

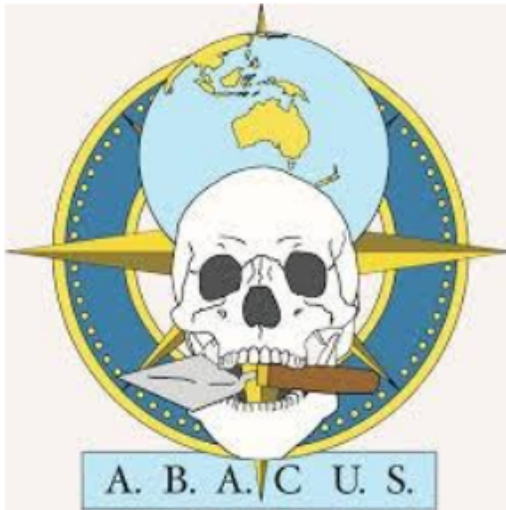
DATE: Thursday 13th January 2022

Meeting opened: 8:13pm

TIME: 47 minutes

Meeting closed: 9:00pm

LOCATION: Zoom meeting



ABACUS EXECUTIVE MEETING MINUTES

MINUTE TAKER: Charlotte Forbes (secretary)

ATTENDEES PRESENT:

Imogen Crome (President)

Sophia Francheschi (Vice President)

Charlotte Forbes (Secretary)

Maddy Upfold (Treasurer)

Imogen Duff (publications Officer)

Ashleigh Morgan (Post graduate representative)

Aishling Firmager (General representative)

Alexandra Boyd (General representative)

Franke Andrew (General representative)

Acknowledgement of country

MINUTES (Agenda Items)

1. O-week	
PRESENTED BY	Imogen Crome

DISCUSSION	<ul style="list-style-type: none"> - The structure for market day has not been determined yet by ANU. Its unknown at the moment what the covid restrictions will be. - ABACUS merchandise for Market Day: stickers, T-shirts - Flyers to have at stall detailing 'Who we are/What we do' etc. - - - Engagement/interaction at Market Day stall: skulls (such as sheep skulls etc)/similar objects (trowels, other excavation equipment), mock excavation (large box of sand with different artefacts scattered throughout) - Laptop with signup form. Accept membership payments via cash and bank transfer. Signup sheets available on ABACUS Google Drive - Cataloguing of ABACUS library will also have to be done 	
CONCLUSION	<ul style="list-style-type: none"> - Interactive objects need to be organized prior to o-week - Only immy, Imogen, allie, ash, charlotte and frankie available for o-week and market day - Need to determine what is happening with abacus shirts - Frankie and Imogen are cataloging library. 	
ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED
<ul style="list-style-type: none"> - Organization of interactive objects and sign-up sheets - Cataloging ABACUS library 	<ul style="list-style-type: none"> - Only immy, Imogen, allie, ash, charlotte and frankie available for o-week and market day - Frankie and Imogen 	<ul style="list-style-type: none"> - Unspecified date prior to o-week. Waiting on structure of o-week to be determined by ANU - Unspecified date during o-week

2. ABACUS shirts		
PRESENTED BY	Imogen Crome	
DISCUSSION	<ul style="list-style-type: none"> - Multiple ABACUS t-shirts have not been collected and the recipients are unresponsive to emails asking them to collect the t-shirts 	
CONCLUSION	<ul style="list-style-type: none"> - If the t-shirts remain uncollected, individuals who failed to collect them will be informed that it is now considered a donation to ABACUS> - T-shirts will either be re-sold or handed out for free during o-week. 	
ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED
<ul style="list-style-type: none"> - Email people that have not picked up t-shirts that they will 	<ul style="list-style-type: none"> - Imogen/anyone with the mailing list. 	<ul style="list-style-type: none"> - Unspecified

be donated if they remain uncollected		
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3. Funding and activities for Archaeology Week		
PRESENTED BY	Imogen Crome	
DISCUSSION	<ul style="list-style-type: none"> - Activities for O-week such as scavenger hunt, archaeology Olympics, trivia, movie night, seminars, etc. - Can encourage participation with prizes. - Need to submit a form for funding of these events. 	
CONCLUSION	<ul style="list-style-type: none"> - The itinerary for archaeology week will be determined at a later meeting - Application for funding must be submitted to ANU by 22nd February 	
ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED
<ul style="list-style-type: none"> - Submit funding application 	<ul style="list-style-type: none"> - Maddy 	<ul style="list-style-type: none"> - 22nd February 2022

4. CAS BBQ and careers Fair		
PRESENTED BY	Imogen Crome	
DISCUSSION	<ul style="list-style-type: none"> - BBQ event needs to be held within first three weeks of semester 1. - Proposed date of Tuesday 22nd February around 1pm. Potential clash with Archaeological lab methods which may result in some execs not being available for cooking/setup. - Need to talk to first years to encourage engagement with ABACUS and get a first-year rep 	
CONCLUSION	<ul style="list-style-type: none"> - The BBQ will need to be booked - Execs need to go around to first year classes to talk about Abacus. 	
ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED
<ul style="list-style-type: none"> - Book BBQ on campus and organize - First year talks 	<ul style="list-style-type: none"> - Imogen and Sofia need to book BBQ - Yet to be determined who will be doing the first-year talks 	<ul style="list-style-type: none"> - Most likely during O-week for both of these actions.

OTHER INFORMATION

OBSERVERS	N/A
RESOURCES	N/A

OTHER NOTES	Aishling volunteered to join the Australian archaeology society because we need to have one member on the exec.
NEXT MEETING	Undetermined

SECRETARY APPROVAL: Charlotte Forbes 13. 01. 2022