

# Association of Chemical Engineering Students (ACES)



## ACES Start-up meeting

This meeting is to organise the next couple of weeks of activities required, including slowly introducing new members to the committee

When 12-07-2023 at 15:00

Location: ACES' meeting room, ACES' meeting room

Chairperson Agilan Ganason

Minute taker Ross Stone

Present Agilan Ganason , Hedy Phuong (President, Bank Signatory) , Ross Stone (Secretary, Bank Signatory), Tara-Jane Thomas (Treasurer, Bank Signatory)

## Minutes

### 1. JNE

Discussed last due to importance.

#### 1.1. Catering / Event Planning

Catering is being difficult due to expenses.

Finding alternative, cheaper options for catering. This includes self-servicing such as getting platters from a place like Costco and provide food ourselves.

#### 1.2. Social/ Promotion / Student invitations

Student invitations will occur at the end of next week when students are likely to be looking at uni related emails etc

#### 1.3. Issues / Problems

## 2. O-Day

2 O-day events. EFY event next week and possibly Wednesday during Week 1 for Guild O-day.

Try have 2 people manning the stalls, with easy sign-up for free.

2 people available next week for EFY stall. Organise a 'roster' for members to contact new students.

Ruby can re-email to Chem Eng on Blackboard during first week when students are looking at emails.

ACES is to help generate connections between new students and industry partners (basic idea to discuss with students who inquire)

### Tasks

- Make a QR code straight to membership to sign up to ACES  
Assignee: Hedy Phuong
- Determine who should attend the stalls to sponsorship
- Ask Ruby to resend advert when Uni restarts  
Assignee: Ross Stone  
Due date: 24-07-2023

### 2.1. Action Plan - Invitation Strategy

Plan a QR code so that sign-up can be done quickly on the days.

### 2.2. Promotional Materials

Gordan heat Exchanger

#### Tasks

- Contact Gordan regarding HX  
Assignee: Ross Stone

## 3. IMO - Event

11th of August for IMO BBQ.

Function room on floor 6 of the library for future events.

Use Guild packages to secure snags for the event

Make a poster to advertise IMO around campus

Discussed hyping up the event at the O-day events.

### Tasks

- Apply to guild for BBQ, including budget plan  
Assignee: Ross Stone
- Discuss with IMO for exact sponsorship type
- Poster/Marketing for BBQ  
Assignee: Hedy Phuong  
Due date: 16-07-2023

### **3.1. Venue, Catering, Date?**

The venue will be planned for the lawn in front of Eng Pav.

Catering will be ourselves through Guild 'allowances'.

Current date is planned for the 11th of August between 11am and 2pm.

Check the choices for using Guild points.

### **3.2. Event Planning / Set-up**

Due to no confirmations at the moment, this will be delayed until later when more details have been locked in.

Will confirm with IMO about what recommendations are required.

Discussed how payments will occur on the day that does not require cash, such as EFTPOS square.

#### **Tasks**

- Contact CEC about preparing for a 'beers on the lawn' type event  
Assignee: Ross Stone
- Confirm details of location with IMO  
Assignee: Hedy Phuong

## **4. Research and Design Project**

Plan to do the discussion right after the mid-semester break.

#### **Tasks**

- Add additional information students might like answered to bring to Gordan to discuss  
Assignee: Agilan Ganason

### **4.1. Pannel & Marketing Materials**

Determine what kind of members should be attending the panel.

### **4.2. Event Plan**

This will be discussed at a later date

## **5. Weekly/fortnightly member meeting - topic discussion / support group.**

## **6. Anything else?**

Organise a short weekly meeting to catch up with members. This will likely be done online via discord or a similar platform.

## 7. IChemE Event

No details have been properly provided, although, this will be updated on Friday with IChemE. This a networking event organised by IChemE in conjunction with UWA Chemical Engineering Club.

### Tasks

- Update committee when meeting has occurred  
Assignee: Ross Stone

## 8. Introductions

Plans for ACES during semester 2. This includes the main events that we would like to get done this semester.

---

*End of minutes.  
Summary of matters arising are tabled on the following page.*

# Minutes of ACES Start-up meeting on 12-07-2023

## Summary of Matters Arising

### Tasks

Item	Task	Assigned to	Due date
2.	Make a QR code straight to membership to sign up to ACES	Hedy Phuong	
2.	Determine who should attend the stalls to sponsorship		
2.	Ask Ruby to resend advert when Uni restarts	Ross Stone	24-07-2023
2.2	Contact Gordan regarding HX	Ross Stone	
3.	Apply to guild for BBQ, including budget plan	Ross Stone	
3.	Discuss with IMO for exact sponsorship type		
3.	Poster/Marketing for BBQ	Hedy Phuong	16-07-2023
3.2	Contact CEC about preparing for a 'beers on the lawn' type event	Ross Stone	
3.2	Confirm details of location with IMO	Hedy Phuong	
4.	Add additional information students might like answered to bring to Gordan to discuss	Agilan Ganason	
7.	Update committee when meeting has occurred	Ross Stone	