



Minutes of Meeting

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Location	Loughborough Students' Union Council Chambers	Time & date	18:00 21 st February 2010
Purpose of meeting	Annual General Meeting.		

Present

Committee:

Kat James (Chair), Rob Ashworth (Media), Chris Evans (Events Coordinator), Michelle Barnett (Treasurer), Christian Naran (Freshers Rep), Richard Scrivener (Secretary), Katie Russell (Social Sec)

Members:

Caroline Adams, Emma Andrews, Paul Barker, Michelle Barnett, Katherine Barrow, Matej Brada, Craig Buck, Laura Church, Stuart Craig, Colin Dunn, Tracey Fletcher, Sarah Green, Richard Grundy, Christina Hannam, Joanne Homer, Michael Hunt, Matthew Jackson, Jason Jibrail, Sebastian Kitchin, Robert Law, Kilian Marten, Oliver Masters, Sebastian Muller, Elwyn Price, Charlotte Rogers, Kim Sundermann, Siona Ward
34/79 Members present. (43%)

Apologies

Rosalind Goodall (Fire Safety Officer)

Circulation

Committee and Members

1. Minutes of the Previous Meeting

Passed with no objections
All minutes on website are currently up to date.

2. Committee Reports

- **Chair** – Lots of new skills have been added to the Fever repertoire this year. Additional kit including fire kit has been purchased, and there were many successful events. Subsidy was also brought in for the British Juggling Convention, which proved to be very popular. Kat also held and transported much of the kit throughout the year.
- **Secretary** – All minutes from the year have been documented and are available for viewing and download on the Fever website. www.lufbrafever.co.uk
- **Treasurer** – Michelle described how Fever have made a substantial profit over the previous year, and the world has been our oyster. Fever have substantial funds in the current account. This is after substantial funding of the British Juggling Convention. Summary of finances below.

Current Account

Opening Balance: £1168.25
Income: £2841.00
Expenditure: £2508.09
Closing Balance: £1501.16

Grant Account

Grant Awarded: £850.00
Expenditure: £719.72
Grant Remaining: £130.28

A large proportion of the income came from performances.
A large proportion of expenditure was on kit and equipment.

- **Events** – Fever performed at numerous events and workshops throughout the previous year. The recent Societies Showcase performance was successful. Forthcoming events include workshops for Brownies and Scouts groups, and a performance at the Societies Awards.
- **Social** – A number of social events have been organised throughout the year including Animal and Robot themes, a meal at Christmas, and numerous events early in the academic year aimed at getting Freshers involved in the society.
- **Media** – A new camera has been purchased. The past year’s performances and socials have been documented in the hundreds of photos taken over the year.
- **Freshers’** – Christian organised the Freshers’ Bazaar and liaised with new members throughout the year to act as a voice of the members on committee. He put ideas from members to the committee, whether this be new kit, new stash or banana hammocks. Freshers’ Rep worked with Carrie to organise the hugely successful renegade and games sessions which now happen fortnightly on Sundays.
- **Fire Safety** – Committee have been trained in Fire Safety by a professional organisation and are passing this training on to members who wish to perform or practice using fire. Fire hoop and diabolo have been risk assessed and added to the range of fire skills Fever practices. Passing routines are currently being produced to allow members to practice these skills and ensure competence. Lots of fire events have been organised during the year, and many more are expected to follow when the weather improves.

3. Fire Safety During Performances

A statement was made on behalf of the Fire Safety Officer regarding the chain of command during fire performances, and the responsibilities of members. The Fire Safety Officer reminds members that body burning is not approved for fire performances and should not be practiced by members. The Fire Safety Officer also reminds members of the risks associated with fire performing, and that Fire Marshalls are there to be respected and listened to. Fire Marshalls have the authority to stop a member from performing, and should a dispute occur, this should be taken up with the relevant committee members after the performance.

Mike Hunt agreed that authority should remain with Fire Marshalls.

Carrie suggested that all members view and possibly sign a risk assessment to confirm that they are aware of the associated risks.

Elwyn suggested all members receive fire training. Kat described the current system where Fire Marshalls receive fire training, and performing members are briefed by Marshalls of their responsibilities.

4. Conventions

Members were made aware of the forthcoming conventions that other members are likely to attend. This includes:

- Chocfest – 13th March – Selby
- BJC – 11th-18th April – Huddersfield – Pre-reg Monday
- Lestival – 1st May – Leicester
- EJC – 24th July – 1st August – Joensuu (Finland)

More conventions are on the website and Internet Juggling Database IJDB.

5. Committee Elections

All committee positions were declared open for election.

- **Chair**

The Chair profile was described and is available for viewing on www.lufbrafever.co.uk

Craig nominated Laura. Seconded by Michelle.

Laura was given 1 minute in which to put forward her case for becoming the new Chair of Fever. The main points included more performing and generating more recognition within the University.

Questions from the members were put to the prospective Chair.

Elwyn asked for details of previous experience.

Laura was the front of a local Christian Kids Club in previous years.

Twinkle asked what would come first in busy academic periods; work or Fever.

Laura commented that work would take priority, but where tasks required completion she would delegate to other members of committee.

