



# HSUSC Meeting Minutes

Date 17/02/2023

Time 12pm

Location Zoom

<b>Meeting called by:</b>	Leroy Christian	<b>Type of meeting:</b>	Orientation meeting
<b>Facilitator:</b>	Melanie Qin	<b>Note taker:</b>	Leroy Christian
<b>Timekeeper:</b>	Gianni Bergamin		

**Attendees:** Abigail Schmidt  
Claire Chen  
Elly Yeow  
Fahima Mahmud  
Georgie Gaspar  
Gianni Bergamin  
Harry Tozawa  
Leroy Christian  
Lily Ritchie  
Melanie Qin  
Nick Rowan  
Penny Casson  
Rupert Lupton  
Sehaj Kochhar

**Please read:** N/A

**Please bring:** N/A

## *Minutes*

**Agenda item:** Orientation meeting

**Presenter:** Leroy Christian

**Discussion:**

**For Orientation (Monday 20<sup>th</sup>)**

- Who can get there early to help set up? Will need a few hands. All stalls need to be set up by 8am latest (as per instructions from the student guild).
- Availability: We are presenting at 3 different welcome sessions which are all running at approximately the same time. It would be ideal to have 2-3 executives at each.
  - o Accelerated Biomed (11:10 am): Penny, Elly,
  - o Biomed: Rupert, Claire,
  - o Medical Science: Leroy, Gianni, Nick
- Who can run campus tours? Big Stew and his young padawan gian

- Need to print out poster/flyer for O-Week. Who can print these? 35 - Sehaj can distribute
- O-Week Presentation finalised (any issues let me know).
- HSUSC First Year Newsletter. Discuss how this will be distributed (likely via the email associated with new membership purchases – is there way to set this up automatically, i.e., as soon as they buy a membership, they get the newsletter).
- Zooper Doopers (with esky) – with every membership purchase. (Rupert x2 packs w/ esky)
- Welcome back to Sem / We're back for 2023 Socials Post/Story (need to inform people where they can find us at O-week) + put up get to know your exec posts.
- Want to stay active on socials for Orientation (Reel, Stories and Post).
  - Someone could perhaps go around some of the welcome sessions, our stall etc. and film material for a reel (Fahima?).
- Raffle: Are we still keen to give away our hoodie to one lucky new member? Or do we want some other prize (e.g., gift card).
- Some sort of interactive model or similar students can use at our stall (Rupert mentioned this in the other meeting, I think it's a really good idea) Would need someone to print labels, and also flyers too <33
- Organise time and place for headshots (need consistent lighting and background). Whose camera can we use? Location?

### Upcoming

- Back-to-Sem Mixer (Penny, Elly, Nick) – finalise.
- Trivia Night – Need to start preparing slides for this. Will be creating a share link very soon for us to collaborate on. Ideas for Trivia? Was thinking we could do some more out-of-the box style stuff this year. (e.g. Face mashups, guess the song, guess the flag etc.). Please suggest ideas.
- Merchandise – Apparel (Need to draft up a design for our merch this year).
- Need to keep in mind key dates – good opportunity to put up posts (e.g., Reconciliation Week, World Health Day etc.)

### Conclusions:

Address discussion points

Action items	Person responsible	Deadline
✓ Biomed presentation	Rupert claire	20/02/2023
✓ Back-to-Sem Mixer	Penny, Elly, Nick	20/02/2023

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Accelerated Biomed presentation	Penny, Elly	20/02/2023

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### ***Other Information***

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**Observers:**

N/A

**Resources:**

Laptop

**Special notes:**

N/A

**Next Meeting:**

Date – 5.02.23

Time – 7pm