

# CSS Committee Meeting - Agenda

Location:	Discord
Date:	Sunday 2nd July 2023
Time:	14:00 BST

- 1 Apologies AW
- 2 Adoption of Previous Minutes All
- 3 Matters Arising All
  - **ACTION JW: Send out end of year newsletter**
    - Been written
    - **ACTION EG: Chase up to send out**
  - **Minecraft Modpack**
    - **ACTION RA: Test the Discord bridge plugin still works.**
    - **ACTION RA: Release the old world as a download.**
      - **ACTION MN: Take over these actions**
  - **TeX Mural and Pin Boards**
    - **ACTION: AW email Matt about this (and Matt needs to check with ops - so follow up?)**
      - Matt knows we want to be involved in decorating the atrium in some capacity
  - **ACTION Committee-Elect: Complete Profiles ready for website**
    - Action completed
  - **New Committee Social Media Posts**
    - **ACTION: AP to do this pls <3**
      - Action carried forwards. Aiming to post when freshers are due to join the server
  - **Risk Assessment for Discord**
    - **ACTION: MG to re-word the pre-written RA to line up with what we're actually doing currently**
      - Work in progress, not urgent
  - **TechMids**
    - **Sponsors/Industry Involvement:**
      - **ACTION: HP to update sponsor sheet with new sponsors**
        - Almost complete
        - **ACTION ALL: To those who attended TechMids please add any contacts acquired to this doc**
  - **Moving the website to Netlify**

- **ACTION: MW to look into moving fully to netlify**
  - Busy, not urgent, will look at some point soon
- **ACTION: AP to look into getting netlify for free**
  - Action carried forwards
- **Events Tracker is outdated**
  - **ACTION: MG to update it, others contribute too**
    - Almost done
    - **ACTION MG: Complete the costs column**
- **100 Club Email**
  - **ACTION: MN talk to GDS and pass it on to them**
    - AW completed this action
  - **ACTION MN: Write a plug advertising the mentor position for Albert**
    - Written, but probably won't be sent as we never committed to this and it's been a while since communication occurred.
- **Handover**
  - Some accounts still need to be transferred over to AW
  - **ACTION CW and HP: Take over the LinkedIn**
  - **ACTION MN: Arrange handover meeting**
  - **ACTION MW: Remove old committee from github committee team, then move current committee to developers team and scrap the committee team**
  - **ACTION AW: Talk to JW about removing number from google account**
- **Finance: MW Update the finances spreadsheet to be up to date with the Guild site.**
  - Soon. Action Carried Forwards.
  - MW is on top of this
- **SANDAM: During freshers make a lib soc announcement**
  - Wait. Action Carried Forwards.
- **TeXBot: MN Pull matt-fork back into CSS github & build as container**
  - Action complete

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Past Events (*standing item*)

All

- **CSS Ball.**
  - **ACTION MW: to chase up Andrew about the invoice for the school.**
    - No update. Action carried forwards
- **AGM**
  - **ACTION: An email will be sent to EPS/members of school to introduce new committee members after website is updated**
    - Action delayed until new SEOs join SoCS
- **CSS BBQ**

- **ACTION MH: Pay in money to guild**
  - Action completed
- **Postgrad Social/So you want to do a PhD?**
  - **ACTION: AP to do publicity**
    - Action completed
  - **ACTION: MH to complete accessibility checklist**
    - Action completed
  - Successful event. In future we are thinking about ordering supplies in advance of the event beginning so we can mitigate delays.
- **Open days**
  - People were interested.

5 Future Events (*standing item*) All

- **Graduation**
  - 12th July
  - Who can attend: AW, EG, MH
  - Will order more graduation stickers as an individual order.
- **Career's Fair**
  - **ACTION HP: Reach out to Phil Smith about what companies are attending the careers fair and see if we can get sponsorships on board**
    - HP will be reaching out this week in order to keep the idea fresh in Phil's head

7 Sponsor / Industry Update (*standing item*) HP

- **GoldmanSachs**
- **Majestic**
- **Echios**
  - **ACTION: HP send follow-up email**
    - Action completed
- **CapGemini**
  - **ACTION HP: follow-up**
- **BNY Mellon**
- **Accenture**
  - **ACTION: AW to put a reminder in the calendar contact them again next year**
    - Action completed. Remove this point for the next meeting.
- **Palantir**
  - **ACTION: HP to send a follow-up**
    - Action carried forwards
  - **UPDATED ACTION HP: Get contact number from JW and message them**
- **Stemettes**
- **Stonegate**

- ACTION HP: follow-up
- Bank of America
- St. James' Place

- 8 Finance Report (*standing item*) MW
- Most recent statement balance
  - Pending incomings and outgoings
  - Actual Working Balance
  - ACTION: MW to chase up Andrew about all of our outstanding invoices
  - ACTION: AW to chase up Matt Leeke about school moneys
    - Action completed
  - ACTION: MH make mailing list and sign up form for alumni donations
    - Action completed.
    - ACTION AW: Add to newsletter
    - ACTION MH: Put on posters around SoCS
  - Stickers
    - Still waiting to be processed.
  - Keychains
    - Not yet.
  - Shirts
    - ACTION MW: Keep checking in with Matt Leeke
      - Action completed. Need to sort out our own shirt stuff now.
      - ACTION MW: Look at suppliers and printers at a decent cost
    - ACTION: MH to count shirts + speak to GDS about inventory organisation
      - Action carried forwards over summer
      - ACTION HP: Help out with this
  - Hoodies
    - Not for a while. December/January time.
  - Ducks
    - Wait until freshers.
  - ACTION MW: Do an emergency grant for cardboard TeX
    - In progress.
    - ACTION MN: Help out with this
- 9 EDI Report (*standing item*) SW
- School EDI Charter
- 10 Committee Suggestions (*standing item*) All
- Let staff see Discord - ACTION AP: Make Committee Suggestions announcement to discuss this with members
    - Action completed

- **ACTION AW: Send Matt Leeke an email about this to gather staff opinions now**
- **Big inter-society sports day on selly park**
  - **ACTION: AW to put a calendar reminder on for this for next year**
    - Action completed
- **Sticky note art CS**
  - **ACTION: MH to do some post it note art completely officially unofficially**
    - Not the right time, might bring up during atrium decorating.
- **Vim Workshop - old but just been brought back up**
  - Will talk to V about later next year
- **CSS takes Bletchley**
  - No, too much grass that we don't want to touch
- **CSS branded hats**
  - Wait until CS can talk in next meeting
- **CSS goes Go Karting**
  - Great event but too expensive
  - Keeping as a maybe event for next year
- **Committee Drive Archive**
  - **ACTION EG, MN, AW: Sort out. Set up a meeting for this.**

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AOB (*standing item*)

All

- **Discord & Minecraft bots hosting**
  - **ACTION MN: Get on this**
- **Updated Sponsorship document - HP**
- **BCS**
  - **ACTION AW: Signing declaration and sending it back to them.**
- **CW becoming Google rep**
- **Photobooth Photos**
  - **ACTION MN: Write the last chance announcement**
- **CSS PhD slides**
  - **ACTION CW: Write this**

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Date of Next Meeting

AW

- **Sunday 16th July**