

UWASCA Committee Meeting Agenda 02-04

19:57 02/04/2026

Past Action Items

- Action: Everyone write your quarterly reports (due a week after the agm)
 - Not everyone has sent in their reports
 - Action Rilyn to send Chrome report
- Action: Taylah to contact baroness elizabeth and leoflaeda about newcomers Feast
 - Check w her. Probably done
- Action: Taylah to upload minutes to the website
 - done
- Action: Taylah to upload agm agenda and nominations
 - done
- Action: Taylah to send the approved room booking emails to Rilyn
 - Taylah has sent approvals to Phylicia
- Action: Taylah to budget cinnamon scrolls for newcomers feast for 12 people
 - yup
- Action: Chrome to budget for entrees for newcomers feast
 - In progress
- Action: Zosia to budget for newcomers feast
 - Done
- Action: Zosia to check emp for training
 - Done
- Action: Rilyn to budget for newcomers feast
 - Done
- Action: Rilyn to email guild about price estimate for a third key
 - Re-action. Currently asking Sam
- Action: Rilyn to rework budget for newcomers feast
 - Done
- Action Rilyn to get ERF forms from Guild before the AGM
 - Re-action.
- Action: Phylicia to add leather showcase to arts and sciences handover
 - Done
- Action: Nyx to put details about semester one grant in handover
 - Done

Upcoming Events

Newcomer's Feast

- Need to organise a schedule of the night and who is doing what (kitchen, set up, packup, boardgames etc)
 - Zosia is doing up schedule of burners and stoves
 - Zosia and Rilyn co-kitchen heads
 - Warm up confit, stew and cinnamon scrolls, sticky date pudding, quiche maybe bread if we have the space
 - Scared about grilled veggies
 - Rilyn has 1 cast iron skillet
 - Chrome has 1 but not cast iron
 - Proposal of roasted vegetables instead of grilling vegetables
 - Roasted potatoes have been confirmed

- Potatoes suggested to be precooked (80%) and then roasted on site
 - Addendum: Jack has offered to do Roast Potatoes
 - Rilyn budgeted for zucchini, potato, corn, capsicum, squash for veggies
 - Rediscussing details of veggies in a side meeting to prevent meeting from dragging
- Bring backup pans (could have normal pans too instead of just cast iron. Rilyn and Isabelle have said they own pans)
- Advertising has gone out on discord and instagram, there's an event on the uwasca facebook
 - Action Phylcia to do another post day of booking ending
- Can committee please book if they are intending on coming
- Next week we should organise food prep
- Organising collection of things from baroney:
 - Serving plates
 - Seat covers
 - Banners
 - Rilyn coordinated it with Rifka
 - For desserts they can be placed at a window/separate table, and do a self-serve system for food. People come up with their own plates.
 - Actioning Rilyn to collect stuff that has been coordinated from barony
- Board games supplied!?
 - There are enuf boardgames for Newcomers (cheers Rilyn)
 - Actioning Phylcia to do a spreadsheet for what food everyone is making.
- Budget was for 35 attendees, might need to rework
 - Rilyn willing to redo budget based on bookings after closing
 - Need to do a poll and approve a budget when numbers are confirmed.

Raids

- 29th of May to 1st of June: this is the weekend of the first week of exams for most of us
 - Slightly modified format for Raids College Lunches
 - Lunch booking collected by the barony (Nathan and stewarding team)
 - College lunch money will be transferred to us after the event
 - Will revisit other details closer to the date

Past Events

Dragons Bay Tag Team Tourney

- Teams of archer, armoured and rapier combatants (1 of each)
- March 15th See Kilic's facebook post

- Rilyn won 2.5 battles whee

AGM

- Welcome new committee!

Leatherworking workshop

- Went really well!!!! Super popular
- So many freshers!!
- Action Phylcia to talk to Kilic on more leathering

Sidenote: Chrome has passed Phylcia their key to get leather out of clubroom before Charity Vigil.

General Business

Getting a UWASCA bank account

- Motion to approve the proposed policies for the bank account
- Motion to approve a non for profit bank account for the club
- Chrome and Rilyn need to be at the meeting (potentially other execs?)
 - Currently scheduled for 10am on Friday April 10th

Stuff that needs to be clarified:

- Who should have access to the card
 - Chrome proposes everyone.
 - If it is changing hands outside clubroom needs to be very strictly monitored
- All signatories to the card can link it onto the Commbank and but they are not allowed to activate tap to pay card

Stuff that needs our opinion:

- President and Treasurer for signatories
 - Chrome has suggested wording it as “at minimum President and Treasurer and (with the option to have Vice Prez and Secretary on as Signatories as well) at most all execs”
 - Makes it more flexible so it does not need to be changed in policy
 - “Each year committee can motion to have more members on the card”
 - 10th April, 10am. Bank Meeting (Subi Commbank Branch)
- Name of bank account
 - The College of St Basil was proposed and decided
 - May need to correspond to our official name but that shall be attempted to be negotiated w bank
- Zosia suggests 20 buck of float that shouldn't be in money box.
 - Anyone on committee can access to provide change for transactions and stuff
- Big bills should be chucked into bank account
- Action Phylcia to get Full name & details of Chrome and Rilyn and put it into minutes and do a redacted version of minutes.

