



ABACUS Executive Meeting Minutes

DATE: Monday 4th February, 2019

TIME: Meeting opened: 11:00am

Meeting closed: 11:55am

LOCATION: 'Fishbowl', Banks Building (#44)

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	<ul style="list-style-type: none"> Acquittal from project forums – presenting organizational issues Issues regarding receipt organization/lack of
CONCLUSION	<ul style="list-style-type: none"> Receipt organization system required for future events. Ensure receipts are obtained and stored on Google Drive.

2. Slack – Messaging Forum		
PRESENTED BY	Joel	
DISCUSSION	<ul style="list-style-type: none"> Slack account has been set up by Joel Worth utilizing, due to ability to have several subgroups/'event' groups within the executive 	
CONCLUSION	<ul style="list-style-type: none"> 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

3. Website		
PRESENTED BY	CJ	
DISCUSSION	<ul style="list-style-type: none"> • Website due for renewal • Option to renew for \$100, or go back to WordPress format 	
CONCLUSION	<ul style="list-style-type: none"> • 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

4. Facebook Page		
PRESENTED BY	Bella	
DISCUSSION	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

5. ABACUS Room/Fishbowl		
DISCUSSION	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> - National Archaeology Week - Mulvaney Games 	
CONCLUSION	<ul style="list-style-type: none"> • 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
<p>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.</p> <p>OGM: Costco trip for food/drinks/catering. Poster to be prepared.</p> <p>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.</p> <p>BBQ/Bonfire Night: Reach out to Bio Society and sort out ABACUS organising movie night and Bio Soc organising bonfire night</p> <p>Morning Tea: advertisement/s to be created for next week</p>	<p>Joel, other executive members, Bella is possibly arranging flyers?</p> <p>Zac and Joel to arrange catering through Costco. CJ to create poster.</p> <p>Postgrad Rep/PG Gen Rep(?) Possible assistance from Publications Officer</p>	<p>Arranged before Market Day – 20th Feb 2019</p> <p>Costco trip by 14th March. Poster ideally before beginning of semester or week 2.</p> <p>Before week 1.</p>

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: Iona Claringbold 04.02.19
(Signature & Date) _____

