



Agenda

Online Meeting

Monday 12 July 2021

AGENDA ITEMS	
1.	Acknowledgment of Country
2.	Approving of proxies
3.	President's Update
4.	Vice-President's Update
5.	Secretary's Update
6.	Clubs Committee Chair's Update
7.	Events Director's Update
8.	Assist Director's Update
9.	Marketing Director's Update
10.	General Business



General Meeting Paper

Agenda Item Title
President's Update
Paper Submitted by
Olivia Trahair
The council is asked to pass the following motion
General Update
1. O-Week Verbal Update
2. Open Day Verbal Update
3. Strategic Vision Verbal Update
4. Ball Verbal Update
Summary of Meetings

29/06/2021 Clubs Presidents Meeting
29/06/2021 Clubs Team Meeting
30/06/2021 Student Services/SA Meeting
30/06/2021 Open Day Meeting
2/7/21 SMG
2/7/21 PVCSE/Executive Deans Meeting
5/7/21 NSB
5/7/21 O-Week Meeting
7/7/21 Student Services Meeting
9/7/21 SMG
9/7/21 Open Day Meeting
9/7/21 SAUNDA President Meeting



General Meeting Paper

Agenda Item Title
Vice president paper
Paper Submitted by
Georgia Collie
The council is asked to pass the following motion
N/a
General Update
N/A
Summary of Meetings
National Student Board - 05.07.21



General Meeting Paper

Agenda Item Title
Secretary's update
Paper Submitted by
David Stokes
The council is asked to pass the following motion
N/A
General Update
<p>1. NDSA Insurance</p> <p>As we figured out that NDSA is separate from the University, we need to be separately insured. We have contacted CCI (Catholic Church Insurance) as they are the insurance company that covers the University. We are in the process of arranging quotes for Liability Insurance.</p> <p>2. Licensing</p> <p>As discussed previously, we decided that for budgetary reasons, the smartest way to license ourselves with regards to copyright is ad hoc licensing from event to event. I have begun the quote process but need to confirm numbers for attendance to O-Week 2 with the Uni.</p> <p>3. Handover guide</p> <p>I have attached my first attempt at a handover template, essentially laying out how I would break down a handover and the idea behind each section. Any feedback is welcome otherwise I will do a couple more changes and send it around so that people can start thinking about their handover.</p> <p>4. O-Day Student Panel</p> <p>So far I have received Eol's from Sam and Grace to be on the Student Panel. Any other council members interested?</p>
Summary of Meetings



09/07/2021 – O-Week Board

Handover Template

Disclaimer: whilst this template has been structured in a very word-heavy way, they do not have to be that way. This is just the quickest way to sum up what I believe to be the necessary elements of each section. It can be graphic, dot-pointed, as brief as necessary etc.

1. What is the role

Here provide some information of what you feel, after your term, sums up the role of your term. Stray away from specifics as this will come after, try and get down to the essence of your role and what your successor should always keep in mind during their term.

2. What you'll need

The nuts and bolts of the essentials for week-to-week tasks. For the Secretary this would be templates for documents, a list of policy etc. For Committee Chairs this would be a list of the committee and roles, and all relevant constitutions etc. This would also include a list of tools you found you used in your term (some of this will hopefully be supplemented by information that needs to be given across the board (like NDSA policies, useful contacts, login information etc. which the Exec will organise).

3. Where to start

Some information on what should be done in the first few weeks of term, specific to your role. For committee chairs this would be trying to schedule a meeting as soon as possible. For the Clubs Committee chair it might be getting on top of any clubs event forms promptly.

4. Week to week

A discussion of what tasks or ongoing responsibilities should be watched each week. For Assist this might be checking on assist applications or the snack station, or for Environment checking on the cutlery in the kitchen. These should be the tasks that, at the bare minimum, are regularly maintained. You should provide a run through of how to do them, and any miscellaneous tips and tricks you learned.

