

Postgraduate Society Committee Minutes

Date: 27th August 2015
Time: 1:30pm
Location: Committee Room (Union)

Present: Aline Heyerick (PG Society President), Tania Strützel (PG Convenor), Tim Hewlett (Publicity Officer), Mattias Eken (Treasurer), Scott Schorr (Ball Convenor)

Absences: Alison Holiday (Secretary), Brianna Vandrey, Kyle Blain (DoSDA)

1. Approval of previous Minutes

Approved.

2. Club 601 Event Description

The Club 601 social was very successful, the first ever student event in the venue. It was 'shiny'. The complimentary wine was all consumed, it was gone by around midnight. We can explore hosting perhaps more late-night party themed type of events.

3. Treasurer's Report

Aline and Mattias handed over the Postgraduate Gala deposit cheque to Hotel du Vin, which was a deposit of 10%. They want to receive £1500 by the 18th of September. This cost includes a half bottle of wine, three course dinner, and event venue for all guests. Half of wine allowance will be used in reception before, half during dinner, depending on ticket sales and finances, can purchase additional bottles.

4. Project Areas

- Discussion of defining volunteer hours within committee for volunteer recognition initiative.
- A few different sub-categories, grad and summer ball, small events (socials + bus trips), academic representation (different committee remit), meeting admin (minutes, meetings, etc), marketing (social media, The Sunday Postgraduate e-mail, and design).
- Want to define what the volunteering hours are/is. What counts as doing stuff for the Union.
- Could make a category for when Tania or Aline needs to go to a CAPOD sponsored event.
- PR, participating in university/external events.
- These will be sent to Kyle.

5. Bus Trip

-Glamis Castle is flexible about when we arrive. £8.95 per person. No added charge with more people.

- Drive takes about an hour. Fisher Tours asked for the time initially, only asked £250, but if we do something else (e.g. an additional site), price will go up. Only an hour drive, should be reasonably inexpensive.
- Asked person at the castle, café, museum, gardens, people can keep busy. Could definitely spend 2-3 hours there. Probably 11-2 for now.
- Dundee site stop will probably not be pursued. There is a Loch we could stop at.
- Ticket price, costs us £14 to break even, £14.50 with the online charge. This can become expensive. Can market it with a discounted price for the castle, but still quite expensive.
- Bus trips currently budgeted to break even.
- Awaiting the updated price.
- Half an hour bus ride to the Loch.
- Would have about 2 hours at the Loch. Walk around activity.
- Will hear back soon from bus company, Aline will keep us updated online about this. Tickets up by Freshers' Week.

6. Freshers' Week

Monday a social. 200 pound budget for free wine. Microphone on the day, will check with Chris about this. Will probably fill this venue quickly. Will support postgraduate use of Beacon Bar.

Tuesday, a safari. Perhaps getting vouchers from the shop or café to give out as a reward. 5 pound vouchers. Need to be clear about how many of the vouchers can be won. Have a budget of thirty pounds, can afford up to six of them. So, six five pound vouchers for Freshers'. Ordered from the shop, via the PG Society account. Will be at Safari.

Thursday, a picnic. Will try, hopefully weather works. Budgeted 150 pounds. Can use extra food from picnic for Freshers' Fayre.

Friday, bonfire. Will have the usual wood thing. About 80 pounds worth of wood, and marshmallows for the bonfire. Tim will call the Woodman.

Saturday. DRA Wine Night. Tania will speak with them next week. They are currently in the middle of a transition.

Sunday. Freshers' Fayre. Rotation for this, so that everyone who is in town that day can help out. On a Sunday. Tim, Aline, Tania, Scott will be here.

7. AOCB

-We have spoken with Jillian, and she would like to see more risk assessments carried out for events. For example, for future bus trips, when we sell tickets, we should ask for people's phone number to contact them in the event of an emergency. During a previous bus trip Horizon and Mattias passed around a form for people to list their mobile numbers. Seemed to work well, we can print out a template with name and phone numbers in advance.

-As soon as we get on the bus, we are covered by the liability from the bus company.

-e.g. at a Loch, attendees are free to do whatever they want, so we can't risk assess for what they are going to do, we can only risk assess for them returning on the bus.

-Discussion of a 'super chill' boardgame night in the Union. Could suggest a date. Could do this after Freshers'. Possibly midweek, chill boardgames.

-A private accommodation provider has a surplus of spaces, and wanted to know if we could come to an arrangement to communicate their offerings to postgrads. Multiple sponsorship option ideas were discussed in committee. The PG Gala was one possible solution, although many postgrads who have already arrived already have accommodation. This could be a sponsorship option for a future semester as an alternative. We could let them know what we are planning as a society, then they might ask if they could come along to something. If they want to do something, we could ask what they will offer as a sponsorship package for the society. Put ball in their court.

-Sabbs will send out an e-mail to all postgrads in September.

-Maybe post a deadline for this upcoming summer about what PG Society events are available. This would be to help communicate how we are still active over the summer. There would still be freedom to schedule additional events closer to then, but providing people with dates earlier on would be helpful.

-Ball being in Younger Hall, was a lot of work. Still successful.

-General committee discussion about survey results.

- One person suggested something like Laser Tag. Boardgames.

- Discussion of events and services for commuting students, and/or postgrads with families.

- Postgrad professional development event... not in terms of CAPOD, but more Careers Centre. They are doing more for the sciences than the arts. A lot of the arts PhDs complain that there is nothing on non-academic jobs after PhD. For example, if they have names of alumni, they may be able to contact some to host informative events.

- Multiple questions about Union facilities, Old Union Coffee Shop, etc. 70% of them say they feel welcome.

- Hosting some events, ex: White water rafting, would be great, but some are logistically impossible due to health & safety regulations.

- Discussion of possible beach party

-EGM is Wk 2, so the meeting of Wk 1 after Freshers' Week can be a public meeting. We can promote that new students and those interested in possibly running during the EGM are invited.

-To reiterate, the PG Soc Page on the Union website has a list of the society's upcoming events.

-Discussion of having a cover photo for Freshers' Week events with society logo and event locations/times.

Next meeting: 4 September 2015