Minutes to the committee orientation meeting of Tuesday 12th
April 2005
Recorded by Thomas Tu

Meeting opened at 2:16PM


Wade Shiell introduced the meeting by outlining its purpose: to acquaint committee members to the function and responsibilities of committee positions.

Treasurer Lisa Turley was asked if she understood her role. No queries were made.

A motion to integrate Clubs Association delegate with Vice President role was proposed by Wade Shiell. Motion was unanimously passed.

Roles of Social Secretary and Webmaster were discussed.

Publication editor Ashleigh Brook should rendezvous often with the President for specific advertising needs for SPACED.

Newsletter editor Ashleigh Brook should have a template of the second newsletter by Friday 6th May. This newsletter should be printed by the end of the term. Wade Shiell is to acquire contributors for the newsletter from SPACED member pool, who will be told to E-mail Ashleigh Brook directly.

Year level representatives are to get information about upcoming SPACED events and distribute amongst their respective year levels.

Committee was asked for volunteers to contribute articles for the newsletter. Ashleigh Brook, Thomas Tu, Aaron Frishling and Lisa Turley volunteered.

Organisers for various upcoming events were asked for:
Social Dinners (All dinners during the year) - Responsibilities include finding a venue and providing prices.
Organisers: Thomas Tu.

Video Night (Week 9 Semester 1) Responsibilities include advertising via Publications editor, booking the Kerr Grant LT and organising transport for food, drinks and videos to watch.
Organisers: Thomas Tu.

Observatory Visit (Week 10 Semester 1) Responsibilities include advertising via Publications editor.
Organisers: Lisa Turley.

Sausage Sizzle (Week 11 Semester 1) Responsibilities include advertising via Publications editor, organising food, drinks, BBQ hire and venue.
Organisers: Thomas Tu, Wade Shiell.
**Video Night** (Week 12 Semester 1) Responsibilities include advertising via Publications editor, booking the Kerr Grant LT and organising transport for food, drinks and videos to watch.

**Organisers:** Lisa Turley.

**Plantetarium Visit** (Mid-year holidays 5\(^{th}\) July) Responsibilities include advertising via Publications editor.

**Organisers:** Wade Shiel, Ashleigh Brook.

**Video Night** (Mid-year holidays 8\(^{th}\) July) Responsibilities include advertising via Publications editor, booking the Kerr Grant LT and organising transport for food, drinks and videos to watch.

**Organisers:** William Pham

**Cocktail Party** (Week TBA Semester 2) Responsibilities include organising a venue, catering, tables, entertainment and liquor, advertising via Publications editor, providing a budget and estimating number of people.

**Organisers:** William Pham(?).

**Pub-crawl** (Week 3 Semester 2) - Responsibilities include getting a list of pubs to visit, getting deals, advertising via Publications editor and organising a pub-crawl T-shirt.

**Organisers:** Wade Shiell, William Pham, Aaron Frishling.

**Quiz Night** (Week 7 Semester 2) - Responsibilities include organising a venue, catering, tables and prizes, advertising via Publications editor and coming up with questions.

**Organisers:** Lisa Turley, Jim Chittleborough, Aaron Frishling, Wade Shiell, William Pham.

**Excursions** (Week TBA Semester TBA) Responsibilities include thinking up ideas for SPACED to go during the year (must be of scientific merit).

**Organisers:** All committee members.

**Logo Competition** (Week TBA Semester TBA) Responsibilities include advertising via Publications editor and **to be discussed at next committee meeting**

**Organisers:** to be discussed at next committee meeting.

Wade Shiell proposed that SPACED organise a departmental tour of the physics building. A tour guide will have to be organised to talk about the history of the physics department. Proposal unanimously passed.

Media for advertisements were discussed. Tried and true ways, i.e. E-mail, Year reps and posters, took favour over exotic ideas such as megaphones on top of the physics building.

Committee meetings will be held at 5:30PN, so timetable clashes are minimalised. Days for the meetings are yet to be finalised.

Volunteers for the Primary Schools Physics show were sought. Volunteers were Larissa Giancaspro, Ashleigh Brook, Thomas Tu, William Pham and Lisa Turley. A meeting will be held specifically for the physics show in the holidays.

**Meeting closed at 3:08PM**