



## Committee Meeting Minutes(09/10/2019)

Where: Octagon, Room , When: 15:00 Ended: 17:10

Present	Absent
Sabina Musial (Chair) Emily Hunnybun (Secretary) Haadiya Mustafa (Inclusions) Anamaria Buzoianu (Social Secretary) Karolina Ryba (Chief House) Ash Taylor (Chief House) Harry Cottle (Chief Projectionist) Richard Foster (AnTs Officer) James Whiteley (Design Officer) Issy Perry (Editor in Chief) Lydia Gordon (SaSS Officer) Freya Wood (Publicity Officer) Scott Moore (Publicity Officer) Ritik Agarwal (Webmaster) Hester Clowes (Selections) Jack Starr (Hallam Liaison) Morgan Cooke (Media Officer)	Nathalia Ragnhild Hannah Jackson Megan Davenport Asia Szczepaniak
Eliora Benarroche Megan Lucas	

No.	Item
1	<b>Apologies for Absence</b>
2	<b>Chair</b> <ul style="list-style-type: none"> <li>- Greetings from Harry Carling (SU development officer) - reminder that he is here to support us throughout the academic year, just give him an email.</li> <li>- Committee introductions and pronouns.</li> <li>- <b>Anamaria, Richard, Harry, Freya, Hester [maybe Lydia]</b> - sign up for committee training! Message Emily if you need a link for this.</li> </ul>

	<ul style="list-style-type: none"> <li>- <b>Anamaria, Scott, Jack</b> - need to do HM/Proj training</li> <li>- Good GIAG session, charge people for the sessions next time in order to ensure people turn up - only had 12/20 attendees)</li> <li>- EGM for events coordinator - 14:30 on 23rd October (<b>publicity create event</b>). Mention in speeches before films.</li> <li>- Leeds Queer Film Festival - get in touch next year before deciding on our selections.</li> <li>- Postponing alumni event/reunion until next semester = work with Arts Alliance to organise this, if on a weekend can hire Interval, ask old projectionists to get involved (35mm).</li> <li>- £1000 budget for committee hoodies/FU merchandise (70th anniversary specific) - <b>Anamaria</b> to make a spreadsheet, open to staff as well as committee</li> <li>- Reminder to meet up with working groups next week - helps keep committee meetings short! Up to you and your group to organise these.</li> <li>- Code of conduct - <a href="https://docs.google.com/document/d/1tYglhThC9bYMJuOZBfkqyvX6sPDdERojWYZrWwVvxtM/edit?fbclid=IwAR3tm95KCYLcID2CV0qjAAwVGRo6Zh7loJnAc7jtLYfd3vE1iBQunxHa7gY">https://docs.google.com/document/d/1tYglhThC9bYMJuOZBfkqyvX6sPDdERojWYZrWwVvxtM/edit?fbclid=IwAR3tm95KCYLcID2CV0qjAAwVGRo6Zh7loJnAc7jtLYfd3vE1iBQunxHa7gY</a></li> <li>- Decision making process for committee members to look over and approve - <a href="https://docs.google.com/document/d/1BSK5-DQL9JvMcD0LS-NNLTlr_QKjWu5C5R71Mtdk-lb4/edit?fbclid=IwAR1OlVkoI2mVCAS05FTgW9Hbjz1XjGhDkf5O7EGWDTqzVWwWrdHtKhv1Q7M">https://docs.google.com/document/d/1BSK5-DQL9JvMcD0LS-NNLTlr_QKjWu5C5R71Mtdk-lb4/edit?fbclid=IwAR1OlVkoI2mVCAS05FTgW9Hbjz1XjGhDkf5O7EGWDTqzVWwWrdHtKhv1Q7M</a></li> </ul>
<b>3</b>	<p><b>Treasurer</b></p> <ul style="list-style-type: none"> <li>- Ticket sales have dropped from last year.</li> <li>- ON track with budgets. Yay!</li> <li>- If you want specifics on spending budgets (events, publicity) send a message on Slack.</li> <li>- Please continue to message before spending, making purchases just to keep things running smoothly! Big thanks to those who have been doing so hehe</li> </ul>
<b>4</b>	<p><b>Secretary</b></p> <ul style="list-style-type: none"> <li>- No business.</li> </ul>
<b>5</b>	<p><b>Inclusions</b></p> <ul style="list-style-type: none"> <li>- Reminder to be kind with our messages, if you can't reply then let the individual know that you will reply later.</li> <li>- Keep working group meetings going.</li> <li>- Always here if you need a chat, help with workload, or if you're thinking of leaving committee. Film unit is if you can, when you can - university comes first and let people know if you will be less active due to assignments/essays etc.</li> <li>- Anonymous form if you have any issues that you don't want to talk about in person.</li> </ul>
<b>6</b>	<p><b>Chief Projectionist</b></p> <ul style="list-style-type: none"> <li>- 35mm training an unrealistic idea - possible to get someone external to FU/SU trained or hire them when we want specific 35mm screenings. = training and servicing combined for our projector would be roughly £450</li> <li>- Get in touch with Warwick student cinema and ask them how they do their 35mm screenings - <b>Eliora</b> knows someone who is at Warwick we can ask.</li> <li>- No subtitled version of <i>Benjamin</i> on Sunday - reminder to keep HM and Projs informed of information like this in advance.</li> </ul>
<b>7</b>	<p><b>Chief House</b></p> <ul style="list-style-type: none"> <li>- Please don't leave food waste in the Proj Box! May not be us but we spend a lot of time there so could be us.</li> <li>- If anyone wants to be trained as HM/trained to be a trainer please get in contact.</li> </ul>
<b>8</b>	<p><b>Outreach Officer</b></p> <ul style="list-style-type: none"> <li>- Feeling stressed so please help out! <b>Meg</b> to tell us more precisely what she needs help with, what needs to be done. = if you're available on Thursday evening to help with sending programmes to alumni that would be great.</li> </ul>

