



**A meeting of Fever Committee was held on  
Sunday 22<sup>nd</sup> February at 1PM in LSU Bar One**

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## **MINUTES**

### **Present**

**From the committee** Jason Jibrail (Secretary), Jamie McDonald (Treasurer), Michelle Barnett (Incoming Treasurer), Sarah Green (Events Co-ordinator), Chris Evans (Incoming Events), Kat James (Social Secretary Incoming Chair), Katie Russell (Incoming Social Sec), Rosalind Goodall (Fire Safety Officer), Christian Naran (Incoming Freshers Rep).

### **1. Apologies for Absence**

Grace Smalley (Chair), Rob Ashworth (Media)

### **2. Minutes of the last meeting**

Passed with no objections

### **3. Matters Arising**

None

### **4. Correspondence**

None

### **5. Committee Reports**

### **Secretary**

All minutes are up to date – nothing to report.

## **Treasurer**

Fever has spent the last of the money in the grant account.

Handover to new Treasurer is in progress

## **Events**

Covered in agenda items

(Incoming Events) There is a Fair Trade Fashion Show on 7<sup>th</sup> May

Action Chris to confirm booking and further details.

## **Social Sec**

Kat has been looking into acro and aerial workshops

Priced at £30 they are expensive but they have turn up sessions at £6 a head on Mondays – Action Kat to liase with Katie on a possible trip.

Requests have been made for non alcoholic [tea and biscuits type] socials

(Incoming Social) Action Katie to organise socials for the next few weeks and update the calendar

Possible first outing to a zoo – Action Katie to find details

## **Fire Safety Officer**

(Incoming Fire Safety Officer)

Fire Safety documents need updating – Action Twinkle to pass on to Roz

Lilly Northrop has a previous incarnation of the Fever Fire folder – Action Roz to obtain this

First Aid day courses are available to union members at around £20 per person – this would be useful for the Fire Safety role - Action Roz to find details

Subsidy – committee agrees such a course could be fully subsidised

A burns course would accompany the above – Action Roz to find a suitable course.



## **Freshers**

(Incoming Freshers Rep)

Action Christian to work on ideas for gaining freshers to the club

Action Christian to work on ideas for the freshers bazaar and year start activities

## **6. Items For Discussion**

### **Indoor fire**

Twinkle sorting – Action more info to committee

We can't have it under our current insurance

The current plan is to use Fever's personally insured performers

### **Committee handover**

All committee positions are to be handed over by 28<sup>th</sup> Feb

### **Documents**

We now have a website based common repository

### **Website**

Action Christian to join [lufbrafever.co.uk](http://lufbrafever.co.uk)

Jamie has setup admin rights for committee logins on the website

Courses on the use of e-mail are covered in committee training

Jamie has agreed to maintain the website for the foreseeable future

Action Chris and Katie to familiarise themselves with the website calendar to use in future

Events could use a subscription system – Action Jamie to look into

Freshers could use casual events at which to gain confidence – in the past Fever has been offered the stage for Hey Ewe or FND – Action Chris and Sarah to organise

## **Committee Contact Details**

Action Twinkle to obtain committee contact details and provide to Jody Alexander

## **BJC Subsidy**

The British Juggling Convention has been moved to August

Fever may offer a subsidy on BJC tickets to enable more members to attend – Action Twinkle to set up a forum post to discuss levels of attendance

## **Societies Cabaret**

Sarah has confirmed our performing at the above

It is on March 17<sup>th</sup> a 5min choreographed performance

The organisers are to email Sarah this week to meet up

The event is in support of charity

Action Chris and Sarah to organise

## **Grant Application**

Action Jamie and Michelle to find the deadline for application

To go on the application:

kit - events items - camera parts i.e. tripod and remote - consumables - hairspray etc – glowsticks

Action Jamie to find out the requirements and exclusions for the application

## **Kit Order**

Items Requested:

Flower sticks

A rola bola - Action Twinkle to risk assess on purchase

An ultimate wheel – Action Christian to find a price



Playing cards – Action Fosters to handover details

Balloon modelling kit

Items discussed at GM – see minutes

Diabolo Sticks

Kit Inventory - Action Kat and Twinkle

Stilt straps - £12.50 [velcro on the straps??]

