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| **DATE:** | Monday 4th February, 2019 |
| **TIME:** | Meeting opened: 11:00amMM |
|  | Meeting closed: 11:55am |
| **LOCATION:** | ‘Fishbowl’, Banks Building (#44) |
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**ABACUS Executive Meeting Minutes**

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|  **MINUTE TAKER:** | Iona Claringbold (Secretary) |  |  |
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 **ATTENDEES PRESENT:**

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| Joel Mason (President) | Iona Claringbold (Secretary) | Brianna Muir (Treasurer) | Zac Martin (General Representative) |
| Bella Shaw (VP, via Skype) | Aleese Barron (Postgrad Rep) | Christopher James (Publications Officer) | Andrea Ulrichsen (General Representative) |
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 **APOLOGIES:** N/A

**MINUTES (Agenda Items)**

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| 1. **Administration/Organisation**
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| **PRESENTED BY** | **Joel**  |
| **DISCUSSION**  | * Acquittal from project forums – presenting organizational issues
* Issues regarding receipt organization/lack of
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| **CONCLUSION** | * Receipt organization system required for future events. Ensure receipts are obtained and stored on Google Drive.
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| 1. **Slack – Messaging Forum**
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| **PRESENTED BY** | **Joel** |
| **DISCUSSION**  | * Slack account has been set up by Joel
* Worth utilizing, due to ability to have several subgroups/‘event’ groups within the executive
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| **CONCLUSION** | * Slack will be utilized in order to keep communication and subgroups between executive members more organized/cohesive
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| **ACTION** | **ACTION TO BE TAKEN BY** | **DATE TO BE ACTIONED BY** |
| Executive committee to download app | All members | N/A |
| Get-together proposed to navigate how the app will be used | Joel  | N/A  |

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| 1. **Website**
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| **PRESENTED BY** | **CJ** |
| **DISCUSSION**  | * Website due for renewal
* Option to renew for $100, or go back to WordPress format
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| **CONCLUSION** | * WordPress option chosen
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| **ACTION** | **ACTION TO BE TAKEN BY** | **DATE TO BE ACTIONED BY** |
| Wordpress site to be set up for 2019 | CJ | N/A |

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| 1. **Facebook Page**
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| **PRESENTED BY** | **Bella** |
| **DISCUSSION**  | * More content/engagement on Facebook page e.g. interesting links/articles, blog updates, links to other ABACUS social media (Instagram, Twitter, etc.)
* More similar statuses/shares/updates to other similar archaeology pages
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| **CONCLUSION** | * Support for more engagement/publications
* Bella interested in managing/creating posts
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| **ACTION** | **ACTION TO BE TAKEN BY** | **DATE TO BE ACTIONED BY** |
| Further diversity/engagement, more updates to Facebook page which will not be exclusively ABACUS updates/events. Facebook page to promote other ABACUS social media platforms. | Bella | N/A |

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| 1. **ABACUS Room/Fishbowl**
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| **DISCUSSION**  | * Needed for room: cups, spoons, microwave
* Code to enter Fishbowl: how many people should this be shared with/how
* Maps could be useful, indicating locations of SoAA-related buildings, rooms, and offices around campus
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| **CONCLUSION** | * Microwave potentially close enough in Banks. Potentially put up signs so people can find the microwave from Fishbowl. Cups and spoons still needed.
* Doorstop to be used to provide access to those without door code. Emailing/publishing code may not be supported by ANU security.
* Maps should be made as easy visual guide – Bella and Meg have discussed this prior to meeting
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| **ACTION** | **ACTION TO BE TAKEN BY** | **DATE TO BE ACTIONED BY** |
| Supply Fishbowl with cups & spoons | Any members capable  | N/A |
| Create map/s to display in Fishbowl | Bella/Andrea/Any interested members  | N/A |

