

Postgraduate Society Committee Meeting

Date: 25/11/15

Time: 17:00

Location: Societies room A

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

Absences: Stephanie Pambakian (Secretary), Luke Shaw (Events Convenor)

1. Approval of Minutes

Last meeting's minutes were approved.

2. President's report

The Christmas market bus trip bus has been booked. Mattias has the invoice and it has been sent to Gillian.

There are two receptions on this weekend: Friday for the 602 ball 7-8pm and Sunday for the graduating students 8-10pm both of which will be in the Beacon bar. The wine for these events has been ordered. Facebook interest for the graduating student reception is high but this may not be an accurate indicator of attendance, as such we will adjust the wine expenditure on the night.

There was no SSC meeting this week.

3. Convenor's report

Tania has had meetings with the Library regarding redevelopment, specifically around gender neutral toilets.

She has a Board meeting on December 10th so if there is anything we would like her to raise let her know.

The St Andrews PhD events went really well and are going to be extended further next year.

4. Treasurer's report

Mattias will soon have receipts to claim for ball, bus trip and receptions. He has booked a van for Monday (~£50) at 1.30pm in order to move decorations and equipment to the Old Course for the ball. This is to be returned by 1.30pm Tuesday.

5. Bus trip

A 70 seater bus has been booked and tickets will be released Tuesday 1st December. Aline will show Luke how to do this. The bus trip will take place on Sunday 13th December. Mattias and Alison have provisionally stated they will be available to run the trip.

6. 602

Alice who is organizing the 602 ball has got in touch with Aline this afternoon

and we need to get the postgraduate tickets we sold from their collection event tomorrow 12-4 (37 tickets). Mattias needs to order the cheque, Alice hasn't said how she wants it but we will have it ready for Friday. The reception is organized, any committee members attending should be there 15minutes early. We are handing out the PG tickets on Friday 10-2pm (Aline and Tim will handle this).

7. GRAD BALL

Laura (decorations)

Most things are bought/ordered, just waiting for a couple of things to be delivered but if we get desperate can get them in town/Dundee. Currently running under budget. The center piece has arrived, just needs assembling. It will be moved out of the way during 1st DJ set. On the tables will be pens, card, and ribbons to write wishes on (in addition to decorations). All decorations are at Chris's.

Chris (schedule)

All decorations will be gathered at Chris's for moving to the Old Course on Monday. The decorations will be collected from there to arrive at the OC for 3pm. Anyone at the venue for this time will help start decorating. Mattias and 1-2 helpers will pick up equipment from the union (DJ stuff/cloakroom/candy floss machine) to deliver to the OC. We do not have specific arrival times for e.g. chocolate fountain, i-light, etc. however, they are aware we have access from 3pm and usually have a good idea of when they need to arrive to set up.

Chris is going to ask Charlotte if she will be available to do sound checks on the DJ equipment and run through the set up with Mattias.

We are able to tidy up and collect equipment/decorations the following morning.

Aline (other business)

We will be doing wristband collection both at the Sunday reception and on Monday in the Union main bar. Attendees will be able to get their ticket at the door but we will not advertise this fact as it is an unappealing option. Aline will follow up with Katie about the candy floss machine.

We will meet at 10.30am on Tuesday to take down the decorations and tidy up.

Further, someone is potentially interested in buying some of our decorations after the event. Tania confirmed it is possible for us to do this.

8. AOCB

We are moving the committee Christmas meal to January as we are short on time to organize it. We will aim to have a committee social before Christmas instead.

Date of next meeting: 2/12/15