Carrie asked what plans Laura had for sessions.

Laura commented that she would like to see more workshops to get members trying and progressing new skills.

The position was put to a vote:

For: 20

Reopen nominations: 1

Abstain 13

Laura Church became the new Chair of Fever.

- **Secretary**

The Secretary profile was described and is available for viewing on www.lufbrafever.co.uk

No nominations were made, and so the election was withheld until after the other positions were allocated.

- **Treasurer**

The Treasurer profile was described and is available for viewing on www.lufbrafever.co.uk

Michelle nominated Matt. Seconded by Christian.

Matt was given 1 minute in which to put forward his case for becoming the new Treasurer of Fever. The main points included being good with numbers, money and time.

Questions from the members were put to the prospective Treasurer.

Elwyn asked for details of previous experience.

Matt previously volunteered to work in a church bar in which he dealt with financial transactions and issues.

Rob asked if Matt knew what Quango means.

Matt did not.

Craig asked how Matt will get the Union to listen to him when they are unresponsive.

Matt said how he would continually chase up the union over urgent issues and badger them for a response.

Christian commented that Fever often have surplus income, and asked if Matt knew that money was there to be spent.

Matt agreed.

Michelle asked if Matt had ever eaten an oyster.

Matt had not.

The position was put to a vote:

For: 28

Reopen nominations: 0

Abstain 6

Matthew Jackson became the new Treasurer of Fever.

- **Events Coordinator**

The Events Coordinator profile was described and is available for viewing on www.lufbrafever.co.uk

Stuart nominated Chris. Seconded by Christian.

Chris was given 1 minute in which to put forward his case for retaining his position of Events Coordinator of Fever. The main points included his experience in the role and the success of events over the last year.

Questions from the members were put to the prospective Events Coordinator.

Christian asked whether he would consider the role of secretary.

Chris said how he would prefer the role of Events Coordinator as he thought his skills were more suited to this role.

Elwyn asked how Chris would deal with an unhappy client.

Chris described how if the event was paid he would consider a partial refund if Fever were at fault. If the event was not paid there would be few options available other than to simply apologise.

Carrie asked how Chris would encourage participation in Events and boost the numbers.

Chris said the best way was to bribe members with chocolate, but also to make the events sound as interesting as possible to make members want to participate in the event.

Twinkle asked whether as the only current returning committee member Chris

would recognise his role in making the new committee welcome.

Chris said he would be happy to help the new committee feel welcome and help them with any issues.

Craig asked whether there were any particular events Chris would like to pursue.

Chris has ambitions for a union rave night, in which Fever use plenty of glow kit and customers are given glow sticks.

Twinkle asked whether Chris would pursue Fever performances at Hey Ewe and FND on a regular basis.

Chris said he would push for this.

The position was put to a vote:

For: 25

Reopen nominations: 1

Abstain 8

Christopher Evans retained his position of Events Coordinator of Fever.

- **Social Secretary**

The Social Secretary profile was described and is available for viewing on www.lufbrafever.co.uk

Laura nominated Craig. Seconded by Rob.

Craig was given 1 minute in which to put forward his case for becoming the new Treasurer of Fever. The main points included his experience on other committees and in dealing with the union, and his commitment to the job and in encouraging more non-alcoholic socials.

Questions from the members were put to the prospective Social Secretary.

Andy asked what plans Craig had for non-alcoholic socials.

Craig said he had plans for a trip to Megazone.

Elwyn asked how Craig would plan a social event such as a trip to Megazone.

Craig detailed how he would first raise the suggestion with committee, and then suggest it to members. Following sufficient interest he would call the organisers, retrieve deposits from members and arrange transport.

Carrie asked what theme ideas Craig had for socials.

Craig suggested a pyjama party as one theme, but commented how the main factor was in making them cheap and easy to attend.

The position was put to a vote:

For: 30

Reopen nominations: 0

Abstain 4

Craig Buck became the new Social Secretary of Fever.

- **Media Secretary**

The Media Secretary profile was described and is available for viewing on www.lufbrafever.co.uk

No nominations were made, and so the election was withheld until after the other positions were allocated.

- **Freshers' Representative**

The Freshers' Rep profile was described and is available for viewing on www.lufbrafever.co.uk

Chris nominated Rich. Seconded by Kilian.

Rich was given 1 minute in which to put forward his case for becoming the new Freshers' Rep of Fever. The main points included his experience in being a fresher and how he would like to help new freshers. He highlighted his aim to improve member retention and have more workshops.

Questions from the members were put to the prospective Freshers' Rep.

Carrie asked how he would expand the role of Freshers' Rep.

Rich said he would use games in sessions as a means of getting freshers involved.

Christian asked if he had any other recruitment ideas such as business cards.

Rich said he would consider this.

Scriv asked if Rich had ever owned a gnome.

Rich had not.

The position was put to a vote:

For: 26

Reopen nominations: 0

Abstain 8

Richard Grundy became the new Freshers' Rep of Fever.

- **Fire Safety Officer**

The Fire Safety profile was described and is available for viewing on

www.lufbrafever.co.uk

Christian nominated Kilian. Seconded by Mike.