Official Signatories for bank card are:

1. President: Chrome
2. Treasurer: Rilyn

(personal information has been redacted from public minutes)

Semester 1 Special Progress Grants

- Due 18th of April by 11.59pm
- Need to do Treasurer Training to submit grants, deadline for the TT quiz is 20 March at 11:59pm (delightfully short turnaround from the AGM)
 - Could not get ERF done so Treasurer Training was not done
 - Action Rilyn to reach out to SOC Treasurer to get Treasurer Training done

EMP for after March

- Done

Illumination supplies

- Dame Edith gave us a list of supplies to purchase
- Action Isabelle to grab list of Illumination supplies to buy from club room.

Buying prizes in advance

- Allocate someone and approve money
 - Chrome has nominated Phylcia :P and Isabelle has seconded
 - Fund of \$180??
 - Zosia has instead suggested that funds can be approved depending on items being bought
 - Action Phylcia to make a google forms to buy stuff where committee can vote.

Buying sword blades:

- Zen army most basic blade \$42, shipping is \$78.30 (USD!!!)
- Reach out to the barony to do a group order?
 - Currently no progress on this

Third key - so pres vice pres and quartermaster all have a key - more likely for one to make it on campus when needed

- Action Rilyn to ask Guild about a key

Possibility of a new sewing machine

- Zosia suggests to get more space first/get overlocker working
- Potentially shifting around positioning of garb
- Action Chrome to reach out to tenancy for a new locker/Try to get a bigger room. And do a document to fight for a room in Cam Hall.
- May have an issue of old Guild Key being in possession of Nyx... who is no longer in Perth but Rilyn points out that that key also opened nothing

Committee Polls

- Screenshotting?
 - Send screenshots between each committee meeting on poll results

- Action Jacqueline to screenshot poll results and post to #committee polls

Arts and sciences lessons/yaps

- Tech has expressed interest in this, so it might be a good way to spring it off if we get them to prepare the first one
 - First one is next week “Intro to Device and Name Heraldry by Tech”
 - Isabelle is also gonna be helping with that
 - Will provide some paper to doodle on :3
 - HDMI cord. Rilyn can work Projector
 - Zosia also has heart presentation ready

Schedule for meetings - when is good

- Phylicia and Thorfinn have not filled it in (ACTION!)

Arts and sciences - potential egg workshop (zosia)

- Postponed until further notice

ERF

- Rilyn and Zosia cannot sign cause they are current Execs
- Chrome has pointed out that we could do Zeb and Taylah can sign it
- Zeb is Not a past Exec
- Nyx is in Adelaide and Guild does not like digital forms
- We can email SOC President
- Chrome has volunteered (Action)
- CC Rilyn
- Zosia to email Guild w exec details
- Zosia has collected photos of IDS during meeting

Current Action Items by person:

- Zosia
 - Action: doing up schedule of burners and stoves
 - Action: email Guild with exec info and IDs
- Phylcia
 - Action: do another post day of booking ending **5th April**
 - Action: do a spreadsheet for what food everyone is making
 - Action: talk to Kilic on more leathering (leather fur hat workshop)
 - Action: get Full name & details of Chrome and Rilyn and put it into minutes and do a redacted version of minutes
 - Action: make a google forms to buy stuff where committee can vote
 - Action: Fill in Whenisgood
- Rilyn
 - Action: Send Chrome report
 - Action: Collect coordinated stuff for Newcomers from barony
 - Action: Redo budget based on numbers after bookings closed
 - Action: Do a poll w committee to approve new budget
 - Action: Reach out to SOC Treasurer to get Treasurer Training done
 - Action: Ask Guild about third key
- Chrome
 - Action: reach out to tenancy for a new locker
 - Action: Do up a document to convince them to give us a bigger room (preferably one in Cam Hall)
 - Action: Email SOC President about ERF issues
- Isabelle
 - Action: Grab list of Illumination supplies to buy from club room
- Jacqueline
 - Action: Screenshot poll results and post to #official-committee-polls
- Thorfinn
 - Action: fill in the Whenisgood

- Action committee to book if coming for Feast

Next Meeting Scheduling

Next meeting at 7:30pm Thursday April 30th, at EZONE