***Secretary’s Report D@D Academic Year 2010/2011 – the minutes were taken by Ines Foidl***

**AGM/1st MeetingDiplomats@Dundee 22/09/10, 17:30, Dalhousie 2G10**

Constitution

* Reading through the draft constitution; editing
* Voting on the constitution
	+ Unanimous agreement

Elections

* Nominations
	+ 1. President 🡪 Anna Dimitrova (Matric No 090011943)
		- Christina Kane
		- Anna Dimitrova
	+ 2. Vice-President 🡪IoanaMacoveciuc (Matric No 100002514)
		- IoanaMacoveciuc
		- Stefan Tomov
	+ 3. Secretary
		- Ines Foidl (Matric No 080002249)
	+ 4. Treasurer
		- Greta Urbanaviciute (Matric No 090008019)
	+ 5. Fundraising Officers Team
		- Euan McIntosh (Matric No 090009036)
		- Alexander James Mount (Matric No 10000683)
	+ 6. Grant Researcher
		- Stefan Tomov (Matric No 100004151)
	+ 7. Project Coordinator
		- Sara Preston (Matric No 070005298)
	+ 8. Logistics Manager
		- JivkoJelqzkov (Matric No 100004140)
	+ 9. Conferences Researcher
		- Monika Smith (Matric No 090015727)
	+ 10. Social Events Organizer
		- Christina Kane (Matric No 080009383)
* Voting
	+ Greta and JivkoJelqzkov are counting votes
	+ Ines Foidl certifies the correctness of their count
	+ People voting: 16

**2nd Meeting Diplomats@Dundee–06/10/10, 17:00, Dalhousie 2G12**

**Present**: Laura Ceponyte, Jan Grnac, Monika Smith, Christina Kane, Mateusz Kruzcinski, Lars Broegelmann, Euan McIntosh, Faye McGhin, Felix Reimer, Stefan Tomov, JivkoJeliazkov, Ines Foidl, Anna Dimitrova;

1. What's happening?

Conferences: Do a calender (Matt & Stefan); delegations of 2-3 people for international conferences, not possible? Way around it because UK is not very active.

National Conference(s) in Scotland very good chance to get experience with little financial problems

2. Monika Smith's PowerPoint Presentation about upcoming conferences – following are extracts:

Regional (Edinburgh, Glasgow)

* Edinburgh, Glasgow etc
* Very good for inexperienced students and new applicants to discuss issues within the European Union;

National (was in Durham, England)

* best delegates of National conference go to International conference
* question about missing application date (shouldn't be a problem Anna says since UK is not very active and we are a new society)

International (delegates represent the EU country – two big ones upcoming: Sweden (December) and Greece (February)

* nominated from national conferences (UK special case)
* informal talks (no jeans though); in groups – just debates – get to actually know the people; contribute in working groups to issues not from a particular country's point of view
* socialevents
* when presenting a resolution: only point that is a bit more formal

Not only EYP (European Youth Parliament) but also Model EU

* needfundraisingforthat
* leadership conference: One Young World in London in February?

3. Miscellaneous

Visiting Brussel, Strasbourg – sponsored by EU

* Ines will get in touch with Rory (President of Conservative Society) about this

Try for Sweden? No it is during exam time → so we will try for Athens in February;

4. Fundraising

Go to Union and apply for funding, however we also needs omething else in place since DUSA cannot carry us through in the long-term

Need a bank account (RBS on campus seems to be doing all of the societies) 🡪 do it with them 🡪 Treasurer will open it

International Festival in Union in November

Book a night at Union → contact Amjhat (International Society)

Athens will be most doable finance wise

Sponsorships from Businesses; draft a letter

* Rotary Club, Chamber of Commerce from City Council (Christina?)

5. Comments

Christina: Theme Night In Union (Mono)

Euan: Pyjama Party seems to be popular (someone else has booked it already; Look at Union Calender)

Meeting this/next week with VPSA for theme night?

