CSS Committee Meeting - Agenda

Location:	Discord
Date:	Monday 17th July 2023
Time:	18:00 BST

1   Apologies   AW

2   Adoption of Previous Minutes   All

3   Matters Arising   All
- **Discord & Minecraft bots hosting**
  - **ACTION MN: Get on this**
    - Action completed
- **BCS**
  - **ACTION AW: Signing declaration and sending it back to them.**
    - Action carried forwards
- **Photobooth Photos**
  - **ACTION MN: Write the last chance announcement**
    - Action completed
    - **ACTION MN: send out the announcement**
- **CSS PhD slides**
  - **ACTION CW: Write this**
    - Action carried forwards
    - **ACTION EG: Chase up**
- **ACTION JW: Send out end of year newsletter**
  - Hasn't been emailed out yet
  - **ACTION AW: Chase up to send out**
    - Action completed
    - **ACTION MH: Add mailing list to this before email gets sent out**
- **Minecraft Modpack**
  - **ACTION MN Test the Discord bridge plugin still works.**
    - Action carried forwards
  - **ACTION MN: Release the old world as a download.**
    - Action completed
    - **ACTION MN: to send a message in minecraft abt this and pin it**
- **TeX Mural and Pin Boards**
  - This is happening, but we are waiting until we are asked

about it.
- **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
    - Not immediately going to be done, keep checking up to make sure we still have plenty of time
- **Risk Assessment for Discord**
  - **ACTION: MG to re-word the pre-written RA to line up with what we're actually doing currently**
    - Asking committee to look over it, Action completed
    - Will be sent off with the moderation document
- **TechMids**
  - **Sponsors/Industry Involvement:**
    - **ACTION: HP to update sponsor sheet with new sponsors**
      - Action completed
      - **ACTION ALL: To those who attended TechMids please add any contacts acquired to this doc**
        - Action completed
- **Moving the website to Netlify**
  - **ACTION: MW to look into moving fully to netlify**
    - Action carried forwards, Soonish
  - **ACTION: AP to look into getting netlify for free**
    - Action in progress
- **Events Tracker is outdated**
  - **ACTION MG: Complete the costs column**
    - Action completed
- **Handover**
  - **ACTION CW and HP: Take over the LinkedIn**
    - Action completed
  - **ACTION MN: Arrange handover meeting**
    - **ACTION EG: Chase up**
  - **ACTION MW: Remove old committee from github committee team, then move current committee to developers team and scrap the committee team**
    - Action completed
  - **ACTION AW: Talk to JW about removing number from google account**
    - Action completed

4   Past Events (*standing item*)   All
- **CSS Ball.**
  - **ACTION MW: to chase up Andrew about the invoice for the school.**
    - Should have PO approved by the end of the week,

then can be sent to Andrew
- **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
- **Graduation**
    - Stickers were taken, need to count up how many we have left now,

5   Future Events (*standing item*)   All
- **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**
        - Action completed.
        - Follow up mid-August.
- **Freshers**
    - **Initial planning stage**
    - Board games night
    - Ming moon
        - **ACTION MG and EAW: Contact Ming Moon about reservations**
    - Postgrad mixer
        - PGT and PGR mixer
        - Beorma or Joe's
    - First-year mixer
        - Good for first years to find someone to go with to the other CSS events in that week such as Board Games, where they will end up socialising more with everyone else.
        - Beorma
    - International mixer
        - Beorma or Joe's
    - Societies nights
    - Cream Tea
        - **ACTION CS: Need to contact TeaSoc sometime for this**
    - Pub night
    - Scavenger hunt
        - Maybe partially on discord
        - Need to update the questions
    - Film night
        - Not during freshers week

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

- **GoldmanSachs**
- **Majestic**
- **Echios**
- **CapGemini**
  - **ACTION HP: follow-up**
    - Action completed
  - **ACTION HP: Reach out to someone else? Nancy perhaps since we already have some contact with them**
- **BNY Mellon**
- **Palantir**
  - **ACTION: HP to send a follow-up**
    - Action completed
    - Contacted someone else now too
  - **UPDATED ACTION HP: Get contact number from JW and message them**
    - Action carried forwards
- **Stemettes**
- **Stonegate**
  - **ACTION HP: follow-up**
    - Action completed
- **Bank of America**
  - **ACTION HP: Send Andrew an email about this if not heard from soon**
- **St. James' Place**
  - **ACTION HP: Follow up**
- **Kainos**
  - **ACTION HP: Worth trying to reach out again**
- **BJSS, and others from TechMids**
  - **ACTION HP: Reach out to**

8   Finance Report (*standing item*)   MW
- **Most recent statement balance**
- **Pending incomings and outgoings**
- **Actual Working Balance**
- **ACTION MW: Write Hetzner emergency grant for old expenses**
- **ACTION MN: Add yourself to Hetzner account**
- **ACTION MW: to chase up Andrew about all of our outstanding invoices**
  - Email has been sent
- **ACTION SB: Promote CSS and send into channel for review**
  - In progress
- **ACTION AW: Add alumni mailing list to newsletter**
  - Now MH's job
- **ACTION MH: Put on alumni mailing list posters around SoCS**
  - Posters printed, need to be stuck up now
- **Stickers**

- There was a meeting, but it keeps being delayed. Hopefully the order will happen by the end of the week.
- **Shirts**
  - **ACTION MW: Look at suppliers and printers at a decent cost**
    - Options have been discussed
  - **ACTION: MH and HP to count shirts + speak to GDS about inventory organisation**
    - Action carried forwards over summer
- **ACTION MW: Do an emergency grant for cardboard TeX**
  - Has been written, just needs double checking before sending off to the activities committee
  - **ACTION MN: Help out with this**
    - Action completed.
- **Items for the future**
  - **Ducks - until freshers**
  - **Hoodies - until Dec/Jan**
  - **Keychains - Welcome week as a charity donation thing**
    - **ACTION SW: to do fundraising form for this and look into what charity**
  - **MW Update the finances spreadsheet to be up to date with the Guild site - being carried forwards**

9   EDI Report (*standing item*)   SW
- **Inclusion/How do we reduce cliquey-ness**
  - **Move forward**
- **School EDI Charter**
  - Committee is providing feedback

10   Committee Suggestions (*standing item*)   All
- **ACTION AW: Send Matt Leeke an email about let staff see discord to gather staff opinions**
  - Action completed. Been acknowledged, should get a response once Matt has contacted staff about this.
- **CSS branded hats**
  - **Move forward**
- **Committee Drive Archive**
  - **ACTION EG, MN, AW: Sort out. Set up a meeting for this.**
    - Meeting has been set up.

11   AOB (*standing item*)   All
- **Sponsorship Doc on Website**
  - **ACTION HP and AP: work on sponsorship page for website**
    - **Have a list of sponsors, link to sponsorship doc and copying some info from doc onto page**
- **Let's not be an associated HTM partner**

- - - ACTION MH: Contact HTM about removing this from their website
  - **Desensitising Data**
    - Add to Google Drive Archive Meeting
  - **AFNOM**
    - **ACTION MG: Ask for private channel on their server as well as being part of an external committee private channel on our server**
  - **Promoting HTM**
    - We will not be promoting HTM
    - **ACTION MG: Find some easy to access hackathons to promote - announcement needed by freshers week**
    - We will be looking into getting subsidies for travelling to hackathons
  - **Membership rollover**

12   Date of Next Meeting   AW
  - **Sunday 6th August, 2-4pm**