5. The 'projects'

This is where you go through the big ticket items, the things that are a lot of work and will always need done each year. This could include the big events such as the Ball and Cocktail Night, the AGM, Founders' Cup. Here you should outline issues you had and that should be flagged early, any tips you have and what should be your successor's goals for the project.

6. Challenges

Depending on the role this might not need its own section. But if there were any aspects to the role that, throughout your term, you found challenging for any number of reasons, talk about how you would advise someone to tackle these to ensure they don't diminish from the rest of the role.

7. Handover

Handover-ception! Discuss what you found helpful in your last handover, what you think they should include going forward (feel free to suggest using yours as a template).



General Meeting Paper

Agenda Item Title

Clubs Update

Paper Submitted by

Grace Cuddihy – Clubs Committee Chair

The council is asked to pass the following motion

General Update

In the immortal words of Alyssa Edwards, “I’m back, back, back, back, back again!”

- At the moment, I’m doing a lot of catch up. The big things I’m working on are Open Day and Orientation Day, bank accounts, updating events, Prindi renovations, and updating club constitutions.
- I’ve missed you all so very much and I’m glad I’m back <3

Summary of Meetings

- A lot of them. A lot of catching up has been happening.



General Meeting Paper

Agenda Item Title		
Events Update		
Paper Submitted by		
Kara Divito – Events Director		
The council is asked to pass the following motion		
<i>Photobooth and décor items - TBD</i>		
General Update		
Ball		
Photoboosths:		
Company Name	Booth Type	Cost
Mighty Booths	Open Booth - Doesn't have nice backdrops	\$849 + \$100 for sms for 5 hrs Early Delivery and set-up Open Photo Booth Equipment and Lighting 5 Hours of photo booth service Photo Booth Host/Operator Unlimited Printouts, everyone in the photo gets a copy Customised photo layout in either 2x6" strip style or 4x6" postcard style Your choice of backdrop – there are over 60 backdrops to choose from. Here is the link https://www.themightybooths.com.au/backdrops-hire-perth/all-photo-booth-backdrops.html Premium and Fun Props USB of Digital Images handed at the conclusion of the event Facebook upload or private gallery if required
Kiss and Tell	Lumina	\$899 Our five hour package with this booth is \$899 and includes the usual suspects: - Photobooth Host - Super fun props table with lots of great signs - Free delivery within 30kms of CBD - Personalised print outs to include the event details and theme - Standard photos as well as GIF and Boomerang animations - Your choice of backdrop - Digital gallery sent via email post event

		Willing to give us sms and email for free, usually an extra \$100
VIP Lane	Open booth	\$1049 for 5 hrs  Modern Open Booth  Studio Quality Photos  Unlimited Prints  Host/Hostess  Choice Of Backdrop  Prop Box  Customised Design  Secure Online Gallery  Metro Delivery

Decoration:

PAV –

- Entry statement:
 - COST- roughly \$500
 - Actors – fake cameras that flash and real camera man. (30mins)



