



Minutes

Wednesday 3rd October 2018 – 6pm, AEB, Teaching 2

Present: Alex Nye (AN), Farazi Virk (FV), Rabiah Neerahoo (RN), Dasha Pospelova (DP), Sue Sivathas (SS), Zahra Khan (ZK), Maya Berger (MB), Alex Ransome (ARa), Ava Rietdyk (ARi), Fran Lockyer (FL), Bradley Stewart (BS), Dan Sims (DS), Mo Shahin (MS), Mohamed Yusuf (MY), Rebecca Gill (RG), James Lee (JL), Vivien Ngo (VN), Henry Graham-Rack (HG)

Apologies: Candice Rademaker (CR), Wes El-Mahmoudi (WE), Cal Barnes (CB), Ollie Pentz (OP), Harry Cross (HC), Cal Kenny (CK), Fergus Wilkie (FW),

Absent: Danny Ray (DR), Luke Pritchard (LP)

	Agenda item	Notes and actions to be taken	Person responsible
1.	Committee business	Request from AN to inform as soon as possible if cannot attend a meeting. AN also requires a reason to be given for lack of attendance and should not be missing more than 2 meetings in a row without very good reasoning. It is especially important that if this lack of absence is due to timetabling known in advance AN is informed – this way, if not many phase 2 or 3 members can attend, the meeting can be moved to a location more suitable for phase 1 members. Additionally, AN requests that agenda points are passed on as soon as they arise so that if there aren't many, the meeting can be postponed.	ALL to inform AN of lack of attendance and explanation as to why as soon as aware of it. ALL to inform AN of agenda points ASAP.
2.	Minutes of the previous meeting	The minutes for the previous meeting held on Monday 24 th September 2018 were approved.	
3. 3.1	Matters arising Grad Ball Pitch	JL + VN: The theme will be 'A night under the stars.' Require a loan for the deposit until ticket sales begin. Further pitch to occur later in the year following feedback from potential sponsors. Last year, the event made a loss of £39.54. This year, the projected income is £16,100. Looking to decrease ticket price initially by £10 per ticket due to the removal of the i360 element of the night following negative feedback. Due to this, have arranged more entertainment to be available. Looking to host a garden party at Stammer House, with a projector in the garden showing pictures. They have also arranged Ellie Sax as a DJ and entertainment for the night, in addition to a casino. So	



	<p>far, have £1000 guaranteed from national student survey from last year. No money from MedSoc or the Medical School has been included in the budget so far. Hope to obtain funding through fundraising (3 bake sales), sponsorship and the Medical School. This year, numbers to attend have been increased to 220 (150 MedSoc, 70 Non-MedSoc). Ticket price to be £61 per head (reduced by £23 from last year's price of £84 per head). They have the entire venue and the event will end at 3am. This year, they have made the decision to not involve a night out with it. Additionally, they have sought a quote from the same taxi firm as last year which will charge approximately £990 to bring people from the event back to town (2 drop-off points) at the end of the night. Looking to also arrange another DJ for the later part of the night. There will be a few different rooms and they are looking at arranging decorations. They are awaiting a quote for the ceiling drapes. Decorations cost £380 last year. Table decorations are yet to be arranged. There will be a marquee. Name place cards will cost £315 and JL has lots of decorations.</p> <p>This year they are hoping to include:</p> <ul style="list-style-type: none"> • A website – previously have either used the MedSoc website or an external host site however this can involve extra costs • Physical tickets - £50 • Van rental – cannot store anything overnight at venue but can keep cars in the car park. Anything stored overnight must be visible and not boxed. • Amazon Prime Account - £39. RG suggested using CB account. • End of Exam Gifts – last year this cost £400. Would like to repeat this and include as part of the budget. This could be done through fundraising. • Free ticket for JL and VN - this has not been included in the budget so far. <p>This year, the budget is £500 less already and they haven't included the £4500 MedSoc gave last year. So far, making a profit of £4236 (not including any Medical School funding).</p> <p>Breakdown of costs:</p> <ul style="list-style-type: none"> • Incoming = £23,664 • Outgoing = £19,428 • Balance = £4236 <p>Aware that to obtain sponsorships have to go through things differently to how MedSoc typically arranges things but have been in contact with the right people.</p> <p>The deposit is £2825 and is due on the 15th October. Want to borrow this amount till the next pitch when they have more sponsors.</p> <p>DS: what will the profit be spent on? JL + VN: decorations e.g. drapes and chairs. Think there will be extra decoration costs.</p>	<p>AP: VN + JL to contact CB about using Amazon prime account</p>
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3.2	MedSoc Membership Fixr	AN: a new fixr link needs opening for people who still wish to purchase MedSoc memberships. AP: CB to do this.	AP: CB to open new fixr link for MedSoc memberships. AN to check this once a month to add new entries to master membership list.
3.3	Winter Ball at Pryzm	<p>RG: (read CB's email) Pryzm do a Winter Ball event at the Grand. Last year they sold all 1000 tickets so have moved it to the Hilton. This features entertainment such as a Casablanca band, casinos, dodgems, fairgrounds etc. A video was attached. The ticket price would be £20 per person but they are happy to offer a rate of £15 per person to MedSoc (which MedSoc would raise to £20 per ticket possibly to make £5 profit). This event takes place on Sunday 9th December. CB wants to know thoughts on this.</p> <p>SS: MedSoc Phase 1 Winter Ball is 9th November, so they don't overlap.</p> <p>AR: Attended 2 years ago and enjoyed.</p> <p>FL + AN: suggested only advertising to phase 2 and 3.</p> <p>RG: Phase 1 are only finish term 1 week before this.</p> <p>AP: CB to look at this feedback.</p>	AP: ALL to discuss further in WhatsApp group.
3.4	MedSoc Website	<p>MS: need to go through page by page as to what each person needs to do.</p> <p>President: AN to send picture. Questionnaire and welcome statement required (CB).</p> <p>VP: done</p> <p>Secretary: done</p> <p>Treasurers: done</p> <p>Sponsorship: Page not up from last year – possibly doesn't exist or website just not showing up. Otherwise, done.</p> <p>Societies: To add questionnaire.</p> <p>Social Reps: done</p> <p>Sports Reps: done</p> <p>RAG: prior discussion with AR has already happened so otherwise done.</p>	<p>AP: AN to send pictures from noticeboard of CB, AR, CK, JL + VN to MS.</p> <p>AP: CB to send MS questionnaire + welcome statement.</p> <p>AP: MS to find sponsorship page.</p> <p>AP: MS to add questionnaire to societies page.</p>



