



ANU FABSOC MEETING MINUTES

Date: 08.05.17

Location: Via Dolce

Attendees: Fernando, Teresa, Isabel, Sebastian

Absent: Senurita, Daisy, Jenny, Sebastien, Adnin, Sara

Meeting Agenda:

1. Future Events
2. Monochrome Party Aftermath
3. Trivia Night
4. Role Descriptions
5. Next Meeting

The meeting opened at 5.50pm

Topic Discussed
<p>1. Future Events</p> <ul style="list-style-type: none">• Very plausible future events: Floriade Picnic (16th sept – 15th Oct), Fashfest related event, Movie Nights, Pamper Nights (during exam week Sem 1, Mary Kay Consultants?), AGM (Mid-Late October), Collaborations with other societies• Other ideas: Shopping Trips, Sydney Fashion Week, Likeshare (ANU clothes swap movement), ANU Film group, Victoria Secret viewing sessions.
<p>2. Monochrome Party Aftermath</p> <ul style="list-style-type: none">• Thank you everyone for all the hard work and making the party a success! We did not lose money, however there were things that we can improve on next time.• Things to improve:<ul style="list-style-type: none">○ Commitment from certain members - when tasks had been agreed upon on the night. If you are no longer able to do this task, you need to let the committee or the relevant person know ASAP. It's not fair on the rest of the members and the event became dishevelled because of this.○ Marketing, there virtually was no marketing leading up the event, hence the lack of attendees. This is something that we really need to

work on in the future.

- Need to clarify processes when communicating with people – we need to clarify the individual responsibilities of each role and they need to be reliable and committed.
 - Emails – If you read a message in the inbox that does not relate to you, mark it as unread and let the relevant person know so that they can reply it. Sign messages as yourself, unless specifically asked or having permission, do not reply emails as someone else.
 - Having a review document detailing the forms we need to complete for future events, as well as attendees and cost and platters etc. We spent a lot of time chasing up the details of last year's white party that was unnecessary had documentation been done.
 - Plan early! Have the future exec start thinking about the monochrome party as soon as their term begins.
- Teresa: Sebastien, we need to thank our Sponsors (MISSKADIA) for supporting FABSOC ANU's party and tell them that we'll be in contact in the near future in regards to how they can help in future events.

3. Trivia Night

- Will be held on the 16th of May (Next Tuesday) at Wig and Pen. We are all welcome to attend, but it is not compulsory. Tickets are \$5 per member, 6 tables of 10 people, lots of prizes to be won! It is an alien themed trivia night with a best dressed prize!
- We need to create 10 trivia questions on Fashion and Beauty for our round of trivia before next Tuesday.

- 4. Role Descriptions – We need to update and agree upon all the role descriptions. We will update this list in the next meeting where attendance will need to be higher.

Please welcome our new Marketing Director, Sebastian, who will work alongside with Senurita!! (Yes, the Sebastian/Sebastien problem will get confusing)

Marketing Director

- Work with design directors to coordinate marketing plans for every event in regards to all social media platforms. Make sure that the marketing work is not placed upon other executive positions.
- Create a marketing plan, design team will design it, social media will implement it.

Social Media

- Start posting at least 2 weeks prior to the event. Make regular posts on the day, day before, 2 days before, a week out, 2 weeks out.
- FB & Instagram: Minimum post once a week
- Blog: Minimum post once every 2 weeks

As shown from our experience in our positions thus far, we need to start creating handover documents that will help future exec follow on from our work and learn from our mistakes. It has been incredibly inefficient to start from the very bottom and learn by guessing and checking every move.

<p>5. Other</p> <ul style="list-style-type: none"> • Fernando: I will create a post advertising our social media director position • Everyone start thinking of blog posts to do and start writing to keep our blog alive. It is not solely social media's responsibility to keep the blog, Instagram, FB and Snapchat going. Any ideas are welcome. • We need to restart Streetstyle especially in our quiet periods when we have upcoming events.
<p>6. Next meeting – 6pm 15th May Monday</p> <p>Agenda Next Meeting</p> <ul style="list-style-type: none"> ○ Future events finalised ○ Trivia ○ Constitution ○ Role Descriptions cont. – Handover documents

Executive Member	To-do list	Deadline
Everyone	<ul style="list-style-type: none"> ▪ Begin creating handover documents for your role based on the Monochrome party and fashion show ▪ To attend team meetings ▪ Send Teresa an agenda item prior to the meeting 	<ul style="list-style-type: none"> ▪ Show in Next Meeting ▪ Next Meeting ▪ Next Meeting
Fernando	<ul style="list-style-type: none"> ▪ Come up with trivia questions ▪ Write Woroni article within next 2/3 weeks 	<ul style="list-style-type: none"> ▪ Monday 15th ▪ Monday 22nd
Teresa	<ul style="list-style-type: none"> ▪ Come up with trivia questions 	<ul style="list-style-type: none"> ▪ Monday 15th
Adnin	<ul style="list-style-type: none"> ▪ Update us on bake sale reimbursements and eligibility with ANUSA 	<ul style="list-style-type: none"> ▪ Monday 15th
Daisy	<ul style="list-style-type: none"> ▪ Help Fernando with trivia designs 	<ul style="list-style-type: none"> ▪ Monday 15th
Jenny	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
Sara	<ul style="list-style-type: none"> ▪ Come up with trivia questions 	<ul style="list-style-type: none"> ▪ Monday 15th
Sebastien	<ul style="list-style-type: none"> ▪ Email to thank our Sponsors (MISSKADIA) ▪ Keep list of who we have contacted and who has sponsored us in the 	<ul style="list-style-type: none"> ▪ ASAP ▪ Monday 15th

	past, and for how much	
Senurita	▪	▪
Isabel	<ul style="list-style-type: none"> ▪ Document Monochrome Party for future exec ▪ Start Handover document for future events director ▪ Come up with trivia questions 	<ul style="list-style-type: none"> ▪ Monday ▪ Monday ▪ Monday
Sebastian	▪	▪

The meeting closed at 6:25pm

Minutes prepared by Teresa Lin.