**Meeting Subject:** Student Club Committee Meeting

**Meeting Date: 1**5 April 2024 3:00-3:30 PM

**Location:** 613.4H20

**Participants**

Emad Al-Hemyari - President

Nikita Beloborodov - Secretary

Ahmed Al-Dawood - Vice President

Aditya Priyadarshi - Treasurer

**Agenda**

* Club updates (Website, logo, marketing materials, and Merchandise orders)
* Events (O-Day, SAE Expo, Clubs Carnival, JNE, Social event)
* EAGE GeoQuiz
* Membership update
* Guild grant application
* Treasurer update (Income, expenses, reimbursements)

**Minutes**

* Emad gave club updates regarding marketing (website updates, logo designs, banned and merchandise designs and orders)
* Emad gave an update on year-to-date events
* A team of three students was formed to compete at the 2025 EAGE GeoQuiz that will be held on 24 Apr 2025 at 10:00 am (AWST). Aditya is facilitation the participation and communication with the team members as the current EAGE student chapter president.
	+ Mikhail
	+ Karra
	+ Princy
* Nikita gave a quick update on members which is 110 student members and 2 associate members.
* Emad and Aditya gave an update on the guild grant application where two items were approved by the guild for:
	+ Marketing materials (banner and tablecloth): AUD245.00
	+ Merchandise (pens, notepads, stickers, lanyards): AUD560.00
* All committee members agreed to aim for at least two social events during the year where remaining guild grant funds can be used. The use of the remaining funds is subject to submitting event applications to the guild.
* Aditya showed a summary of income and expenses:
	+ Income: AUD805.00 Guild Grant funds
	+ Income: AUD45.00 Vouchers x9 Income
	+ Expense: AUD355.58 vista print (table cloth, pens, stickers) paid by Emad
	+ Expense: AUD97.00 Office Works pull-up banner paid by Emad
	+ Expense: AUD124.25 Office Works notepads paid by Emad
	+ Expense: AUD259.60 Lanyards order paid by Emad
* All committee members collectively agreed to authorise the reimbursement of paid expenses to be facilitated by the Treasurer.
	+ Meeting closed with action items
* All committee members were encouraged to take part in the mandatory Guild training and seek information on online training if they can't attend.

**Actions**

* Aditya to follow up on GeoQuiz preparations and facilitation
* JNE event announcements to be sent out to members and on social media
* Emad to follow up with Bnan on JNE volunteering and social event applications
* Emad to follow up with Leen on sponsorship package designs
* Committee members to focus on attracting more members during the following events
* Aditya to facilitate the reimbursement of paid expenses