- Carpet:
 - COST- \$120
 - Red
- Centrepieces
 - COST – approx. \$30 each



and the candelabras from last year

Phenomenon –

- Moodboard



MOODBOARD

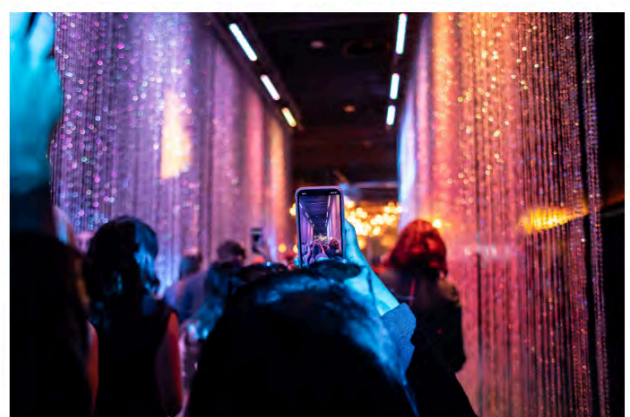
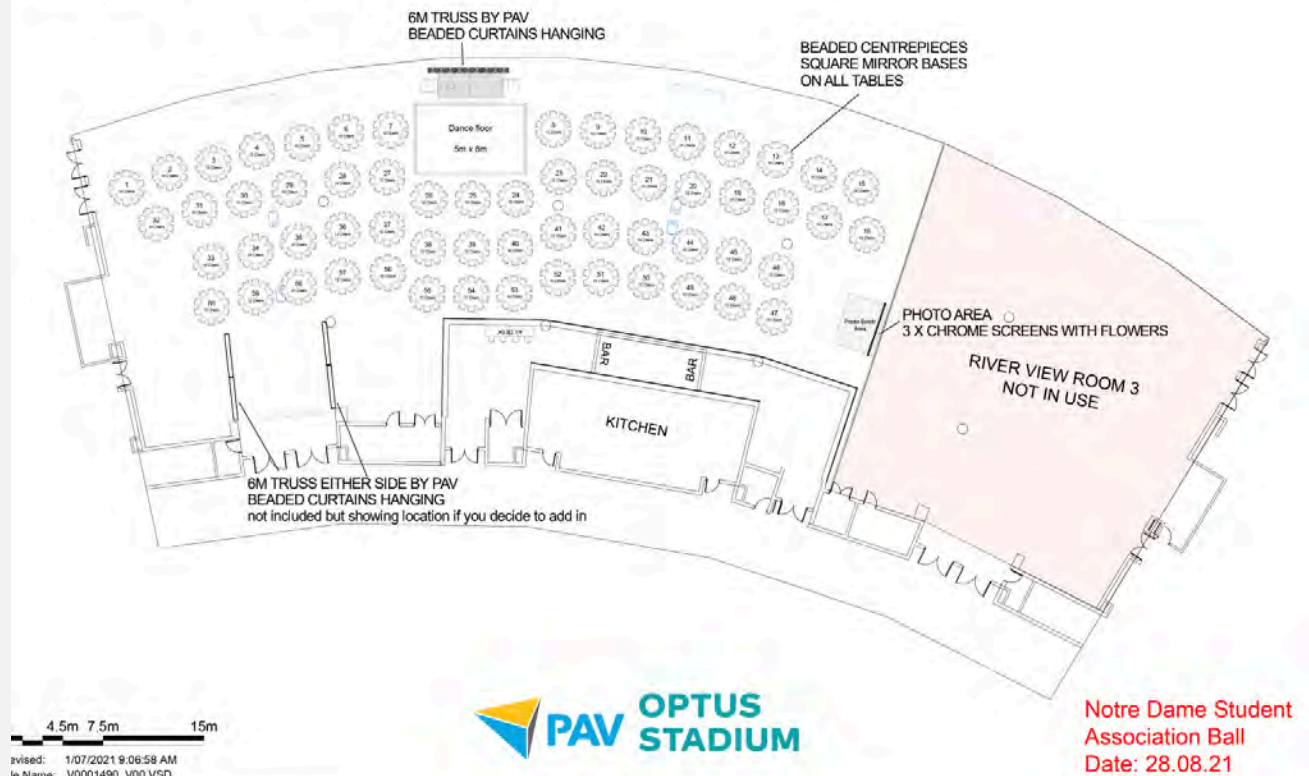


PHOTO AREA - For the photo area I have included our chrome screens with black and silver modern florals as a backdrop

- Floor plan

River View Room 1 & 2



- Centrepieces:

