

Postgraduate Society Committee Meeting

Date: 09/12/15

Time: 17:00

Location: Society Room A

Present: Aline Heyerick (PG Society President), Tim Hewlett (Publicity Officer), Mattias Eken (Treasurer), Chris Carroll (Ball Convenor), Alison Holiday, Luke Shaw (Events Convenor)

Absences: Stephanie Pambakian (Secretary), Tania Strützel (PG Convenor)

1. Approval of Minutes

The approval of the minutes has been postponed until the next meeting.

2. President's report

The bus trip to the Edinburgh Christmas market has sold 44 tickets (bus capacity 70). Aline has emailed Fishers and they are confident with the bridge closure it will take 30-45minutes extra. By next week Aline must hand in a semester report to the SSC if we have any comments.

3. Convenor's report

Tania is absent but had nothing to report.

4. Treasurer's report/ Grad Ball budget round up

Mattias is in the process of claiming back receipts; most have been done just Chris' and Aline's left. He will transfer £100 to Charities as agreed. The Old Course will be paid when their invoice comes in.

Aline will remind the office that Tilted Frame can be paid when the photos come and approve money for Mattias for the van rental.

From the ball the following was made:

- £8,260 – 280 tickets @£29.50 for us
- £4,582.56 – total cost
- £3,677.44 - profit

Aline can't foresee any additional costs otherwise OC would have contacted us by now, therefore it was agreed to give £1000 split between two charities. The committee has initially agreed these will be Maggie's and Heifer International.

5. Bus trip

The Forth Road bridge is closed (see President's report). The bus will leave from the Gateway at 9am and leave Edinburgh at 5pm. Fisher's were not keen to cancel our booking and so aren't charging us extra for additional travel time. Mattias and Alison will lead the trip. If there are any major traffic issues we will just head back to St Andrews.

6. Laser tag

The costs break down as such:

- £16 each for bus and entry with 24 people max.

- £175 bus and £216 laser tag - total

There will be 2 free committee spots leaving 22 tickets to sell. Therefore we would have to sell tickets at £18.20 to break even (including booking fee). If we charge £15 per ticket we would have to sponsor by £83. If we charge £12 per ticket we would have to sponsor £149.

The committee decided we should charge £15 for a ticket and sponsor the £83.

Luke will ring to confirm the bus and email the invoice to Aline/Mattias.

7. St Leonard's Dinner

Flora will email menu choice to Tamara and CC in Aline. The committee decided on the following menu:

- Meat dish – Duck (nicer than chicken, fish too risky, beef is ok but duck is fancy)

- Vegetarian option – Butternut squash tart

- Starter – roasted red pepper and plum tomato soup

- Dessert – sticky toffee pudding

Aline will send out the emails to the postgraduates. We will start selling tickets in January. Of the VIP invites half have said they are coming. Committee tickets have been reserved. Aline will do the assigned seating and email the venue to confirm seating arrangements.

Flora will get a list of ingredients in case people need to know.

8. Any other competent business

There will be no meeting next week.

Date of next meeting: TBD