* Anna and Christina

MEETING END: 17:33, 6. Go for Social to Laings

**2rd Meeting @ CampbelltownBar 20/10/2010; 18:00**

**Present:**Ioana, Anna, Greta, Alex, Lars, Mitan, Reory, JJ, Stefan, Euan, Monika, Ines, Laura

1. Next Monday

* Showcase Society for Brian Cox → invite Brian Cox 'Nuremberg Trials, 2000'
* Who is going to get the movie?
	+ Monika, Stefan
* Organise food → selling for fundraising → can't get money for screening
	+ Muffins by Monika
	+ Monika/Anna meetmondaymorning
	+ Buy pizza off dominoes 8 large pizzas
* Where/When
	+ Carnegie Suite
	+ Between 3-5
* Sell tickets for food, not screening;
* Advertise as Pizza and Muffin for 2 pounds
	+ food, tickets, chairsarranged → posters
	+ table outside Union on Monday (12), Thursday, Friday
	+ posters: layout, DUSA, Rectors Installation, → get Kirsty to advertise more
* Allowed to resell Dominoes pizza? → Anna will ask; just buy ingredients → speak with Union tomorrow
* Weneed:
	+ stall for outside Union; Projector; Pizzas; Posters → Anna
	+ People on Monday: Ines (after 12), Monika (until 12) – bake something;

2. Membership Fee/Money

* 3 pounds
* For London: November 5 deadline for paying → from Account use PayPal
* Bank Account: Setting Up Account → Ines, Greta, Anna tomorrow
* don't take members off the mailing list if they haven't paid (at least not until New Year's)

3. LIMUN

* Monika istakingthelead
* February 11-13
* as of right now: paying ourselves upfront but possibility to get reimbursed with our own funding
* 38 poundsregistrationfee
* logistics: train (20 pounds, 30 w/o railcard), flights (20 pounds), bus (11) → to own discretion
* accomodation: hostels fill up fast for it → by end of next week who's going
* Special Discount through Mitan - UK Youth
* who's interested: Monika, Ines, Euan, Mateusz, Jivko (?Mitan, Lars, Alex, Ioana)
* try to get back to Monika about Committees by next week)
* Information on facebookgroup
* Monika will email us about that tomorrow

4. Hoodies

* Sara aboutupdating logo
* Monika: hoodies – on the back 'D@D' and below it a sponsor down the middle (we need sponsors to get that done though;
* permissiontousecopyright?
* Conferences: St. Andrews has university ties; should we get pins? Abbreviation, logo
* Postpone Hoodies until we've got Sponsors (pencils, pens for conferences w/ Sponsor logos)
* getting Sponsors: Ioana approaching Sponsors, Alex drafting letters
* Approach lawyers → Alex is on top of that; international businesses in petroleum business BP;
* Political Parties: we're neutral → so get them ALL on board

5. Fundraising

* Euan: Monday Movie Night (Mateusz and Anna); Kirsty was saying there could be stalls w/ food etc; bake sales (ned permission from DUSA, Library, D'Arcy → biggest, tables from DUSA)
	+ once a month (coordinate with other societies → Anna)
	+ outside dorms → very popular (Westpark always open)
* Auctioning people off: dates 26, 27 January (Floor 5) 350 people max.
	+ from society, friends → should be fun
	+ advertising: website, posters, smallprofile
	+ howto do it:
		- Stage on Floor 5; spontaneous (get people to go up on stage)
		- try to get 6-12 people who are definitely do it → reward them; gift certificates; raffles)
	+ Website training: Jan, Ioana? Monika will contact Jan
* Valentines: not booked yet (Union do catering: 10 pounds for main and two puddings for couple → 150 capacity); settings?
* Theme nights: Kirsty is trying to promote Wednesdays to become bigger
	+ 10, 17, 24, 31 March
	+ 16, 23 February
	+ Zoo theme night → never been done; could work best
	+ others: PJ, Suit up, Fancy Dress,
	+ next year: Harry Potter (too late)

6. Sponsoring

* Parties: can't sponsor us going but can sponsor the organisations that'd help us: Youth in Action

7. Conference

* Helsinki: International Conference; UK had contacted them and already said they'd be only ones
* Athens: UK delegation didn't reply at all in past two weeks
* Singapor: not possible
* Czech Republic: 1,000 Euros (per person, sleeping, eating); 6-11 January;
	+ pay when there; pay when you're approved;
	+ Anna is writing email about it
	+ itis an individual thing
	+ Youth Leadership Conference; young politicians;

Topic for next one:

Fundraising (Euan)

**Meeting End: 19: 45**

**4thDiplomats@Dundee Meeting @ Drouthy's, 29/10/2010, 19:00**

**Present:** Greta, Ines, Ioana, Jivko, Stefan, Anna, Mateusz, Euan, Linas

1. Text for DUSA Website written by Ines

* Beinghandedaroundforcorrections

2. Brussels Trip

* Everything is booked for 2011 already but we’re going to try to book for 2012 already then.
* Minimum of 30 people 🡪 is doable especially since everything will be heavily subsidized
* **Ines** is going to take this project over

