

## UWASCA COMMITTEE MEETING #5

9/6/24

Meeting Scheduled: 9/6/24 6:00pm

Meeting Opened: 9/6/24 6:00pm

### Attendance:

- Zeb
- Patrick
- Nyx
- Taylah
- Rilyn
- Zosia
- Chert
- Tech

### Apologies:

### Absentees:

### Past Action Items: (resolving past things)

#### Western Raids

- Action: Nyx to do budget and put it in the committee chat to be approved
  - Assign someone to buy food
  - complete
- Action: Zeb will get back to Chert about Dragons bay person who is modifying their booking
  - complete
- Action: Zeb will get in contact with Neville to make sure everything has been accounted for
  - complete
- Action: Zeb to check with kyeran that serving hot plates can be used
  - complete
- Action: Taylah to make an announcement on loaner gear before thursday
  - Completed by Rilyn
- Action: Chert is drafting western raids hand over sheet - will send it to committee for approval when completed
  - re-action
- Action: Chert to give Nyx spreadsheet before tuesday
  - complete
- Action: Chert to make spreadsheet on availabilities to help with lunches
  - Post sharelink in western raids discussion section so that other collegians can volunteer to help
  - complete
- Action: Chert to organise scheduling + time slots (chase people up to complete it)
  - complete

## General Business

- Action: Chert EMP for A&S
  - Action: Patrick to do A&S emp
    - replicate past emp's
  - Permission from Zaven to be first aid officer for training
  - Chert and Patrick are first aid certified
- Action: Chert to begin planning gorget workshop
  - Organise template
- Action: Chert will look into de-stashing
- Action: Chert will talk to Sam about future Discussion feedback forms for trainings towards end of semester
  - chert will also organise one for a&S
- Action: Zeb will check invoice for sword order
  - Action: Nyx will check with Asa
- Action: Zeb will look into information for intercollege war
- Google Drive management
  - Action: everyone to upload any documents they have when possible
  - Action: Zeb to contact Neville about formalising complaints protocol
  - Action: Zeb to upload complaints from last year onto drive
  - Action: Chert will make handover documents
    - Handover for western raids and golden thimble
    - At a later date: Workshop documents: include contacts and general instructions
- Golden thimble
  - Action: Chert to book Neville for Thursday class garb overview for newbies
    - will have to contact with Taylah for garb
  - Action: zeb to message baron/baroness - book date
    - message Nathan and baronial council once date confirmed
    - re-action
- Constitution uploading
  - Action: Zeb and Patrick to upload to guild site, uwasca website and discord
    - Re-action
    - Action: Zeb to contact previous web-minister
      - re-action
  - Action: Taylah will do an announcement for updated constitution links
    - Pending constitution upload to website

## Agenda

### Western Raids

#### Event feedback – College camp and loaner gear

- Discussion on overall western raids events
  - Friday set up before night - went well
- Action: Taylah to get her plate back

#### Lunches – feedback and notes

- Saturday things did not go well - planning on ingredients list
  - Needed oil for shopping list (add to handover)
  - Extra serving trays
  - Over-catered sausages
  - General feedback: amount being charged (\$7) was too much for sausage sizzle
    - Cater less on sausages: had 48-72 unused leftover sausages that got donates
    - Keep sausage sizzle to \$5 for that day and possibly for other lunch day depending on food
      - Alternatively keep price and boost sausage by adding extra food
    - Started late
      - Make sure head of kitchen stays in the kitchen
  - Decide ahead of time who will make calls
  - Don't have to pay for seconds
  - Pre-set plan: make sure have set list of steps for doing things
    - When starting, when preparing items, allocation of people starting at specific time
  - include pre-set timetable plan in hand-over!!!!
  - Have deputy head of kitchen
  - Pre-set timetable also useful for future events eg. boffer tourney
- Sunday: Sandwiches
  - Sandwiches and had people buy added pastries and drinks
  - Served leftover sausages
    - Need to advertise better that there were more sausages
  - Ham and salami went very fast - chicken slices was only thing left
    - Cater less chicken and allocate more ham and salami
  - Vegetarian options: vegan sliced meat
    - For future: prefer veggie patties
- Release booking forms earlier!!
- Feedback, suggestions and tips in discord to be put in handover document
  - Get in contact with Neville
  - Contact Roobi for information on dietary requirements
  - Get in contact with event stewards and cooking teams

