

Committee Meeting Minutes (23/10/2019)

Where: Gallery Room 3 When: 15:00 Ended: 16:50



Present	Absent
Sabina Musial (Chair) Emily Hunnybun (Secretary) Jamie Lum (Treasurer) Anamaria Buzoianu (Social Secretary)) Ash Taylor (Chief House) Hannah Jackson (Chief Projectionist) Richard Foster (AnTs Officer) Morgan Cooke (Media Officer) Annabel Goldsmith (Events) Megan Davenport (Outreach) James Whiteley (Design Officer) Issy Perry (Editor in Chief) Lydia Gordon (SaSS Officer) Freya Wood (Publicity Officer)	Haadiya Mustafa Karolina Ryba Harry Cottle Natalia Ragnhild Asia Szczepaniak Scott Moore Ritik Agarwal Hester Clowes Jack Starr
Sam Kelly Eliora Benarroche Klaudia Len	

No.	Item
1	Apologies for Absence
2	Chair - Big welcome and well done to Annabel! :---)

	<ul style="list-style-type: none"> - Annabel to be trained as HM or Projectionist / Sabina to add Annabel to Slack = reminder to everyone to do committee training in order for their role to be on their HEAR upon graduation. No more training spaces until February so will have to wait a while but ask Emily or Sabina if you need more information on this. - Department of Lifelong Learning will publicise our Kids Club. Looking into organising craft activities with Mature Students Committee but still waiting for their reply. - School of Information could help us out with managing the archive, as well as looking into funding to make it a placement for a student - exciting opportunity for us if we still want to do an exhibition next semester. - Possibility of advertising our outlet deals more - Scott, Freya and Asia. Check how long the ticket remains valid after purchase to participate in this deal - Sabina. = bar outside the auditorium is in progress...ha. - Please read through code of conduct and decision making process! - everyone (can be found in the last meeting's minutes). - Please also read the constitution, can be found here - https://l.facebook.com/l.php?u=https%3A%2F%2Fdrive.google.com%2Fdrive%2Fu%2F1%2Ffolders%2F0Bzhv5t3iplCaN2Yzbn5TRF15VEE%3Ffbclid%3DIwAR2upqu4kDxTlqSaBipC4ZqcVncZhMgF-bl.gC.BzpGcHeHyDkqLPSK_-7aFE&h=AT3hpc_OhmVWH_1AW6h29tC5plz718LPSPsdg3D1fXKejDCsXog4ekOyLx8PFew24EvVarXXE-j5SnDNguiOYgkicNRYsJQT2C_dA3WkNshT7fPLe57Dqx3dyhyZjj7mR5M - Sam to watch and rate Hale County, and then send a report to Becky.
3	<p>Treasurer</p> <ul style="list-style-type: none"> - Income is lower than expected, however we have also been underspending on our budget = extra money for distribution across the rest of the months. - Applying for the Alumni Fund for 70th Anniversary - need greater clarification on what we are actually doing in order to do this application. = working meeting which will discuss this. = deadlines in November and January
4	<p>Secretary</p> <ul style="list-style-type: none"> - Possibility of EGM for two SaSS officers, one external and internal who works with societies perhaps? (as opposed to just societies and just special shows) = holding off for a while to just to see if Annabel as new Events Coordinator and Meg as Outreach can help lessen the load slightly but Lydia to let us know ASAP if she is struggling. - Constitutional amendments for the EGM, specifically on how we vote as well - however this can only be approved at the AGM (?) = possibility of a new role = reviewing how we vote - Emily to book room for EGM on 6th November.
5	<p>Inclusions</p> <ul style="list-style-type: none"> -
6	<p>Chief Projectionist</p> <ul style="list-style-type: none"> - Struggling to staff films, will be approaching people to train to train in order to increase the staff pool - Meg, Eliora and Sam all happy to help with this. = reminder of the incentive for training sessions, if you do 5 training sessions you get a £5 food voucher at Interval, Bar One and the SU shop. - Everyone to receive a voucher for every three special shows they work - am pretty sure Lydia is owed one already! - Not able to do soundchecks (or play CDs), this must be done instead by playing the film - Hannah to inform the projectionist group of this. - Screenings working group meetings - SaSS and Events to get involved with these just to keep everyone up to date on plans.

