Meeting of the Activities Committee
Confirmed minutes

Petitioned for:
12.00, 17th March 2015

Meeting:
Petitioned meeting 2015-03-17

Location:
Officebearer’s Space, Union House

Petition for meeting
A petition for a special meeting of the Activities Committee was presented by:

- Michaelean O’Donnell,
- Liam Leyden,
- Chloe Ye,
- Timmy Dunn, and
- Clare McLeod

at 12 noon on 17th March 2015, in order to discuss:

- Motion 7.1 on the Agenda for meeting 2015/5 of the Activities Committee,
- the Production and Technical Services review, and
- additional expenditure approval.

1 Procedural matters
*Meeting opened at 12.11 by Hayden Michaelides.*

1.1 Election of Chair

Motion 1: That Hayden Michaelides be elected Chair.
Moved: Hayden Michaelides Seconded: Timmy Dunn CWD

1.2 Acknowledgement of indigenous owners
So acknowledged.
1.3 Attendance, 1.4 Apologies & 1.5 Proxies

<table>
<thead>
<tr>
<th>Office-bearers</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>James Baker</td>
<td>present (left at 12.25)</td>
</tr>
<tr>
<td>Hayden Michaelides</td>
<td>present</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Voting representatives</th>
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<tbody>
<tr>
<td>Clare McLeod</td>
<td>present (left at 12.18)</td>
</tr>
<tr>
<td>Chloe Ye</td>
<td>present</td>
</tr>
<tr>
<td>Timmy Dunn</td>
<td>present</td>
</tr>
<tr>
<td>Marlo Zambelli</td>
<td>absent with apology</td>
</tr>
<tr>
<td>Michaelean O’Donnell</td>
<td>present</td>
</tr>
<tr>
<td>Liam Leyden</td>
<td>present</td>
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<tr>
<td>Rachel Rodrigoe</td>
<td>absent without apology</td>
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<thead>
<tr>
<th>Observers — staff</th>
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<tbody>
<tr>
<td>Tony Ennis</td>
<td>present</td>
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<tr>
<th>Observers — students</th>
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<tbody>
<tr>
<td>Patrick Clearwater</td>
<td>present (taking Minutes)</td>
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1.6 Membership

nil

1.7 Adoption of agenda

Motion 2: That the agenda circulated with the papers for meeting 2015/5 be adopted.
Moved: Chair CWD

2 Confirmation of previous minutes

Motion 3: That the Minutes of meeting 4 of the 2015 Activities Committee, held on 3rd March 2015, be accepted as a true and accurate record of that meeting.
Moved: Chair CWD

3 Matters arising from the Minutes

nil

4 Correspondence

nil

5 Officebearer’s reports

Hayden gave a verbal report:
• We’ve had two Tuesday bands, both of which went really well
• SoUP happened; Tony described it as “the best SoUP we’ve had”
  ◦ It was perhaps a little bit under-attended: this could be addressed by selling tickets at the door (although not advertising this fact); or increasing the price to increase the perceived value of the event.
  ◦ Maybe it should start slightly later
  ◦ The lighting was excellent, particularly how it reflected off the sail.
  ◦ The cloakroom went well, although the placement of security relative to the cloakroom meant a few people were able to evade the ID check.
• Cocktail Party preparations are under way: venue is sorted, ticket sales are ongoing.

Clare McLeod left at 12.18.

James gave a verbal report:

• As Hayden said, and also, have received a lot of positive commentary about SoUP.

| Motion 4: That the Committee accepts the report of the Officebearers. |
| Moved: Chair | Seconded: Michaelean O'Donnell | CWD |

7 Motions on notice

In relation to Cocktail Party: we’d like to subsidise the cocktails as well (rather than just provide a couple of free ones), because otherwise people switch to cheaper drinks and it ceases to be a cocktail party. Exact details of price and number of drink-cards will depend on discussions with the venue.

Q: Will there be a selection of cocktails?

The venue is keen to standardise on a few, because this keeps the queues short. Still in discussions about the exact arrangements.

Q: Will there be finger food? Including vegetarian options?

Yes and yes.

| Motion 5: That the Committee authorise expenditure of up to $10,000.00 for Cocktail Party expenses, from the Special Projects/Events line of the budget. |
| Moved: Chair | Seconded: Timmy Dunn | CWD |

8 Production and Technical Services Review Draft Change Management Plan

Patrick drew the Committee’s attention to the publication of the Draft Change Management
Plan following the Production and Technical Services Review. As a consumer of AV@Melbourne’s production and technical services and expertise, the Activities Committee may wish to have input.

Copies can be obtained from Justin Baré, the UMSU General Manager. The Officebearers will ask for an electronic copy to circulate to the Committee.

Q: Does the Committee need to meet to discuss the Plan?

If the Committee wants to submit feedback as “endorsed by the Activities Committee”, then yes; otherwise members of the Committee can submit individual feedback.

9 Additional expenditure

<table>
<thead>
<tr>
<th>Motion 6: That the Committee authorises expenditure from the Special Projects/Events line of the budget of up to:</th>
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<tbody>
<tr>
<td>for A/V@Melbourne services at SoUP: $36.00 (in addition to $6,324.00 previously authorised)</td>
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<tr>
<td>for cleaning at SoUP: $977.76</td>
</tr>
<tr>
<td>for security at SoUP: $3,477.68</td>
</tr>
<tr>
<td>for spirits at SoUP: $700.00 (in addition to $900.00 previously authorised)</td>
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<tr>
<td>for mixers at SoUP: $200.00</td>
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<tr>
<td>for cups at SoUP: $450.00</td>
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<tr>
<td>for ticket printing for Cocktail Party: $90.00</td>
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Moved: Chair
Seconded: Michaelean O’Donnell
CWD

James Baker left at 12.25.

10 General questions

Q (Timmy Dunn): Have the events for second semester been decided yet?

They have been budgeted, but exactly what we do is still fluid, as long as they can fit into the budget.

Q (Timmy Dunn): Can we do South Lawn Car Park party?

Currently looking at having Oktoberfest there. Having it separately is not impossible, but it’s tricky to fit another party into the University calendar.

The second semester events plan will be brought to the next meeting for discussion.

11 Close

The Chair closed the meeting at 12.34.