3. Conferences

* Prague (Leadership Youth Conference); Who is interested? Have to write Anna this week; heavy funding for 1000 Euros (but that's for everything -apply before paying so you can always decide later if you really want to go or not
* European Youth Parliament (next one in September 2011) since this year’s roll call is over
* France, Grenoble (July) → can't go because delegation is already established

4. UK Youth Delegate

* Mitan is in London next week and will check into things for us

5. Sponsorships

* Local Business Sponsorship: next week meet in library (Mat, Euan, Stefan, Linas, Anna, Jivko) → doodle
	+ Letter: Alex hasdoneit
* Ioanalookedat Rotary Club

6. Website

* What is going on with Jan?
* We’ve got the introduction (by Ines) now and are waiting for the Logo and Calender (will be sent on Monday by Sara)

7. Fundraising

* Bakesale: waffles + bakingproducts
	+ Friday, 12th November (seems to be the best), 10:40
	+ **Euan, Stefan, Ioana, Linas, Greta**
	+ ask Tower Reception and Library (Anna)
* Auction
	+ stand on podium and auction off dates
	+ Thurs, 27 Jan → Floor 5 (350 max)
	+ sell tickets or profits from auction? → 1 poundentrance
	+ **Ioana, Ines, Mat,**
		- get tickets (layout) by DUSA; posters; promotion emails (Anna - halls)
		- get people to be auctioned off
		- catering – cakes; get sponsorship from bakeries?
		- Setting: redcarpet, high profile
	+ Euan is getting it booked on Monday
* Valentines Day
	+ Monday, 14th
	+ Carnegie Suite
	+ 10 pounds, 2 mains and 2 puddings (100-150 capacity);
	+ contact other catering services → can we make a profit?
	+ contact wine producers for samples (whisky samples?) → ask DUSA
	+ staging: tables, coupletables
	+ get Duncan of Jordanstone students to help with designs etc (Euan knows some people)
	+ **Anna, Euan,**
	+ 15 November end of DUSA funding → business plan (costs) so we can apply for events by 10 November
* Zoo themenight Party
	+ painting on the venue (painting faces etc)
	+ February or March? March 10 (Thursday) (back-up date 23rd Feb)
	+ massive campaign → advertising people from DUSA will help
	+ Party treat; competitions (best costume – prize)
	+ **Everyone will do sth for that!**
	+ Which venue? Mono? We need Mono for that! Euan will ask
	+ cost: 4 poundstickets
* 15 Nov: Funding Council: Auction, Prague, Valentines;
* 15 Dec: for Zoo (check date; January?)

8. Movie/LectureNights

* Movie nightswith proper reception
* Lecture Nights with Ambassadors: Bulgarian Consul (Anna knows him)
* MP who is helping us out with UK delegate (Rory Stewart)
* collaboratewith Politics Society → Mat

9. Miscellaneous

* Minutes: sent out via emails or fb? Don't attach just copy and paste

Meeting End: 20:00

**5th MeetingDimplomats@Dundee - @braes (17/11/2010) 17:20**

Present: Ines, Anna, Stefan, Felix, Euan, Jivko

1. Events

* The forms are submitted and we’re waiting to hear back if they’re confirmed
* Speed-dating instead of Valentines (2 mins and then change)

2. Conferences

* Hermes
	+ Cultural Diplomacy in Berlin
* LIMUN
	+ Eight people going

3. Fundraising

* Alex wrote cool letter
* Meeting next week about Sponsors

4. Brussels Trip

* Wait until the EU Calendar is up in August 2011

5. EYP

* Contact St. Andrews and Edinburgh Youth Parliament (Anna)

6. Trip to Edinburgh Parliament

* Email about free dates (end of March not good/end Feb not good 🡪 mid Feb or beginning of march) (Ines)

7. Logo

* Apparently Sara is getting it in the evening
* Mat’s proposal quite nice and simple
* Compromise: laurel wreath/Uni crest/ D@D beneath?