7	<p>Chief House</p> <ul style="list-style-type: none"> - Karolina training a lot of people - thank you! - Screening working meeting went well, Hannah and Harry elected as Chair and Secretary respectively. - If you need to be trained (and all committee members should be) please continue to message Karolina = if you want to train to train please get in contact with Karolina! - WWDITS - next Wednesday at 17:30 to 18:30 will be filming for the event, please go if you can as we want the auditorium to look busy! - Lydia to write up and inform Chief House of upcoming Special Shows via Slack. - Reminder to hand out Hallam posters - they advertise us so it's only fair that we advertise them! - maybe slip inside our own programme? - Continue to keep putting up posters in the corridor and the auditorium as no complaints as of yet. - Reminder to keep mentioning the selections box in the House Speech for people to suggest films to.
8	<p>Outreach Officer</p> <ul style="list-style-type: none"> - Thank you to everyone for their help, very much appreciated! :---) - Will continue to keep everyone updated with the Volunteering Project - having lots of meetings organising this. - Lots of charities emailing about fundraising at screenings, unfortunately this is something we can't do/say yes to independently - all charity fundraising must go through RAG. = ASSIST have asked if they can show a video before a few of our films - this is one of our charities so we should be able to. = Lydia to work with Meg on these last two points regarding charities and fundraising, will get Meg in touch with the SU fundraising officer. - Keep us updated if you need any help!
9	<p>Editor-in-chief</p> <ul style="list-style-type: none"> -
10	<p>Hallam Liaison Officer</p> <ul style="list-style-type: none"> - Hallam having their strongest attendance ever - FU programmes being distributed throughout Hallam - Joint social with FU please! - feel free to message on Facebook with any ideas
11	<p>Media Officer</p> <ul style="list-style-type: none"> - Will continue to update the spreadsheet for the (pre-recorded) radio show. - Does anyone want to go on the live radio show? - 13:00 on a Saturday, the only rule is that you can't swear! - Show sounds great, big well done and keep it up!
12	<p>Publicity</p> <ul style="list-style-type: none"> - Create Event for Design Officer EGM - 14:30 on 6th November = possibility of this being for two design officers depending on Natalia's resignation - Reminder to keep using Slack, and try message on one platform only = however there is nothing wrong with sending a message on Facebook saying 'check slack' as this doesn't warrant a response = slack usage has got better recently, well done everyone = it is okay to use Facebook for urgent things eg. 'we need a projectionist right now' - Poor audience attendance compared to last year? - possibly due to lack of facebook boosting or films chosen = need to discuss with Hester, and possibly reconsider the selections process (?) - If we have a film that suits a special interest group/society, send them an email just to see if they would be interested in sponsoring it or simply buying tickets. - this also overlaps with societies' officer. - Becky will be asking about an FU presence outside the SU Box Office stand.
13	<p>Events Coordinator</p> <ul style="list-style-type: none"> - Big well done to Annabel! - Will be having a meeting with Sabina ASAP to get updated, and also onto Slack and Trello - Annabel to make some mini zines on Vampires in Film - get in contact with Lydia

	<ul style="list-style-type: none"> - Please also think of 'plain looking white guys/guys who look like Stu' for WWDITS event (Emily very confused by this and votes Shawn Mendes) - We need to plan our Christmas Event (currently marked as Friday 20th December) - we have had a few discussions about this on Slack but we need to have a proper meeting and a screenings working meeting. = heads up that a lot of people will be heading home on the last day of term (20th) so may need to rearrange the event = a classic Christmas event as well as an 'alternative' Christmas event? = Meg to get in touch with local schools.
14	<p>AnTs</p> <ul style="list-style-type: none"> - Pearl and Dean sending wrong ads through - meant to send ones that are appropriate to each film and they are no longer replying to emails about this. = Richard to post about this on the Facebook group, and then if projs are still confused they can contact Richard directly (who is happy to receive messages). - If anyone has Slides for Richard, please email/facebook them to him BUT with a few day's notice - this is to ensure they can be fitted appropriately and to ensure a life/work balance. = Hannah will delete those slides we longer need to create more space - Lydia to inform which ones are to be deleted.
15	<p>SaSS</p> <ul style="list-style-type: none"> - Lydia will be messaging Annabel with update on Events - Reminder from Jamie for Lydia to get reimbursed on special events so definitely owed money now! - Just keep Jamie updated on spending.
16	<p>Design Officer</p> <ul style="list-style-type: none"> - Will be using new logo (created by James) currently as a 'working logo' but not keeping it permanently = possibility of outsourcing this and getting someone to make amendments to this new logo = BUT is there a point in using this logo temporarily? Or just using the old one for the time being until we get a new and improved one using the original design that James worked on = this seems to be committee consensus and allows for brand cohesion. - We need to organise a meeting, discuss/throw ideas around about the logo and then decide where we go - a priority!
17	<p>Selections Officer</p> <ul style="list-style-type: none"> - Hester to get feedback on old selections process before starting the new one
18	<p>Social Secretary</p> <ul style="list-style-type: none"> - Will wait on hoodies until we get a new logo, committee okay with this - Anamaria to reply to TTC and see what they can offer - Committee okay with having socials not on a Thursday, perhaps also on the Wednesday that we don't have a committee meeting - maybe even the weekend? = Ash okay with occasionally having socials that clash with the Sunday screenings couple of times a semester - Anamaria to invoice Jamie regarding the discount cards - cards will be handed out during socials.
19	<p>Webmaster</p> <ul style="list-style-type: none"> - Ritik waiting on banners from Natalia before the website can be launched - website has been shown to promotions working group.
20	<p>Eliora</p> <ul style="list-style-type: none"> - Previous discussion on showing short films before feature length films - Eliora knows Sheffield based film-makers/those who have made films set in Sheffield if people are interested. = must be sent in DCP format = Eliora to liaise with Chief House/Chief Projectionists

21	Sam <ul style="list-style-type: none">- Reminder that the Quiet Room outside of Committee Central is open to use by staff, house managers, fire officers and projections both during film screenings and outside of FU hours = eg. if you are projing the film, but don't want to watch it this is a much quieter place to sit and relax until it is over.
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