

Cameron Hall-o-Ween Meeting #3 23/09/2021

Attendance

- Will Jacquet (UniSFA)
- Grace Fowler (UCC)
- Alex Barker (UCC)
- Nina McManus-James (Unigames)
- Liam Mckay (Panto)
- Jazz White (UniSFA)
- Clare Boon (Panto)
- Vikrum Sithambaram (Unigames)

Apologies

Absent

Start Time

- 13.22

Previous Minutes Uploaded?

- They have been uploaded to the discord group.
 - Up to the club representatives to hand the minutes to their clubs.

Past Action Items

Everyone

- Research about venues we can use.
 - Done.
- Go to your committees and think about games.
 - Ongoing.

Liam

- Work on the budget with help from people if he needs it.
 - Ongoing.
- Complete the EMP before next week Thursday.
 - Done.

Clare

- Ask her committee who has their RSA and is planning on attending the event.

- Ongoing.

Grace

- Complete the EMP before next week Thursday.
 - Done.
- Look through the decorations in the hallway.
 - Done.

Nina

- Complete the budget by next week Thursday the 23rd of September.
 - Ongoing.

Venue

Tav

- Grace has sent an email to the Tav with the booking form.
 - They haven't gotten back to her.

Time and Date

- Thursday the 21st of October from 7-11pm.

Certificates

RSA's

- Has it?
 - Clare
 - Jazz
- Is interested in getting it?
 - Grace

First Aid

- Has it?
 - Nina
 - Jazz
- Is interested in getting it?
 - Grace

Drivers License

- Has it?

Student Leadership Training

- Has it?
 - Grace
 - Liam

Mental Health First Aid

- Has it?

Food Safety

- Has it?
 - Grace
 - Jazz

Sexual Harrasment/Assult

- Has it?

EMP

- Grace has submitted the EMP.
 - We need to go over it and make sure everything is correct.

Budget

Budget Decisions

- Will and Jazz will fix the breakeven calculation and we will vote about it in circular
- The door ticketing was \$35 and is now the same as the standard price, \$20.

Ticketing

- Jazz Moves To: Sell physical tickets in clubrooms.
 - Grace seconds.
 - 6 for.
 - 2 against.
 - Motion passes.
- Do any clubs have raffle tickets we can use?

- UCC might have some.
- We'll sell tickets at the door.
- Will Moves To: Approve the early bird \$20 and standard \$25 ticketing price.
 - Grace seconds.
 - Unanimous.

Advertising

- ACTION Everyone To: Write up hype posts.
- ACTION Jazz To: Write an event description.

Promotional Events?

- UniSFA Spooky screening.
- UCC Halloween game LAN.
- Unigames will do a spooky RPG oneshot.
- Panto will do a screening of their more Halloween shows.
- ACTION Everyone To: Go back to your committees and ask for ideas about promotional events.

Catering

- Tav catering?
- We won't be providing catering
 - Advertise that there's no catering.
- Mention when the kitchen closes on the poster.

Security

- Tav doesn't think we need to spend money on security.

Timeline

- 13th September Week 7
- 20th September Week 8
 - EMP DUE Thursday 23rd
 - Approve budget today for Subcommittee

- 27th September Week 9
- 4th October Week 10
- 11th October Week 11
 - If we want to hand in posters to Guild
- 18th October Week 12
 - Week of event

Decorations

- Smoke machine?
- There's a box of communal decorations in the hallway.
 - One box has cutlery and a tablecloth.
 - The other one has all the decorations such as:
 - Mesh netting
 - Jar of skulls
 - Cardboard bats
 - Lanterns
 - Fairy lights that work
 - 2 wax candles
 - It might look cool if we cover the Tav in candlelight with fake candles.
 - We should also have a carved pumpkin at the entrance.
 - Little plastic spiders and centipedes
 - 2 Plastic snakes and a skeleton bat
 - Doll heads
 - 2 blow up bats and a blow-up dinosaur
- Does Panto have any decorations we could use?
 - They have some and they have an agreement with Pride to borrow their Halloween decorations.
 - ACTION Panto To: Check with Pride if we can use their decorations.

Games

- Quiz night games?
 - Spooky lolly jar.
 - ACTION Jazz To: Research Halloween spooky lollies.
- Facepaint?
 - Will have to rent someone.
 - People are already coming in costume.
- Raffle

- Clubs will use the budget of \$20 each club to buy prizes.
- Each person who has their ticket called will pick one prize from the prize table.
- People can change the playlist for a goldcoin donation?
 - People can just request songs.
- Prizes?
 - ACTION Everyone To: Think of prizes.
 - Prizes would be on the stage with the playlist laptop or phone.
- Have it more party like.
- We need a chill out zone.
 - Outside.
 - Have some board games there if people want to play them?

General Business

- Need to make a themed playlist.
 - ie. This is Halloween, Time Warp, I Put a Spell on You, Thriller.
 - ACTION Jazz and Grace To: Make a themed playlist.
 - The subcommittee will look over it when it's complete so it's not too biased.
 - Plug someone's laptop or phone in.
 - If someone wants to request a song, come up to us and we can add it to the queue.
- Need to set up a shared folder in someone's personal drive
 - ACTION Will To: Set up a shared google drive folder.

Action Items

Everyone

- Write up hype posts.
- Go back to your committees and ask for ideas about promotional events.
- Think of prizes.

Jazz

- Write an event description.
- Research Halloween spooky lollies.
- Make a themed playlist.

Grace

- Make a themed playlist.

Panto

- Check with Pride if we can use their decorations.

Will

- Set up a shared google drive folder.

Next Meeting Time

- Every week on Thursdays at 13.20pm.

Meeting Ended

- 14.00