

Postgraduate Society Committee Meeting

18th of November 2015, 17:00

Students' Association, Society room A

Present: Aline Heyerick (Postgraduate President), Mattias Eken (Treasurer), Chris Carroll (Ball Convener), Stephanie Pambakian (Secretary).

Absent: Tania Struetzel (Postgraduate Convenor), Tim Hewlett (Marketing Officer), Luke Shaw (Events Convener).

1. Approval of Minutes: Last week's minutes were approved.

2. President's Report: Tickets for 602 Ball (November 27th) are now on sale online and postgrads were sent an email about it. As regards to St Leonard's dinner, special guests have been invited and some places have been reserved for committee members. For the next bus trip, that is for Christmas shopping in Edinburgh, a 70 seater bus would cost 400£, so we can sell tickets for 7£ each and aim to sell a minimum of 62. For Grad Ball, one or more outings need to be organised to get small branches for decorations. For the Wellbeing, PG Soc and Craft Soc event, only plain copy paper is missing, and Aline will buy it.

3. Treasurer's Report: DRA will reimburse PG Soc for the cost of the wine and cheese for the welcoming reception that was held at the hall for newcomers in September.

4. Pre-Graduation drinks: This event would be organised for the evening before Graduation Day. Mattias suggests a 150£ budget on wine and all agree that Beacon bar would be a good venue to book.

5. 602: Committee members should try to advertise it since we were given 150 tickets to sell. PG Soc is not going to suffer any losses from not reaching this number.

6. Grad Ball: The photographer will cost 430£ and will stay until midnight, on top of the photo booth we will also ask for more general shots of the ball. For transportation of various things, it has been agreed that we will rent a van for 35£ a day from Enterprise, based in Cupar, and Mattias will drive it. 200 pieces of Canapés with a selection has been ordered, and we need to discuss with our host for the way in which they wish us to pay. Chris ordered lights and showed samples at the meeting: lanterns will decorate the 8 tables for cocktails, while other fairy lights will dangle on the sheaves of branches. For the main lights, they will be fit professionally for 600£. Instead of a crafts activity, there will be a Wish Tree: guests will be invited to write their wishes on nice paper shapes and Chris will use them to decorate the tree. He will also ask the venue for any proposals on specially-themed cocktails. The console and mixer will be set up by Charlotte. For next year, we might be able to accommodate more guests using other halls of the hotel.

7. AOCB: The Christmas social for the PG Soc committee will take place on Dec 9th after the meeting, the restaurant has to be selected.

Next meeting: 25th of November 2015, 17:00, Students' Association, Society room A