

End Of Term Report

Name: Franklin Fezeu
Position: Social Representative
Term: Summer 2005

Responsibilities

Co-ordinate and organize the events held by the Computer Science Society
Manage the society stock of beverages: liquors, beers, pops, and cups

Events held during the term

- **GeekBeer**
 - Make an inventory of the current stock, order new items from the DSU as necessary, and submit the form to the SUB up until Wednesday.
 - Advertise the event through CSANNOUNCE on Wednesday at the latest and if necessary send out a REMINDER on Thursday.
 - Send out a mail on Wednesday requesting volunteers to help out during the event: set up, take down, bar tending, order pickup.
 - Arrange to have the new order picked up, along with the license, on Thursday or Friday before the event.
 - Arrange to pickup the ice (society owns two coolers) on Friday before the event.
 - Order some Pizza around noon to be delivered 30-45min after the beginning of the event (typically, we order 2 Pepperonis, 2 Works, and 2 Veggies).
 - Set up the event 15-30min before the start time and take down at the end.

- **Game Night**
 - Advertise the event through CSANNOUNCE at least three days prior to the scheduled date
 - Invite students to bring accessories to hold the games (boards, cards, playstations, etc.)
 - This term, we held it at the same time as the GeekBeer and therefore Pizza was available too.

- **Barbeque**
 - Check the current supplies of burgers, veggie burgers, hot dogs, veggie dogs, buns, and condiments (typically maintain 80 burgers, 12 veggie burgers, 200 hot dogs, 20 veggie dogs, equivalent quantities of buns, a pack of 48 cheeses).
 - Periodically refill the propane tanks (one at a time)

- Advertise the event through CSANNOUNCE at least three days prior to the scheduled date
 - Send out a mail on Wednesday (BBQ was held on Friday) requesting volunteers to help out during the event: set up, take down, and grill.
 - On the morning of the event, pickup some ice at the SUB (one cooler) and make sure there are enough gloves and/or hand sanitizers.
 - After take down, wash the tables (with soap as necessary) before returning them, and wash the utensils before storing them for the next event.
- **Movie Night**
 - At the beginning of the term, reserve the CS Auditorium (typically on Wednesday) in the evening for the whole term.
 - Advertise the event through CSANNOUNCE at least three days prior to the scheduled date
 - We gave a selection of movies to the students and based on their vote, showed a specific movie; the selected movie was announced on the morning of the event.
 - At the end of the movie, notify the Help Desk so that they can lock the equipments afterwards.
- **Anime Night**
 - At the beginning of the term, reserve the CS Auditorium (typically on Thursday) in the evening for the whole term.
 - Advertise the event through CSANNOUNCE at least three days prior to the scheduled date
 - At the end of the movie, notify the Help Desk so that they can lock the equipments afterwards.

Possible Improvements

It will be better to have a schedule for the bar tenders near the beginning of the term. That will ensure we do not cancel a GeekBeer because no bar tender is willing or able to attend it.

We need to find a way to encourage people to volunteer to help out during events. The lack or in the best case the rarity of volunteers has rendered the organization of various events a whole lot harder than necessary.

We might want to consider raising the prices to \$0.5 per hot dog and \$1.0 per burger in order to make the BBQ generates enough funds to cover our charges (and have a small profit). The cheese and pop can remain unchanged at \$0.25 each. Currently, we only cover about 2/3 of our charges.

Suggestions for Incoming Social Rep.

Delegate, delegate, delegate, and delegate.

In case the society does not have a cart to carry the orders or if there are too many items for the society's cart, borrow the SUB's cart named "Woody". "Woody" is large and solid, and it will greatly reduce the number of travels between the SUB and the CS Building.

As much as possible, try to be there during the GeekBeer take down; that way you can supervise the way beers are returned to the toner room, return liquors to the liquors' room, and make the stock inventory. These little tasks tend to be tedious when neglected and you can rarely trust anybody else to do it for you.

When you order the Pizza tell them to come 10min before the time you actually want them to deliver; that way you ensure that the delay will not be too important.

When you go to the SUB, avoid the Grawood's peek period because it is unlikely that you will be served quickly, also avoid noon because they also take a break at that time.

Last but not least, do not be shy about asking other people what they think, or better about what they know. You will be surprised how much various people actually know about your duties.