### Workshops

- A&S – Charlotte to inform
    - Woodcarving with Panterra: June 20
      - Need sheets to catch wood chips for ease of cleanup
        - Zeb has some
        - Also potentially borrow from cameron hall
    - Cloaks Workshop: June 27
      - Action: Patrick to do emp for cloak workshop
      - Action: Chert coordinate Spotlight run polling
    - Garb-repair with Isolde:
      - If on july 4th or 11th will have to start at 6pm
        - Can start rapier training earlier
        - Will have to talk with Sam and Neville
    - Beeswax wrap
    - Hat-making
    - Dancing with laura: at beginning of semester 2
    - Gorget Workshop with Zaven: August 3rd or 4th - to be decided
    - How to put together fighting kit with Sam
  - Action: Chert and Taylah to advertise workshops with decided dates!
  - For undecided dates: Polls to decide for interest in workshops and dates
    - Need at least 3-4 people interested
  - Leave committee meetings outside of A&S
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- Dicebags – joint unigames
    - Sub-committee: Chert and Rilyn as representatives
    - Action: Zeb to get in touch with unigames about dice workshop and communicate with subcommittee
      - Date to be decided
    - Access to handover documents
    - Roles: do advertising, write up budget - coordinate with unigames
      - 1 day in E-zone with fabric and sewing machines
    - Past Feedback: instruction booklet was confusing - review and update this document

## Events

- Golden Thimble – date TBC with Barony, advertising to start - September
  - Chert has messaged Neville
  - Planning events: Leave september and last week of august free for golden thimble
  - Action: Zeb to put golden thimble paperwork in google drive and committee server
  - Action: Zeb to confirm dates with barony and put on baronial calendar
  - Action: Taylah to put out notices that golden thimble is running in september
    - Overview of what golden thimble is and get people to start preparing
    - To barony facebook, college and dragon's bay
  - Look for judges

EMPs – membership pending from Phoenix

- Phoenix has membership list
- Action: Zeb to upload membership list to guild website
  - Can then delegate people to have event access

Rattan

- Scheduled to come in this thursday

Inventory:

- Action: Rilyn to coordinate inventory during semester break

Grants:

- Action: Nyx will have grants done by end of the week pending on sword order

### **Action Items**

- Action: Chert is drafting western raids hand over sheet - will send it to committee for approval when completed
- Action: Chert will make handover documents
  - Handover for western raids and golden thimble
  - At a later date: Workshop documents, including contacts and general instructions
- Action: Chert to poll for Spotlight run for cloak workshop
  
- Action: Taylah to put out notices that golden thimble is running in september
- Action: Taylah to advertise workshops with decided dates asap
  - Coordinate with Chert
  
- Action: Patrick to do A&S emp
- Action: Patrick to do emp for cloak workshop
  
- Action: Zeb and Patrick to upload constitution to guild site, uwasca website and discord
- Action: Zeb to contact previous web-minister and forward information to Patrick
- Action: Zeb to get in touch with unigames about dice workshop and communicate with subcommittee
- Action: Zeb to put golden thimble paperwork in google drive and committee server
- Action: Zeb to book date for golden thimble
- Action: Zeb to confirm dates with barony and put on baronial calendar
- Action: Zeb to upload membership list to guild website
  
- Action: Rilyn to coordinate inventory during semester break
  
- Action: Nyx will have grants done by end of the week pending on sword order
- Action: Nyx will check on sword order invoice with Asa

**Meeting Closed - 7:00pm**