

Impactus ry board meeting 15.05.2024

Minutes



IMPACTUS ry

Date and time: 15.05.2024 at 17.00.

Place: Terkko library, Pulse room, 00290 HELSINKI

Present: Alissa Prast, Klaara Kolehmainen, Matthew Parlette, Sushmita Mago, Megan Qin Deng, Klaudia Lewna, Karin Lohi

Present

1. Call for Order

The meeting was called for order at 17:05.

2. Confirming the Quorum and Legality of the Meeting

A quorum is present, and the meeting is legal.

3. Approval of the Agenda

The agenda was approved.

4. Announcements

No announcements.

5. Looking back at spring events

Events:

- Baptism
- Ice skating
- Museum visit
- Pub crawl
- Game night
- Easter sitsit
- International Potluck
- Bowling: CANCELED as no one signed up
- Vappu picnic
- Anniversary Party

What went well:

- Overall Baptism - The event with most participants. Included sauna and snacks. Also included fun activities (Quiz, patch competitions)
- Ice skating - The ice skating was free, and had rentals available.

- Museum visit - A relaxed event, nice break from hectic events that required planning
- Pub crawl - We managed to confirm deals with bars on drinks
- Game night - Planned in collaboration with GanGlion. Snacks and games prepared by both societies bring down the cost and work load. Fun and relaxed event.
- Easter sitsit - Inviting people from other organizations helped with the numbers.
- International potluck: a nice concept for people to come together and socialize
- Vappu picnic - We offered snacks and grill. Good turn out.
- Anniversary Party - Got good catering from the Unicafe.

What didn't go well:

- Baptism - Asking people from money who are not members. Didn't order the patches yet.
- Ice skating: The date was changed as we didn't check the availability of a free place beforehand when deciding the date. Board members need to notify beforehand if they are not coming.
- Museum visit: Didn't have as much turn up as expected
- Pub crawl- Had the deals on drinks for bars but not worth the hassle as not many people showed up.
- Game night - No members attended
- Easter sitsit - Need to define the roles before the events to ensure everything happens (booking, venue, being ceremony master, serving, taking photos). Details about the events need to be figured out beforehand too.
- International Potluck - Issue with backup venue cancellation due to Gustavus Rex not responding in time.
- Bowling - no one signed up. The event was canceled but notification for event cancellation was not sent.
- Anniversary party - The timeline was not great (on Mother's day and Eurovision weekend). Many people have already gone back home after Vappu.

Overall:

- Have Sivistys for first event, and book Gustavus Rex for other events (has a deal for multiple bookings) but are slow to respond
- Have the grill in Moksu, which can be used for future events and could be rented.
- Not Well-done: No roles were defined, everyone carried out everything. Some general tasks for events planning, booking, sign-up forms, emails need to be carried out by a specific person/position.
- Being more proactive and offering help before someone else offers.
- Suggestions: Need to collaborate amongst each other. Have a more laid-back approach.
- Well-done: Managed to have most events at the end.
- Matt wrote a summary of events in 'Action Plan 2024'.

6. Current financial situation

- Matt went over the '2024 Expense tracker' report
- Gustavus can be booked three more times till March 2025.
- Events in profit: Easter sitsit (30.26 euros)
- Events in loss: All other events; Baptism, Game night, International potluck, Vappu, Anniversary party and Sillis
- Budget plans for future events (Welcome party for freshers, Transmed Alumni sitsit, Halloween Party/collaboration, Flanki/ beer pong tournament) aim to make some profit from fees.
- Overall: in minus from events but have 1054.76 euros in total at the month of meeting .

7. Plan for autumn events (which events, roles, alumni sitsit, welcome party)

- August events plans by tutors. Last week of August.
- September:
 - Freshman welcome party- Alina (BOOKED)
 - Alumni sitsit - Alina (BOOKED)
- October:
 - Nuuksio hike/ picnic
 - Halloween party with other organization- need to contact GanGlion and HYK
- November
 - Pub crawl/ Karaoke night/ game night - potentially on the day when there's a student event in center
- December
 - Board's election (early december)
 - Overall Baptism
- Events taken out
 - Baltic trip (September)
 - Flanki/ beer pong (November)

8. Defining roles

- Chairperson:
 - Booking the meeting rooms

- Making agendas
- Contacting people and overlooking what needs to be done

- Vice-Chairperson:
 - Read emails and assign the emails to the relevant person
 - Controls the venue bookings
 - Decorations (from home)- needs to be informed well in advance (2 weeks).
 - Possibly: Catering/ events specific things in need be, but needs to be communicated.
 - Volunteered to: create a ready-made template for overalls sponsor for new comers

- Publicity officer:
 - Newsletter, ESN deals
 - Advertising events- Posters, emails, insta, whatsapp and social media for all events. Deadline- 2 weeks before the event. All event planning needs to be done by DL.
 - Taking photos for the events
 - Note! Will not be touching up sign-up event

- Secretary:
 - Taking meetings minutes
 - Patches
 - Sign-up forms and other forms (membership forms, signups)
 - Keeping track of membership (new and expiring)
 - Printing
 - Keeping list of what needs to be done by who through communication
 - Organizing Google Drive

- Event Officers:
 - Klaudia
 - Shopping list
 - Getting shopping
 - Who brings what
 - Collab communication
 - Sushmita
 - Decoration list/ Theme - communicating with Klaara
 - Programme details (Games, sitsit) - communicating with other people
 - Events details (time, venue, dress code) - Communicating with Kaarin for the advertising events

- Treasurer
 - Budgeting
 - Sending payment details (and reminders)
 - Operating grant application
 - Card owner

- Inventory
- Accounting
- Picking up keys and paying for venues
- Volunteer: Helping with shopping

- Equality and Wellbeing officer:
 - Messaging with TRANSMED board, communicating any academic
 - Sending feedback forms
 - Volunteer: taking professional photographs for events.

OVERALL:

- Overall: Put it in group chat, when something has been assigned and it has been done
- Klaara is responsible for opening emails, but if someone opens put it unread
- Communication: informing of presence in meetings, events and if need to leave then when.

9. Alumni-sitsit planning (21st September 2024, Saturday)

- The advertising email and sign- up form needs to be send to the Alumni on 1st August
- The advertising for newcomers on the day of the welcome party and send the email on the Monday after that.
- Meri doing the signup form by 1st August and send to Tiina
- Karin does the poster and send email with sign-up form to Tiina to send to Alumni by 1st August
- DL for signup form on the 6th September
- Food self-served and drinks will be served

10. Welcome party (30th August 2024, Friday)

- Book Gustavus - Klaara

11. Patches

Ideas for patches:

- In September, if anyone wants to send out a patch design
- We design a Transmed definition patch- funny
- Vappu patch
- Pub crawl patch
- Also keep the overall baptism competition winner

- Ordering cost takes 4 weeks

12. Sponsor base for newbies

- Klaara volunteered to make a template for sponsor base for overalls for next year students

13. Any other business (AOB)

None

11. Deciding date for the next board meeting

Alissa will ask for a meeting sometime in August

13. Closing the Meeting:

Alissa closed the meeting at 19.48.

Alisa Prast

(Chairperson)

Sushmita Mngø

(Acting secretary)