notes

- Someone is purchasing some of the old decorations for a wedding.
- Will sell some of the decorations to regain funds for PG Society budget :)
- Lanterns are available for purchase. Should be about 15 pounds each.
- Aim for every ball, to at least match (and exceed) the level of the previous one. Aim to constantly improve upon what we have done.
- The branches have been returned.
- Should keep the LEDs. A few of them were not used.

6. St Leonard's Dinner

- Lynsey Martin, not in charge any more, now Carey Gilepski. New social event manager.
 - We have received new menus. Can post on the committee Facebook page. Needs a main PG Soc committee contact for the dinner. Deposit of 250 pounds. Payment all goes through Tamara Lawson of St Leonard's College.
 - Date has been set for February 11. Tickets will go on sale in January. Payments will happen at a future time. 148 seats, heavily subsidized. Currently looking at £18.50 as a price per seat. Happy to keep this partially sponsored by St Leonard's College, as the partnership works well for both parties.
 - Will pick the courses, two starters and two mains, one being veggie and one for another.
 - Question raised of having a lactose intolerant suitable main.
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7. Laser Tag and Bus

- Bus will be £176, for a 29 seater. Laser tag only allows for 23 people, including attendees and a few committee members. $176 / 20 =$ about £9 per person. Might have to slightly sponsor this event.
 - Luke is going to pay the deposit for the laser tag.
 - We think we can fill up laser tag with a 20 person attendance target.
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8. AOCB

Charitable donation: Depending on what the final finances for the ball are in a few weeks, if profit is over £2,000, would suggest donating excess proceeds to another charity, to one that we choose. It has been recommended that committee members should put forward suggestions, e.g. if we split donation between a local one and a more national/international one.

Clarification: We go through the Charities subcommittee, but we can still propose our own charity for a donation to be sent to via them.

- Committee members can make suggestions online in the group.
 - Discussion between Laura and Tim.
 - Meeting concludes.
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