**OPENING REPORTS**

This is a camp only meeting. Everything that isn’t an essential to the camp is being postponed until next week.

Everyone was present for this meeting.

**GENERAL BUSINESS**

Awesome System

Roland bought Awesome System. Treasurer will reimburse him

Cards Against Humanity

Rowan finally has the expansion. Will take it to Camp.

**AGENDA ITEMS**

1. EMP Run-through
	* This is our last planning meeting.
	* All staff rostered on will be both alcohol and drug free (only while on duty)
	* No under-18s are going to this camp.
	* We have keys to the lockbox to keep money and valuables in.
	* Guests will be allowed to carry their mobile phones with them.
	* All staff and camp leaders are expected to perform their roles as outlined in the EMP and risk assessment. All camp leaders are expected to be sober and drug free when rostered on.
	* As an RSA, if a person is liable to pass out or throw up or is at risk of being a danger to themselves or others, they should be cut off and a first aider and camp leaders should be alerted.
	* In the event of an emergency, Jon will go with the ambulance, and the first aiders will stay.
2. Rowan will make a post in the Facebook event reminding attendees of the address and contact details, and recommending that they share those details with family/friends.
3. Check sign-up forms
	* Done.
4. “To do” List for committee on arrival
	* Turn on power and fridge
	* Search for hazards
	* Sweep hall
	* Set up tables
	* Set up water station
	* Set up printing facilities
	* Put up signs (dorms, kitchen, games, emergency contact details)
	* Put out first aid kit
	* Check the taps
	* Stock the pantry
	* Setup a fire in the inside fireplace
	* Stop people from starting a fire in the outside fireplace
	* Check car parking
	* Dorms: Close off one co-ed dorm until/unless it is needed. Make sure that each dorm has more than two occupants
5. Menu
	* Breakfast 1: Pancakes
	* Breakfast 2: fruit salad
	* Breakfast 3: Fry up
	* Toast and cereal will also be available
	* Snacks and drinks will be sold at regular club prices.
	* Lunch is not considered to be a meal that most attendees will want, but facilities to make toasties will be available, and there will be fruit and cereal
	* Dinner 1: Barbeque and roast vegetables
	* Dinner 2: Curry
	* Dinner 3: Pasta
6. Rosters:
	* Cleaning:
		+ Rowan Will be in charge of kitchen cleaning, Jon and Blair will do a brief general clean every day. Everyone will be required to help out at the end.
	* RSA: already detailed
	* Medics: Medic changeover will happen at Breakfast.
		+ Friday to Saturday morning: Jake and Ruisi
		+ Saturday to Sunday morning: Jon and Rowan
		+ Sunday to camp close: Jake Ruisi
7. Transport arrangements
	* Sarah and Rowan will take all the food between them.
	* Roland will take club books and board games
	* Rowan will transport his printer
	* Gabby will organise camp goers and help people organise lifts (worst case scenario, it is viable to get to the camp by public transport)
	* Gabby and Steven will take overflow if others do not have enough room in their car
	* Sarah will take the Unigames money box
8. Activities
	* LARP
		+ Still being planned.
	* Assassins
		+ Has been planned. We have written a rules sheet.
	* Quiz night
		+ Questions are written.
	* One-shots
		+ Frames, Rowan and Roland will run one-shots. Other people will also do it, it will be very informal.
	* Spotlight
		+ Will be on the last night. There will be a few guards who do rounds with torches. Assassins will have to reach a target.
	* Board games and books
		+ We will take all of the good ones. Roland will sort it out.
	* Opening ceremony
		+ Top secret.