	<ul style="list-style-type: none"> <li>- Planning on working with a number of special needs/disability focused schools doing craft activities (especially tote bags) and then film screenings. Outreach projects to last the full year, not just the semester due to workload.</li> </ul>
9	<p><b>Editor-in-chief</b></p> <ul style="list-style-type: none"> <li>- Need to discuss our relationship with Ink &amp; Water - what are we exactly paying for, issues with formatting and copy</li> </ul>
10	<p><b>Hallam Liaison Officer</b></p> <ul style="list-style-type: none"> <li>- Rebrand of name to Film Society,</li> <li>- Exchange of leaflets and programmes to hand out at each respective cinema,</li> <li>- Jack to send digital copies to FU publicity.</li> <li>- Social with Hallam - trip to the alpaca farm? - Anamaria to organise, get in contact with Hallam social secretary.</li> </ul>
11	<p><b>Media Officer</b></p> <ul style="list-style-type: none"> <li>- Radio to start 14th October, - drop her a message if you want to get involved! Morgan to also create a spreadsheet for sign ups/post on the house staff groups.</li> <li>= will be recording in advance, not live</li> <li>= need to turn up the volume for vocals</li> </ul>
12	<p><b>Publicity</b></p> <ul style="list-style-type: none"> <li>- Now Then magazine relationship - one ad in September and one ad in February, 20% discount in return for slides at the beginning of our screenings and handing out their magazine</li> <li>= possibility of an app, - Emily and Haadiya decided against this last year as just didn't get the numbers</li> <li>= Cinema For All new website (find your local cinema), Freya to put our events on there</li> <li>- When asked to share events on Facebook, please could people provide information so that Publicity team know what to write.</li> <li>= could we also get a list of all our events (eg. for Black History Month) so that Publicity can post on their own schedule.</li> <li>- Wednesday (classics), Friday (indie), Kids Club every other Saturday</li> <li>- No possibility of changing meetings, we voted for this time on Slack as it was when the majority of people could attend. Apologies!</li> <li>- Socials to be advertised on the FU Instagram - Asia.</li> <li>-</li> </ul>
13	<p><b>Events Coordinator</b></p> <ul style="list-style-type: none"> <li>-</li> </ul>
14	<p><b>AnTs</b></p> <ul style="list-style-type: none"> <li>- Problem with adverts for Pearl and Dean at the moment, dodgy intro - been speaking to someone and it should be sorted out soon. Just keep projectionists updated.</li> <li>- Well done for the improvement in trailers! :---)</li> </ul>
15	<p><b>SaSS</b></p> <ul style="list-style-type: none"> <li>- Moods and Movies Event on Saturday. Lydia creating a leaflet that she will send to publicity when finished.</li> <li>= need help setting up - let Lydia know if you can help with this, or the event in general.</li> <li>- November 2nd, WWDITS immersive screening - list of ideas to be uploaded onto staff group, google drive (Lydia to do this). If anyone wants to help planning, getting involved contact Lydia/Haadiya - sign up sheet to be uploaded soon.</li> <li>= need to decide whether there will be a matinee screening before (and how immersive this will be).</li> <li>= need to organise another meeting with HorrorSoc.</li> </ul>

	<ul style="list-style-type: none"> <li>- 2x free tickets to OTS events: Dirty Dancing, Britishness and Katy Brand - message Lydia if you want any of these.</li> <li>- Shefest - Sunday 8th March after 17:00 (we would be losing one evening screening). = only want the space, no FU projectionists or staff. = they want creative control, but are happy to advertise our collaboration with Shefest that will be taking place the following week at the event. = requests for Shefest to agree with - staff giving out programmes, FU presence, publicity, possible advert in the programme. = Lydia to keep us updated on Slack.</li> </ul>
16	<p><b>Design Officer</b></p> <p>A to do list unfortunately:</p> <ul style="list-style-type: none"> <li>- Need to create ½ page advert for Now Then.</li> <li>- Need to create new banner for the newsletters.</li> <li>- Need to update logo on the slides just before the film starts? = secretary is confused by this as surely we should officially announce our new logo before updating all our publicity materials?</li> <li>- Meeting with Promotional Working Group to have a greater discussion regarding the new logo in general.</li> </ul>
17	<p><b>Selections Officer</b></p> <ul style="list-style-type: none"> <li>- No cancellations so far, yay! Also a big thank you to Richard for helping out with Reservoir Dogs.</li> <li>- Will be sorting out dates for the next Selections Meeting (hopefully taking place mid-November), spreadsheet should be uploaded soon.</li> <li>- Possible review of the selection process, greater collaboration with Societies Officer (?) = to do this at the next committee meeting on the 23rd October.</li> </ul>
18	<p><b>Social Secretary</b></p> <ul style="list-style-type: none"> <li>- Discount Cards for Common Room, Forum, The York - will be free for committee members as money taken out of social secretary budget. = have put google form on Slack so can get exact numbers. Can someone also send an email to House Staff = Issy?</li> <li>- Possibly trip to the Alpaca farm next week.</li> <li>- If you have any ideas for future socials, please get in contact.</li> </ul>
19	<p><b>Webmaster</b></p> <ul style="list-style-type: none"> <li>- Website should be ready by Friday/Saturday next week - just waiting for banners from design team.</li> </ul>
20	<p><b>Eliora</b></p> <ul style="list-style-type: none"> <li>- Business discussed above.</li> </ul>