Chandle Holder

Qty available : 123

Height : 45cm

Cost each : \$33.00



Wicker Ball

Qty available : 132

Height : 30cm

Cost each : \$44.00

**Orb Light**

Qty available : 120

Height : 22cm

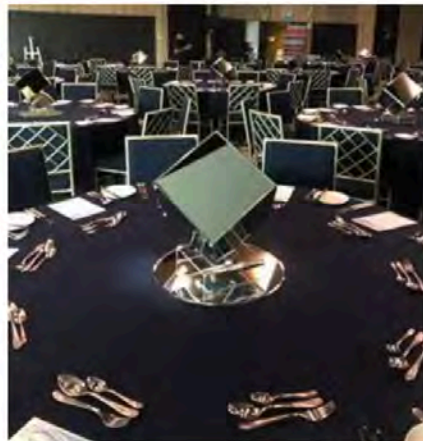
Cost each : \$33.00

**Mirror Cubes on Stands**

Qty available : 100

Height : 35cm

Cost each : \$44.00



Crystal Beaded

Qty available : 147

Height : 50cm

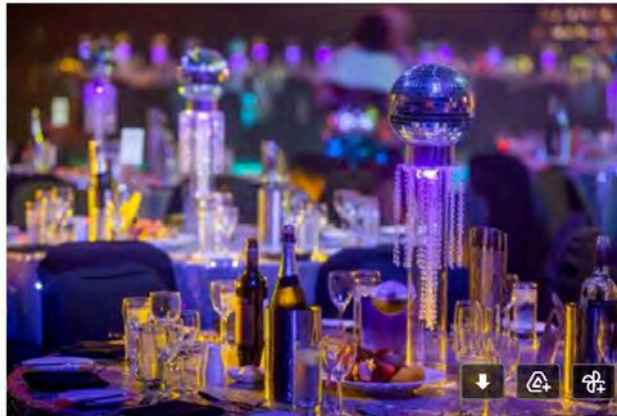
Cost each : \$55.00

**Disco Mirror Ball**

Qty available : 130

Height : 72cm

Cost each : \$66.00

**Crystal Candelabra**

Qty available : 124

Height : 1.2m

Cost each : \$99.00



Candelabra

Qty available : 124

Height : 1.2m

Cost each : \$99.00

Add a fake vine for \$5.50 per table

**Crystal Tree**

Qty available : 150

Height : 1.35m

Cost each : \$99.00



Small jar / vase posy on table
Approx \$75 - \$150 per table

For example a recent event we were quoted \$175 for the below arrangement, slightly more expensive due to the roses, hire price not purchase, size is about 20cm :



Large vase / arrangement
Approx \$150 - \$200 per table

For example a recent event we were quoted \$200 for the below arrangement, dried and preserved flowers only, hire price not purchase, size is about 40cm :



Candelabra with flowers and candles

Approx \$200 - \$350 per table depending on how much floral

- Quote:



PHENOMENON
creative events

Quote

ABN: 391 309 943 93
Phenomenon Event Services Pty Ltd,
17/2 Powell Street
Osborne Park WA 6017
Phone: 1300 33 9000
Email: info@phenomenon.com.au
Website: www.phenomenon.com.au

To:
Notre Dame University
32 Mouat St
Fremantle WA 6160

Quote No.: 13246
Quote Date: 30/06/2021

Deliver To:
Optus Stadium
Roger Mackay Drive 333 Victoria Park Drive
Burswood WA 6100