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| **Upcoming Events**  |
| **PRESENTED BY** | **Joel** |
| **DISCUSSION**  | * **O-Week/Market Day:**- Anthropology podcast (‘The Familiar Strange’) has requested to give away free merchandise at ABACUS Market Day stall- ABACUS merchandise for Market Day: pens, stickers (?), paper bags with logo (tote bags mentioned but expensive – could potentially be sold with shirts)- Flyers to have at stall detailing ‘Who we are/What we do’ etc. - Engagement with First Years during Market Day and O-Week- Engagement/interaction at Market Day stall: skulls/similar objects (similar to Open Day setup), food (baked goods?)- Laptop with signup form. Accept membership payments via cash and bank transfer. Signup sheets available on ABACUS Google Drive
* **OGM**- BBQ event, needs to be held within first 3 weeks of semester. Week 3 Thursday afternoon (14th March) is proposed date.- event forms to be completed, although not necessary if to be held in Banks Building
* **NASC**- Flinder’s will be hosting for 2019- Possible action to put in bid for next year. Motion to try and get ANU students to the conference in Adelaide – investigate grants etc. to help offset costs.

- Revisit advertisement/communication surrounding conferences/events at next meeting* **Movie Night**- Possible collaboration with Biology Society – Jane Goodall film or similar?- Possible collaboration with biology society – potentially Jane Goodall film or similar?

- Location: tea room? - Equipment: possibility to borrow from ANUSA, projector in tea room- Possibility to ‘hire’ a lecture theatre - Week 5 date- Second more ‘open’ movie night at end of semester. More publicity oriented (screen ‘The Mummy’ or similar)* **BBQ/Bonfire Night**- Mainly organised by Biology Society.
* **Morning Tea**- Similar organisation to Earth Science’s building – roster with one person baking per week

- Begin in week 2 - Platform to spread information about other upcoming events - Publicity: mass email, Facebook event, flyers around buildings * **Seminar Series**- Acquittal has delayed progress, however desire to continue the platform

- Issues surrounding whether to self-fund or ask for grant - Revisit this topic next meeting* **CAS Collaborations**- Engagement with schools

- National Archaeology Week- Mulvaney Games |
| **CONCLUSION** | * We are able to present merchandise for Familiar Strange Podcast
* Other merchandise/interactive objects/information to be organised (see action item)
* OGM to be held in Banks Building courtyard on Thursday of week 3 (14th March)
* Revisit topics of conference engagement, continuation of Seminar Series, and CAS collaborations next meeting
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| **ACTION** | **ACTION TO BE TAKEN BY** | **DATE TO BE ACTIONED BY** |
| Merchandise to be arranged for Market Day. Order pens, possibly stickers, and investigate paper bags to be labelled with stickers or stamped(?). Print information sheets/flyers. Obtain skulls/other interactive items for the stall. OGM: Costco trip for food/drinks/catering. Poster to be prepared.Movie Night: Contact ANU Film Group to enquire about use of new theatre. Possibly contact ANUSA to investigate alternate options for use of equipment etc. BBQ/Bonfire Night: Reach out to Bio Society and sort out ABACUS organising movie night and Bio Soc organising bonfire nightMorning Tea: advertisement/s to be created for next week | Joel, other executive members, Bella is possibly arranging flyers?Zac and Joel to arrange catering through Costco. CJ to create poster.Postgrad Rep/PG Gen Rep(?) Possible assistance from Publications Officer  | Arranged before Market Day – 20th Feb 2019Costco trip by 14th March. Poster ideally before beginning of semester or week 2. Before week 1. |

**OTHER INFORMATION**

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| **OBSERVERS**  | N/A |
| **RESOURCES** | N/A |
| **OTHER NOTES**  | Contact with Canberra Times: National Archaeology Week/Mulvaney Games |
| **NEXT MEETING** | **1st March 2019, 11:00am (Possible variation to be discussed in Exec Fb group)** |

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| **SECRETARY APPROVAL:***(Signature & Date)* | Iona Claringbold 04.02.19 |