

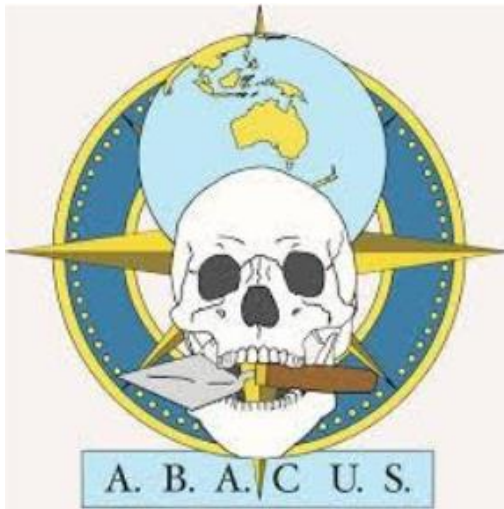
DATE: Sunday 8th May 2022

Meeting opened: 7:05pm

TIME: minutes: 40 minutes

Meeting closed: 7:45pm

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)

Frankie Andrew (General representative)

Clare Hines

Acknowledgement of country

MINUTES (Agenda Items)

1. National archaeology week	
PRESENTED BY	Imogen Crome
DISCUSSION	- What is everyone doing

	<ul style="list-style-type: none"> - Does anyone require help - What activities are being undertaken - Opens on 15th with the game's night. 	
CONCLUSION	<ul style="list-style-type: none"> - Games night people. Games: Uno, cards against humanity, monopoly, trivial pursuit, cluedo and life. Food and beverages: pizza night or grazing food with soft drink etc. Begins at 7pm. Need to talk to Maddy to get an idea of finances and funding for the night (check bank account for funds) - Morning tea: Coffee will be provided for those in attendance (need the bank account details and funding approved). Need to ask café for an invoice. - BBQ take merchandise any who wants to come. Free event. Buying food for it on Thursday (charlotte, Imogen, Maddy) - Lunch at coop on Tuesday 17th for Frankie's anthropology event. 12:30pm lunch - Pub event: Arc in the pub (joining up with Canberra archaeology for this event) 	
ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED
<ul style="list-style-type: none"> - Promotion of events must be done each day and prior to start of week. Games night and BBQ require the most promotion because we need people to come. Promotion for morning tea = free coffee. 	<ul style="list-style-type: none"> - Imogen 	13 th May – 20 th May

2. ABACUS Shirts	
PRESENTED BY	Imogen
DISCUSSION	<ul style="list-style-type: none"> - How to sell/order shirts this time - Redesigning the tops
CONCLUSION	<ul style="list-style-type: none"> - Red bubble (online store). Variation in design of the shirts. Red bubble also makes the merch upon request meaning we no longer have to order ahead. May also be able to make a profit. - Shirts that have not been collected will be given away (final email must be sent to these individuals) execs will need to be on campus for the collection

	<ul style="list-style-type: none"> - Requests for hoodies. - Two separate designs so people can choose which one they prefer. Different color for the top to differentiate between earlier years. 	
ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED
<ul style="list-style-type: none"> - Shirt collection - Designing of the 2022 shirts 	<ul style="list-style-type: none"> - Volunteers - Charlotte and Imogen 	TBD <ul style="list-style-type: none"> - Friday 13th May

3. NASC Update		
PRESENTED BY	Sophia	
DISCUSSION	<ul style="list-style-type: none"> - Meeting on Thursday - Roles have been divided up amongst the group (social media roles etc) - Hosting in September (date unknown) likely Friday-Monday first week back of semester 2 - First day is a workshop with seminars and events in the afternoon (pub crawl). Also looking to do a careers night. - Active in social media 	
CONCLUSION	<ul style="list-style-type: none"> - Interaction required with posts to boost the posts - Encouragement to join the committee 	
ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED
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4. Trivia Night		
PRESENTED BY	Sophia and Imogen	
DISCUSSION	<ul style="list-style-type: none"> - First week of June on Saturday at the pub 	
CONCLUSION		
ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED

OTHER INFORMATION

OBSERVERS	NA
RESOURCES	NA
OTHER NOTES	NA
NEXT MEETING	TBD

SECRETARY APPROVAL: Charlotte Forbes 13. 01. 2022