

Royal College of Science Union

Minutes of the 1st meeting of the Entertainments Board, 2016-17

Held at 15:00 on 9th September 2016 at the Reynolds Building

PRESENT:

- Lloyd James – RCSU President (LJ)
- Samuel Robinson – RCSU Vice-President (Activities) (SR)
- Michael Edwards – RCSU Honorary Secretary (ME)
- Charlotte Hampson – RCSU Events Officer (CH)

APOLOGIES:

- Polina Yankova – RCSU Honorary Junior Treasurer (PY)
- Isabella Withnell – RCSU RAG Champion (IW)
- George Brooks – RCSU Sports Officer (GB)
- Ben Collier – RCSU Publicity Officer (BC)

ABSENT: None

OBSERVERS: None

Meeting opened at 15:05.

No agenda is available for this meeting, due to the ad-hoc nature of this planning meeting for Freshers' provision.

A. AUTUMN BALL DISCUSSION

RECEIVED: SR led discussion on this topic, having liaised with the venue

NOTED:

- 1) Autumn Ball will be held on the 18th October at the Chelsea Harbour Hotel in Fulham. The event will start at around 8pm, with a provisional after-party in a nearby bar, when the Ball venue stops serving (see below).
- 2) Ground hire will be £4,000. The provision of the initial reception, with Prosecco and orange juice, will be a further £2,000. Security for the event will be £300.
- 3) AV equipment will be outsourced by SR, who knows a provider.
- 4) A 3-stage ticket release, similar to the process for the previous Ball (Rooftop Revel) was agreed by those present to be an acceptable process. The logistics and details, including ticket pricing and the volume of tickets at each stage, needs to be decided out of meeting.

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- 5) An Imperial student DJ should be hired for the event – SR is keen to get in touch and arrange the setlist as soon as possible.
- 6) The dress-code is black tie – a theme for the event needs to be set. SR and CH will visit the venue next week to inspect the potential of the space and determine a suitable theme.
- 7) Venues for an after-party at a suitable venue (close by and inexpensive) were suggested. Embargos and the Slug in Fulham were floated, and CH will get in touch to arrange the particulars.
 - i) CH made it known that the Slug has issues with Tuesday licensing, but will clarify.
- 8) Since there will be a limited amount of free drink, a token system will be operated to keep track of people's consumption. A cash bar will also be running, but concerns were raised at the cost of the fare.
- 9) A good poster needs to be designed for this event – the designer of the Revel poster will be contacted for a one-off pro bono commission by CH.
 - i) Note that one has been designed by the Publicity Officer, who will need to be kept in the loop with any changes.

RESOLVED:

- a. SR to arrange the financial documentation to ensure the venue is paid.
- b. SR to seek an external AV provider for the venue
- c. CH and SR to plan the ticket release process, with pricing and ticket volume included.
- d. SR to get in touch with a student DJ to cover the event.
- e. CH and SR to seek suitable venue for after-party.
- f. SR to contact venue concerning a token system for consumption of the RCSU-provided fare.
- g. CH to arrange for a poster from the Revel poster designer.
- h. CH and SR to visit the venue next week to determine the potential of the space.

B. TEA PARTY DISCUSSION

RECEIVED: SR led discussion.

NOTED:

- 10) The event will be held on Thursday 13th October at 12pm – 2pm in Activity Spaces 1 and 2 at Imperial College Union. LJ to book the space through eActivities.
- 11) Provision of cakes for the tea-party was mooted to be through another society, but the short notice ruled this out. A General Committee Bake-Off was suggested, with a prize of RCSU merchandise for the best cake. Otherwise, a shop run to Sainsbury's would be easiest.

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- 12) SR suggested seeking a donation from a tea or hot drink company such as Whittard's or Twinings, to build up a brand rapport in the students attending, and as a sign of goodwill from the company. SR and CH will follow up.
- 13) The theme floated was 'Mad Hatter' – although cliché, no other ideas were forthcoming. A theme-less event was also suggested by ME, to make simpler in organisation.
- 14) SR requested that ME take the lead on Tea Party related matters, which was agreed.

RESOLVED:

- i. LJ to book Activity Spaces in the Union.
- j. ME to publicise a Committee Bake-Off for the Tea Party.
- k. SR to look into charitable donation from a chain such as Whittards or Fortnum and Mason.

C. "MINGLE"

RECEIVED: SR led discussion.

