

PG Soc Meeting Minutes

Date: 31/6/16

Present: Aline Heyerick (President), Chris Carroll (Ball Convenor), Alison Holiday (Development Officer), Mattias Eken (St Leonards Liaison Officer), Stephanie Pambakian (Marketing Officer), Lauchlan Hall (President-elect) Flora Pauer (Events Convenor), Laura Staffini (Treasurer), Brianna Vandrey (Secretary)

Absent: Scott Schorr, Jennifer Bre, Euan Grant

1. Approval of Minutes

- Minutes approved (from 24/6 and 17/6).

2. President's Report

- Room booked for craft social.
- Reminder that all updates / news about events needs to be forwarded to President (Aline) or President-elect (Lauchlan), and financial updates need to be forwarded to treasurer (Laura).
- Summer agenda: Schedule has been uploaded to Dropbox with suggestions.
- We should organise a committee social!

3. Development Officers Report

- Main points from development meeting (31/6):
 - St Andrews PhD transition event: PGT students often transition to PGR (70%). Last year there was an event for PGT students which focussed on this transition. They are seeking current PGRs who were formerly PGTs speak at this event (November 2016). PGSoc can advertise this in the Sunday Postgraduate in September-October.
 - PGR Induction Essentials: This course is currently run 4x a semester because of flexible start-dates for PGRs. They are discussing introducing set start points for new PGR students.
 - Three Minute Thesis: Overall a success, but less people participated than desired. Needs more advertisement next year, and clarification that people can participate in ANY year of their PhD.
 - St Andrews Policy Document: When complete, it should be shared with the development meeting group.
- Overall, the meeting went well.
- No official minutes were taken. It might be useful to have minutes in the future.

4. Treasurers Report

- Money for Steph in the cash office (Steph: Received)
- All invoices have been handed in (Janetta's, band, & security). Will receive confirmation e-mail once everything is processed.
- Laura will update the budget over the next week
- Budget: Cost currently estimated at £3300 (if we throw 4 events a month). Having a fuller event calendar might permit PGSoc to get more funding.
- Treasurer training happening tomorrow (1/6/2016).
- Draft of the budget will be sent to the cash office after training.

5. St Leonards Policy meeting

- Meeting is happening on 1/6/2016.
- Euan isn't attending (currently away from St Andrews)
- Committee should look over the document to see changes (Tamara provided several suggestions).
- Mattias will upload the document on Dropbox after the meeting.

6. Tea Party

- Old Union Cafe can't be used as a venue
- Alternative: Lawn space in front of the library
 - Estates and library have confirmed that we can use this space
 - Booking form has been sent to Alistair, requested 12/6
 - If weather is poor, cake can be moved to the covered area outside of the library
- Food: We have big hot water urns to use for tea. Cakes could be bought at grocery stores or (maybe) baked by committee members.
- Advertisement: Wait until booking is confirmed
- Steph will make event on Facebook
- Aline will make a banner
- Committee members who can be there for the event: Aline (maybe) and Chris

7. Melrose Bus Trip, 18/6

- Dunnottar bus trip: Went well! Good feedback and weather.
- Coach booking: Company has sent confirmation to Aline, and invoice to Gillian. Quoted £475 for 50-person coach (higher price than previous trips).
- Flora and Lauchlan will meet about future events tomorrow (1/6).

8. White Tie and/or Onesie Social

- Dress code: Don't want to force people to dress up or turn away those who haven't dressed up. We could encourage dressing up by offering a free drink to individuals who embraced the dress code.
- We could call the event 'White Tie or Onesie', but make it clear when advertising that people

- can come dressed up as formal/informal as they would like.
- Prospective date: 28/6. Aline will try to book the Beacon Bar.
- Aline will hand-over gown to Lauchlan on this date.

9. Summer Ball

- Craft Sessions:
 - Crafts on 4/6: Happening in the meeting room from 1-5. Meet for lunch first, and be in the room at 1.
 - Two further sessions planned: 11/6 and 19/6
- Early bird ticket sales end on 16/6
- Advertising countdown (10 – 1) will be from the 6/6 to 16/6
- Lauchlan on widening access: He has contacted Joanna Fry, the contact for evening degree people. Planning to meet and discuss ways to involve them.
- We need to compile a clear list of roles we need so we can recruit people for shifts.

10. AOCB

- Other St Leonards news:
 - Confirmed that Gala will be a joint event with St Leonards. Date TBD, don't want to clash with PGT commitments.
 - Derek is happy to help out with PG DebateSoc event.
- Someone from the Union has asked for a risk assessment for the ball. Chris notes that when handing a previous risk assessment in, he was told this wasn't required.
- A to-be graduate as contacted the Union about grad ball dates. Dates are finalised, but not published yet.
- Committee Social: Aiming for June. Flora to organise, will put a doodle poll on the committee facebook group to decide a date.