Date From: Saturday, 28 August 2021 9:00 AM

Staff Name: Kellie Holden

Date To: Saturday, 28 August 2021 11:55 PM

Description	Qty/Items	Unit	Each	Line Total
---ENTRY FEATURE---				
1				
<i>This requires PAV to install a min 6m truss line along each side of the entry for us to hang from and lighting for the beads. This quote will need to come from them and is not included in our pricing/span</i>				
Beaded Curtain - 900mm wide x 6m drop - DISCOUNTED	16	Each	\$99.00	\$1,584.00
---STAGE---				
1				
<i>This requires PAV to install a min 6m truss line along the back for the stage for us to hang from and lighting for the beads. This quote will need to come from them and is not included in our pricing</i>				
Beaded Curtain - 900mm wide x 6m drop	6	Each	\$165.00	\$990.00
Bar - Black	1	Each	\$250.00	\$250.00
Bar Front - Chrome	1	Each	\$0.00	\$0.00
---CENTREPIECES---				
1				
Centrepiece - Square Beaded Crystal	60	Each	\$55.00	\$3,300.00
Mirror Base - Square 40cm - VALUE ADD \$330	60	Each	\$0.00	\$0.00
---PHOTO AREA---				
1				
Screen - Chroma	3	Each	\$165.00	\$495.00
Flowers - Preserved Large Hanging Arrangement - Black and Silver	2	Each	\$132.00	\$264.00
Lighting - Parcan Wireless LED - VALUE ADD \$132	4	Each	\$0.00	\$0.00
---SERVICE FEES---				
1				
Delivery	1	Each	\$110.00	\$110.00
Set Up Labour - 3 x staff	1	Each	\$710.00	\$710.00
Pack Down Labour - 3 x staff	1	Each	\$810.00	\$810.00
Collection	1	Each	\$110.00	\$110.00

Page 1 of 4

Payment Terms:

This Quote is valid for 14 days from the date received. A 30% (thirty) deposit is required to secure this booking. Final payment is required in full 14 days prior.

Subtotal: \$7,839.09

Total GST: \$783.91

Total Amount: \$8,623.00

Hire Estimate

Client: Notre Dame
Reference: C874800004-1
Booking Status: Not Confirmed
Purchase Order:



Qty	Description	
10	LIGHT : LED STRIP RGBAW : 1M	
20	LIGHTING HOOK CLAMP	
4	TRUSS : GLOBAL F34 - 3m	
4	CHAIN MOTOR : PROLYFT 500KG (D8+ @ 250kg) : 20M	
4	CHAIN MOTOR CONTROLLER : PROLYFT 6 PIN - 4 WAY	
Heading Sub Total		1,416.00

Saturday 28 August 2021

1 RIGGER - Setup - 3 hrs

Sunday 29 August 2021

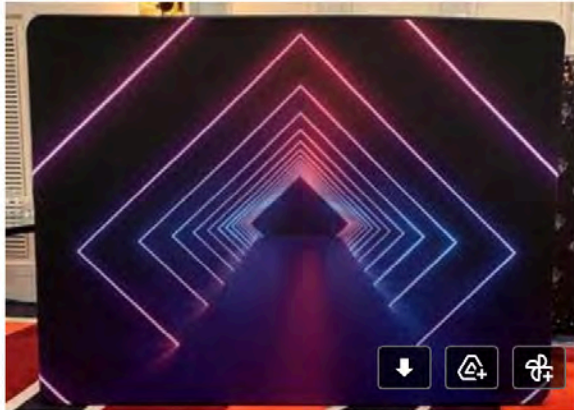
1 LABOUR TO REMOVE - Packdown - 3 hrs

Heading Sub Total **585.00**

Delivery Instructions	
	Equipment \$1,416.00
	Delivery/Pickup \$90.00
	Labour \$585.00
	Consumables \$10.00
	Subtotal \$2,101.00
	GST \$210.10
	Total \$2,311.10

- Photo wall:

Neon light wall
\$880
3m w x 2.26m h



Disco Dreams backdrop
\$1821.60
2.4m w x 2.4m h



Screens

Any combo of the below colours

\$495 for three screens

Flowers additional





DJ-

- DJ Wazz (through PAV) - \$1320 (including GST and lighting)

Summary of Meetings

N/A



General Meeting Paper

Agenda Item Title
Assist Director's Update
Paper Submitted by
Skye Huggins
The council is asked to pass the following motion
N/A
General Update
Summary of Meetings



General Meeting Paper

Agenda Item Title
Marketing Update
Paper Submitted by
Samantha Smith
The council is asked to pass the following motion
N/A
General Update
N/A
Summary of Meetings
N/A