NOTED:

- 15) Since the RCSU receives tickets to the Freshers' Mingle on 01/10/2016 and 02/10/2016, the need for our own Mingle was reduced and this event was mothballed.
- 16) Activities will be held during the Mingles – SR suggested purple 'war-paint' for scientists on these nights, and leading activities to boost sociability.
- 17) Traditionally, the DepReps and Welfare team go to the Mingle – SR suggested reallocating the tickets to other members of the General Committee to achieve our goal of introduction to RCSU from day one.
- 18) The ideas of the initial event will be folded into an improved version of the Tri-Union Bar Night. These can be seen in previous minutes and will be discussed later.

RESOLVED:

- l. SR to allocate Mingle tickets to achieve suitable introduction to RCSU.
- m. Ents to discuss the TUBN at later date
- n. SR and CH to arrange activities for the Mingles.

D. PUB CRAWL DISCUSSION

RECEIVED: SR led discussion.

NOTED:

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- 19) The theme of this events is heavily 'Mums and Dads', and SR stressed the need to have all RCSU Mums and Dads to attend this event. DepReps and DepSocs need to advertise this event as key to the Mums and Dads scheme. SR also suggested M+Ds having their 'kids' over for dinner beforehand to emphasise the 'family' atmosphere.
- 20) Route is pending. SR is to draw up the route to avoid the same pubs as the ICSMSU pub crawl the day before ours. CH suggested heading over towards the Fulham area and ending at the Slug or Belushi's.
- 21) Pubs will need to be contacted beforehand to inform them of our plans.
- 22) FB advertising, including an event, needs to start as soon as possible to get people to come along.

RESOLVED:

- o. ME to contact DepReps and DepSocs to advertise the event and stress the need for Mums and Dads to come along.
- p. CH and SR to draw up route for the Pub Crawl and contact pubs.
- q. ME to initiate FB advertising with an event.

E. SPORTS DAY DISCUSSION

RECEIVED: SR led discussion.

NOTED:

- 23) This event will be held on the 22nd October at the Heston Sports Ground. CGCU have been contacted previously, and were interested. This needs to be confirmed.
- 24) Pitches will be reserved from 12pm to 6pm from Sport Imperial and an open bar will be requested.
- 25) Regarding the planned 'Tomato Fight', SR requested that SI be contacted and given a heads-up about this. Sourcing the tomatoes will need to be done. Waste disposal material will need to be brought.
- 26) Teams need to be arranged through DepReps, DepSocs and with the CGCU if they are still interested. Sign up needs to stress the importance of keeping this commitment. This could be done through Google Forms for ease of dissemination.
- 27) Transport options are as follows:
 - i) Public Transport
 - ii) Rent a coach
 - iii) Union minibuses with a paid driver.
- b) A driver for the afternoon could work out cheaper than coach rental. Cost needs to be determined.

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28) ME reminded SR and CH to keep GB (RCSU Sports) in the loop with any changes or required tasks they could delegate to him.

RESOLVED:

- r. LJ or SR to confirm with CGCU about this event
- s. ME to contact Yasmin to lock down the pitches, arrange an open bar and run the 'Tomato Fight' past health and safety regulations.
- t. ME to contact DepReps and DepSocs to push the Sports Day.
- u. SR to determine costs and arrange transport option to Heston.
- v. SR to talk to GB about Sports Day.

ANY OTHER BUSINESS

29) CH said she had not received her email as of yet. LJ made clear ICT have been contacted about the issue but have not responded.

30) The idea of an exclusive RCSU Events page was floated by SR – this would have the potential to be more coherent and act as a store for Events material, as opposed to the general RCSU page. An issue with low take-up was raised, and the incoming Instagram account may take up most of the need for a separate page.

31) A flyer for Events needs to be formulated for quick hand-out and reminders.

32) Ideas for a Big Ball were floated for later discussion, since proper organisation needs to start soon to be effective. The Computing DepSoc are not responsive to a new collaboration, so we may need a new partner. SR and CH want a big event to allow RCSU to show off her strengths. Venues suggested included the Hurlingham Club in Fulham.

RESOLVED:

- w. LJ to chase up emails with ICT.
- x. CH to look into and curate the new Instagram account for RCSU as part of the Events portfolio.
- y. BC to be informed of need for an Events flyer to design before Freshers' Fair.
- z. Discussion of 'Big Ball' event parked for future Entertainments Board discussion.

Meeting closed at 16:20.

Another meeting will be held before the start of term. More members of the Board will be in attendance to discuss the final Freshers' provision plan.

Thank you for your attendance.

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