8. Bake Sale

* We don’t know exactly how much yet, supposedly it was over 50 pounds
* Greta has the money/how much?
* Next time in the Tower, maybe Dalhousie

9. Movie

* Good movie screening, fictional/documentary
* Collection in Library
* Write it down
* Kennedy Movie (Mat), Frost/Nixon, The three lions, The last King of Scotland
* Do it by regions/ different times, periods

10. Hoodies

* The Embroidery Place (Ines)
* Waiting on Logo

End: 18:00

**6th Meeting Minutes 26/11/2010 D@D @ Library 17:00**

**Present:** Anna, Mat, Greta, Monika, Stefan, Lars, Felix, Ines, Ioana

1. Bake Sale

* Greta our trusty treasurer: £ 60.40 pounds made!
* Next bake-sale in New Year

2. Logo

* Mat is doing it during our meeting it as we go, since we’ve not heard anything back from Sara
* We’ve got a logo by unanimous agreement! (voting: Mat, Anna, Ines, Lars, Felix, Monika present for voting)

3. Sponsors

* Letter written by Alex for sending out emails
* Chamber of Commerce
* Radio (Discover Radio, The Magdalen🡪 write an article about LIMUN and get it published)
* Enterprise Gym
* Rotary Club
* 🡪 they’ll direct us to Dundee Businesses
* 🡪 Ines will do that

4. Miscellaneous

* Once we’ve got an award from LIMUN maybe try establish a connection with a Dundee school 🡪 project about Foreign Policy?
* Ioana (VP) wants to quit
* More VPs: Mat, Lars, Felix

5. Action Plan

* Mat is doing Logo
* Felix is doing Calendar uploading
* Ines is writing letters to sponsors
* Monika is emailing Edinburgh/St. Andrews re: Mock session
* Anna is going to contact Scottish University Societies that concern us

**7th Meeting D@D 19/01/2010 – 19:00 , Dalhousie 2F04**

**Present**: Stefan, Ines, Mat, Lars, Urszula, Anna, Jivko,

Refresher’sFayre

* Table booked
* Meetat 12; shifts: 12-2; 2-4
	+ Stefan, Ines, (12-2)
	+ Mat, Lars, Urszula (2-4)
* Banner (Mat)
* Anna’ll bring laptop

Slave Auction (27th Jan)

* No people to auction off yet
* Need a list, 2 hours with someone, 3 pounds
* Fitzi – tonight
* No ticket price, just bids
* ~20
* Lars will open facebook event/new poster
* Balloons paid and ordered
* Invite
* Get PR stuff on Saturday to hand it out on Fresher’s Fayre

Mat isnew VP

* French Consul, Pierre-Alain Coffinier 4th March (deliver speech on EU diplomacy)
* Mary Dejevsky, Chief Editorial in the Independent and Commentator of EU, US, Russia

Speed-Dating

* Tarot cards booth (Mat’s friend - Jesus)

Youth Conference in Dundee

* Last week of April, 2 days, discuss UN Youth Resolution, how to aide Youth development all over world
* DUSA will support it financially
* UN Project Manager will help

LIMUN

* Rules of procedure
* Practice session

End: 20:00

**8th Meeting D@D, 04/01/2010 @17:00 in Library Café**

**Present:** Lars, Anna, Felix, Jivko, Mat, Stefan, Ines;

1.Zoo Party

* Really put our backs in! But it takes time!
* We could get as much as 2,000 pounds if we put our all in
* Really need good people
	+ Anna, Monika, Lars, Mat (although he’ll have to take care of the French Consul too)
	+ Ines and Stefan will help-out too
* If we only get 500 pounds: registration fees for LIMUN back
* Set-up
	+ Tickets: 2 pounds (3 pounds on the night), if people get 20 friends to come they get 5 for free
	+ Contest: Best Costume
	+ Background with Picture Taking
	+ Face-painter (get them from DUSA)
	+ good DJ – Mat and his professional DJ, and we’ll get him for free but we’ll have to get him a present)
	+ mud-fighting?
* Have a pre-meeting for Zoo Party on Tuesday 5 o’clock with marketing guy from DUSA

2. Speed-Dating on Valentines Day

* We get money for every single person who goes in
* We’ve got 10 boys, only 1 girl
* Tarot Card Reader with Gypsy carpet etc (Mat’s friend, Jesus), Romantic lights, table set-up with two chairs etc
* Free for them to come

3. Miscellaneous

* Aberdeen is inviting us for a one day Model United Nations Simulation 🡪 contact Monika (1st of March)
* Hoodies are ready to be ordered, pay when you order;

End: 18:00