Uncharity Vigil 2021

Meeting #3 03/02/22

Attendance:

Present:

- Alistair (Unigames)
- Chris (Unigames)
- Jazz (UniSFA)
- Michael (PCS)
- Liam (UCC)

Late:

Apologies:

Absent:

- James (UCC)
- James (PCS)
- Will (UniSFA)

Meeting Opened: hh:mm pm

Scheduled 3:00pm

EMP:

- Alistair did EMP.
- EMP has been approved

Banner:

- Alistair made banner for promotion

Budget:

- Alistair made budget

- Clubs which have approved so far:

    - ☑ UniSFA
    - ☐ PCS
    - ☐ UCC
    - ☑ Unigames

- Money split will be divided by 4 (evenly) between all clubs for ticket sales, raffle entry, pizza purchase.

Promotion

- Discord
- Facebook
- Alistair will write generic promo message.
- Everyone is happy with Alistair's promotional material
- Promote uncharity vigil to BPhil summer res

Schedule

- Make an google doc document with various locations & timeslots.
- Closer to next week we will put up non-editable view-link.
- General idea:
    - 4 or 5pm start.
    - 8pm pizza orders submitted.
    - ~11pm raffle

Door roster

- ~1hr shifts

Door pizza entry form

- Apparently Gozz has made pizza entry forms in the past.

COVID

- Need to check vaccination status of people
- Making SafeWA QR code

General Business:

Previous Action Items

> All: Think of ideas for door prize All: Brainstorm possible activities your club can run during the event. James (UCC): EMP for event by 28th Jan. Alistair (Unigames): make poster/do marketing designs by 3rd Feb. Alistair (Unigames): make budget All: Sign off on $50 min spend to committees All: Sign off on 4-way split for all revenue/loss generated by "shared income" events

New Action Items

> PCS: Approve budget by end of Feb 3rd UCC: Approve budget by end of Feb 6th Alistair: Write generic promo message for advertising of event. All: Aquire prizes for raffle (ASAP so we can put in promo) All: Ask people to volunteer their time to run events for your club-specific events. Alistair: Make posters to put around the hall Michael: Talk to Claire about promotion at BPhil summer residence. PCS: Does Gozz still have pizza entry form stuff from previous years Alistair: Make SafeWA code for covidsafe scan in Alistair: Make schedule sheet

Meeting Closed: 03:22 pm