



ANU FABSOC MEETING MINUTES

Date: 10.04.17

Location: Skype Group Meeting

Attendees: Fernando, Teresa, Adnin, Sara, Isabel, Daisy, Jenny

Absent: Senurita, Sebastien, Ronja

Meeting Agenda:

1. Budget
2. Exec Member Changes
3. Monochrome Party
4. Next Meeting

The meeting opened at 9pm

Topic Discussed
<ol style="list-style-type: none">1. Budget<ul style="list-style-type: none">• Adnin: We have:• \$500 Capital Expenditure Budget (permanent property of FABSOC)• \$200 New clubs fund• \$15 minimum per ticket, expected 100 people to come, \$1500 from ticket sales• \$800 to drinks (2 drinks/person), \$500 for food (7 people per platter of \$35)• We need 15 platters for 100 people. We want to minimise to 12 platters.• If \$800 drinks, \$450 platters (13 platters), \$50 deco, \$10 snapchat = \$200 profit margin• Fernando: I will ask for \$50 to borrow sound equipment• Adnin: I will add that to the budget as well and submit the budget tonight• Whatever we spend, we will get reimbursed a max of 75%.
<ol style="list-style-type: none">2. Exec Members Changes<ul style="list-style-type: none">• Massive thanks to Isabel for stepping up as our new Events Director!!!
<ol style="list-style-type: none">3. Monochrome Party<ul style="list-style-type: none">Logistics• Treehouse 27th April Thursday 8-11pm (NEXT WEEK!!!)• Sara: We need to check if we have right to put up posters of at ANU advertising this event.• 8-11pm on Thursday 27th April is event run time.

- **7pm setup time.** (only 1 hr, need everyone on board)
- Design & Marketing Team:
 - Design and create backdrop for event prior to event date (as only 1 hr of setup date): Esparanza, Milenial watches, Misskadia, lusthaveit, etc – by next meeting. (We can all help out in the creating part after the meeting on Sunday)
 - Design a FABSOC banner design from office works (within our capital expenditure grant)
 - Work on a permanent poster design for the year
- Fernando: I will send the esparanza logo to the fabsoc mailbox.
- Photographers - Ronja & Rohan will be our main photographers
- Fernando: We need to get Qpay ticket link up asap

Everyone look for insanely discounted branded and cheap items (unisex or male, post in group chat for us to decide) as a prize.

- **Raffle prizes to be confirmed at next meeting**
 - **MISSKAADIA 100x\$20 vouchers (on the way)**
 - **One or Two of Fernando's hats/ bracelets**
 - **Lush gift box (RRP 57.95)**
- Best dressed for Male and Female competition: Lush for Female prize
- **We must confirm these prizes/gifts at the next meeting.**

4. Next meeting – **10am 23rd April Sunday @ Fernando's House** (3 Sandes Place, Macgregor)

Agenda Next Meeting

- **Raffle prizes finalised**
- **Photo banner designed**
- **Marketing strategy timeline**
- **Decorations bought**
- **Photowall designed**
- **No. of platters decided**
- Events logistics team – backdrop and decorations decided
- ANUSA clubs and societies update from Fernando

Executive Member	To-do list	Deadline
Everyone	<ul style="list-style-type: none"> ▪ Everyone look for insanely discounted branded and cheap items (unisex or male, post in group chat for us to decide) as a prize ▪ Invite all your friends!!! ▪ To attend team meetings ▪ Send Teresa an agenda item prior to the meeting 	<ul style="list-style-type: none"> ▪ ASAP
Fernando	<ul style="list-style-type: none"> ▪ Make poster looking for events and sponsorship manager in next week ▪ Write Woroni article within next 2/3 weeks 	<ul style="list-style-type: none"> ▪ After 27th of April ▪ After 27th of April
Teresa	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
Adnin	<ul style="list-style-type: none"> ▪ Submit budget to ANUSA 	<ul style="list-style-type: none"> ▪ ASAP ▪
Ronja	<ul style="list-style-type: none"> ▪ Invite all members to event ▪ Start social media posting ▪ Get Qpay link up for Monochrome Party 	<ul style="list-style-type: none"> ▪ Sunday ▪ Sunday ▪ ASAP
Daisy	<ul style="list-style-type: none"> ▪ Design photowall/backdrop for event prior to event date with marketing and design team (as only 1 hr of setup date), including logo's from: Esparanza, Milenial watches, Misskadia, luthaveit, etc – by next meeting 	<ul style="list-style-type: none"> ▪ Sunday
Jenny	<ul style="list-style-type: none"> ▪ Design photowall/backdrop for event prior to event date with marketing and design team (as only 1 hr of setup date), including logo's from: Esparanza, Milenial watches, Misskadia, luthaveit, etc 	<ul style="list-style-type: none"> ▪ Sunday
Sara	<ul style="list-style-type: none"> ▪ Check if we have right to put up posters of at ANU advertising this event. 	<ul style="list-style-type: none"> ▪ Sunday

Sebastien		▪
Senurita	<ul style="list-style-type: none"> ▪ Attend meeting on Sunday ▪ Contribute to marketing and design chat ▪ Design photowall/backdrop for event prior to event date with marketing and design team (as only 1 hr of setup date), including logo's from: Esparanza, Milenial watches, Misskadia, luthaveit, etc – by next meeting 	<ul style="list-style-type: none"> ▪ Sunday ▪ Sunday ▪ Sunday
Isabel	<ul style="list-style-type: none"> ▪ Attend meeting on Sunday ▪ Brainstorm decorations and its costs – go to meeting minute from 10.04.17 for the current ideas, let us know how you go in the next meeting 	<ul style="list-style-type: none"> ▪ Sunday ▪ Sunday

The meeting closed at 10.10pm

Minutes prepared by Teresa Lin.