Kilian was given 1 minute in which to put forward his case for becoming the new Fire Safety of Fever. The main points included his experience in other committees and in performing with fire within Fever. He also knows the fire routines, is a first aider, and has storage space for equipment.

Questions from the members were put to the prospective Fire Safety Officer.

Michelle asked what Kilian would do if a member caught fire.

Kilian described how he would use wet towels to extinguish the fire and remove the performer from the performance area.

Twinkle asked about how Kilian would store paraffin.

Kilian said he would review the current procedures.

Carrie asked if Kilian knew how to conduct risk assessments.

Kilian has experience in conducting risk assessments.

Charly asked if Kilian considered himself as a role model for the position.

Kilian believes so.

Michelle asked how Kilian would deal with irresponsible fire performers.

Kilian described how he would first separate the performer from the kit, then take disciplinary action after the performance.

Mike asked if always smiling helps with the role.

Kilian feels this makes him more approachable.

Elwyn asked if Kilian knew of pre-performance procedures.

Kilian described how the paraffin and water is separated, and the equipment checks that must be performed.

Katie asked what Kilian would do if a member got tangled in equipment.

Kilian described how he would first extinguish the fire, remove the performer from the performance area, and take the relevant action to tend to any wounds.

Twinkle asked if Kilian had plans to secure indoor fire performances.

Kat intervened commenting that this is currently being pursued by the committee.

Matej asked if fire Hula Hoop and Diabolo were being pursued.

Kat intervened commenting that this is currently being pursued by the committee.

Mike asked whether Kilian thought all members should be fire trained.

Kilian said he thought member should be briefed on their responsibilities during performances, and training could be progressed to marshalling if required.

The position was put to a vote:

For: 20

Reopen nominations: 1

Abstain 13

Kilian Marten became the new Fire Safety Officer of Fever.

- **Secretary**

The position of Secretary was re-opened for nominations.

Stuart nominated Katie. Seconded by Christian.

Katie was given 1 minute in which to put forward her case for becoming the new Secretary of Fever. The main points included her experience on Fever committee, and being the current secretary of the Bellydance Society. She is also running for chair of the Bellydance Society.

Questions from the members were put to the prospective Secretary.

Rob asked what academic year Katie was in.

Katie is in her 3rd year..

The position was put to a vote:

For: 23

Reopen nominations: 2

Abstain 9

Katie Russell became the new Secretary of Fever

- **Media Secretary**

The position of Media Secretary was re-opened for nominations.

Kilian nominated Matej. Seconded by Christian.

Matej was given 1 minute in which to put forward his case for becoming the new Media Secretary of Fever. The main points included Matej being good with computers, and his wish to create more fliers to publicise Fever.

Questions from the members were put to the prospective Secretary.

Paul asked whether Matej would be good at delegating work.

Matej commented that he can delegate and is good at recognising other people's talents.

Mike asked whether Matej would backup Fever's archive media.

Matej commented that he would.

Matt asked whether Matej would create Fever business cards.

Matej commented that he could create the cards, but would delegate the artistic design to those more suited to doing so.

Elwyn asked whether Matej would update the Fever promotional video.

Matej said he would do this, and would seek to incorporate all skills.

Twinkle asked what you get if you combine red and green.
Matej said that it depends on whether you are considering a palette or computer graphics.
Stuart asked how Matej would publicise Fever.
Matej said he aims to create more fliers and posters.

The position was put to a vote:

For: 24

Reopen nominations: 1

Abstain 9

Matej Brada became the new Media Secretary of Fever

6. Any Other Business

Participation

Carrie expressed her gratitude and congratulated the exiting committee. She also requested more performances and suggested inviting other universities to participate in the games sessions held on Sundays.

Katie commented that she had approached DeMonteford Uni and Leicester Poi with no success. The main issue seems to be in transporting members between universities.

Carrie also added that it could be beneficial for the committee to visit other committees in the area to see how they organise things.

Performances

Christian commented that the students' dance society receives payment for performing at FND and suggested Fever seek payment for any performance services offered.

Michelle added that in the first year there were regular performances consisting of loops in which performers rotated on stage. She suggested that more of these be pursued in order to get members involved, and this may require performances to be held free of charge.

Kit

Mike asked what kit had been purchased.

Michelle described those entries pertaining to kit on the accounts.

The first entry on the Fever current account refers to general replacement of items such as clubs and diabolo. The second entry refers to newer kit such as the fire hoop and fire diabolos purchased.

Mike suggested new balls and other replacement kit be purchased, as these are becoming worn.

Andy commented that Firetoys would offer a discount if contacted on large orders.

Michelle suggested Fever purchase individual bags for kit items to make kit easier to find in the kit suitcases.

Christmas Meal

Elwyn asked why there was a deficit between what members had paid for the Christmas meal and what Fever had paid for the meal.

Michelle explained that the restaurant had not included a service charge on the final bill which was expected at the booking stage. The cost to Fever was therefore less than that paid by the members and the excess funds remain in the Fever accounts.

Meeting adjourned 14:48

Prepared by	Richard Scrivener
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Date of next meeting	28 th February 2010