Fire kit purchases are to be decided post the kit inventory

Fire Diabolo and string have been requested

Fever Fin – purchase to be decided post inventory

Glow Kit for performances - forum discussion for prices and durability -  
Action Twinkle

Buying matching kit will become expensive with lots on stage

Twinkle has offered to make some kit - Action Twinkle to make a  
prototype

Performance flags would be nice

Session flags were also requested – Action Sarah to cost

Fever is in need of more practise staffs - Action Twinkle to find some

More poi are to be brought to sessions - Action Kat

Fire juggling balls – Twinkle to risk assess [kevlar gloves] ask rob

### **Photo Competition**

Action Rob - update us on above

Possibility of offering a prize

### **Rave Night**

Action Sarah and Chris to confirm details  
re staffing and costs



This night would make a great addition to the freshers week calendar

Items such as ticket price – giving free glowsticks – special reductions for rave gear etc will be discussed at a later date.

## **24 hr Burn**

Fever intends to repeat last years successful charity event of a 24hr burn outside the union for a Friday night Saturday daytime.

Crew need to be contacted for setup at the time.

Action Sarah and Chris to talk to Rag re above

A possible date could be in the 2nd week after the Easter break

Members will need to be passed in advance – see burn topic

## **Next Burn**

Action Roz to confirm a date for the next Fever burn

Action Twinkle to put the staff video up on the website

The fire routines are now in the documents section of the website

Action Roz to email the members re passing and next burn

Roz must be passed for fire in order to pass members - Action Kat and Twinkle

## **Committee Training**

Action Twinkle to confirm details of above

## **7. Any Other Business**

### **CRB Checks**

Members who wish to take on external workshops with Fever will need to be CRB checked - Action Twinkle to arrange

## **Events Price List**

Sarah has drawn up an events price list for consistent billing for events – Action Sarah to add to website

## **Committee Meetings**

From now on – Committee meetings will be held weekly on Sundays – exact time and location subject to change

## **Committee Meal**

Committee support having a handover meal with outgoing and incoming committee members to formalise the occasion – Action Twinkle to post on forum

## **Fire Safety Teams**

If possible – all performers will be fire safety trained so as to ensure the best coverage of events

Fire Marshalls would also benefit from first aid training and a burns course

Action Roz to assemble a team of fire marshalls

Some new Fire Safety jackets are needed – these could form part of the grant application – Action Roz to source these

Reflective tape to denote the marshalls could help make them more visible – to be arranged post setup of safety teams.

## **Kit Order Extras**

Hazard Tape

Parrafin

## **Society Awards**

There are a number of available society awards

Fever must decide which award to apply for soon.

Action Twinkle to confirm details



## **Rag Raids**

Fever could do more for charitable causes by joining Rag on raids

Action Events to talk to Rag re raids and setting Fever up a Rag Total

## **Flyers**

Fever pamphlets re performances are needed – Action Rob to design

The 24hr Burn could benefit from inclusion on the union events calendar and promotions for that FND including posters – Action Events to talk to union regarding.

Addition – Invite LSUTV to above – Action Events

In the past Fever has booked practise space for a Thursday evening – this could be useful to do again

## **Stilt Trousers**

Action Sarah to price for inclusion on the grant application

## **Storage**

This is still an issue – committee are awaiting action by the union

## **Handbook**

A handbook outlining the procedures, forms and safety aspects of Fever activities is in progress. Action Sarah and Twinkle to update committee on progress

## **Performance Wear**

Fever blacks will be the base performance wear this year

Bodypainting will be included with events – adequate time to prepare being the constraining factor.

No hoods or toggles are to be worn when performing or practising with fire.

Chris has found glow in the dark paints - Action Chris for further details



## **Body Burning**

Body Burning is to be risk assessed – Action Twinkle

## **Socials**

Committee voiced support for a bodypainting social and a tea and biscuits social - Action Katie to organise

## **Public Meetings**

As members are entitled to attend committee meetings but may not know this – The membership will be emailed to inform them of the next meeting – Action Twinkle

## **Stilts Passing**

Action Twinkle to email members re stilt passing – a forum topic will be set up to allow members to request the stilts at sessions

## **Joining Lufbra.net**

The following members have had difficulties with joining -

Michelle Barnett, Rob Ashworth, Andy Boyd, Richard Scrivener, Craig Buck

Action Twinkle to liaise with Jody Alexander re above.

## **Website Items**

Action Jamie to gather committee profile information and update the website

A system to allow members to sign up to events would make performer numbers easier to gauge – Action Jamie to work on an events sign up.

Committee attendance at meetings could be expressed as above.

15:30 meeting adjourned

**Date of next meeting:**

**Sunday 1<sup>st</sup> March 1PM LSU Bar 1**

