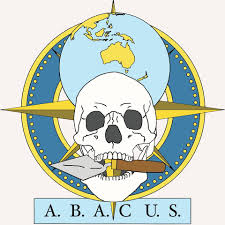
|  |  |
| --- | --- |
| **DATE:** | Monday 4th February, 2019 |
| **TIME:** | Meeting opened: 11:00am  M M |
|  | Meeting closed: 11:55am |
| **LOCATION:** | ‘Fishbowl’, Banks Building (#44) |
|  |  |

**ABACUS Executive Meeting Minutes**

|  |  |  |  |
| --- | --- | --- | --- |
| **MINUTE TAKER:** | Iona Claringbold (Secretary) |  |  |
|  |  |  |  |

**ATTENDEES PRESENT:**

|  |  |  |  |
| --- | --- | --- | --- |
| 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) |
|  |  |  |  |

**APOLOGIES:** N/A

**MINUTES (Agenda Items)**

|  |  |  |
| --- | --- | --- |
| 1. **Administration/Organisation** | | |
| **PRESENTED BY** | | **Joel** |
| **DISCUSSION** | * Acquittal from project forums – presenting organizational issues * Issues regarding receipt organization/lack of | |
| **CONCLUSION** | * Receipt organization system required for future events. Ensure receipts are obtained and stored on Google Drive. | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Slack – Messaging Forum** | | | | |
| **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 | | | |
| **CONCLUSION** | * Slack will be utilized in order to keep communication and subgroups between executive members more organized/cohesive | | | |
| **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 |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Facebook Page** | | | | |
| **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 | | | |
| **CONCLUSION** | * Support for more engagement/publications * Bella interested in managing/creating posts | | | |
| **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 |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **ABACUS Room/Fishbowl** | | | |
| **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 | | |
| **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 | | |
| **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 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 | | | |
| **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 night  Morning 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 2019  Costco trip by 14th March. Poster ideally before beginning of semester or week 2.  Before week 1. |

**OTHER INFORMATION**

|  |  |
| --- | --- |
| **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)** |

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