		<p>Grad Rep: Needs picture sending from AN Freshers Reps: done Welfare Rep: Needs picture sending from AN Intercalation Rep: Requires questionnaire 3rd Year Reps: done 4th Year Reps: done 5th Year Reps: Needs picture sending from AN 1st and 2nd Year Guides completed 4th Year Guide been sent from JL + VN to RG 5th Year Reps (JL + VN) currently doing 5th Year Guide MS: can everyone send everything to comms email address from now on (not WhatsApp or Facebook). Sponsorships have been done. Need the contact list for all the captains from the sports reps (MB + LP). Need the full list of every committee for every society from the society reps (ZK + MY). Regarding emails:</p> <ul style="list-style-type: none"> • Welfare email isn't working. MS to check. Has done send and receive and reset password. • VN having issues. MS to check. • RG sometimes doesn't work on phone. MS to check. • Societies email works for MY but not for ZK. MS to check. <p>DS: Over the past few years, have been trying to make the revue more professional whilst also remaining under budget. However, we are still losing lots of money [as a society] every year whilst running costs are at the absolute minimum. So far, this has been ok as the theatre hadn't invoiced us but now we have been charged for the last 2 years. We can pay it, but we can also only increase ticket prices so far and will potentially lose lots of money. We don't want to get to the stage where we can't afford it. Currently enquiring early about possibly of MedSoc or Medical School funding. Already using £150 society allowance. The theatre charges the student discounted fee for the event which is £1600. Following last year and after paying the theatre fees, we will have lost £1000 even after doing really well on sales compared to before (all 3 nights sold out). Also, still want to keep prices at a level where students will want and be able to access it. RG: Maybe approach the Medical School first DS: Don't we need MedSoc permission to approach the Medical school [CB's permission to speak to Medical School about money] CB: I am going on Thursday for a discussion in the Medical School so that could be an appropriate time. DS to message Humaid about it.</p>	<p>AP: WE to send MS questionnaire.</p> <p>AP: RG to send MS 4th Year Guide.</p> <p>AP: VN + JL to complete 5th Year Guide.</p> <p>AP: LP + MB to send MS full list of all captains and contact details from every MedSoc sport.</p> <p>AP: ZK + MY to send MS the full list of every committee for every society.</p> <p>AP: MS to check welfare, 5th year, VP + societies emails accounts and ensure works for all.</p> <p>AP: DS to approach Medical School regarding revue funding via CB and Humaid (contact).</p>
<p>3.5</p>	<p>Medic Revue Funding</p>		

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		FL: are sponsorships an option? DS: have tried before.	
4.	Any other business		
5.	Date of next meeting	Friday 12 th October, 6pm, AEB	

Minutes taken by AN