CSS Committee Meeting - Agenda

Location:	**Tolkien Room & Zoom**
Date:	**Monday 13th November 2023**
Time:	**16:00 BST**

1   Apologies received from   MH

2   Adoption of Previous Minutes   EG

3   Matters Arising   All
- **New Voting Bot Thing Status Update**
    - **ACTION: AP work through github issues**
        - No updates
- **Christmas Minecraft Server**
    - **ACTION HP: Test the Discord bridge plugin still works**
        - Action Carried Forwards
- **Sponsorship Doc on Website**
    - **ACTION HP, AP and CW: work on sponsorship page for website.**
        - **ACTION HP + CW: Do actual page.**
            - Action Carried Forward
- **Hackathon Grants**
    - **ACTION MG: Check off committee members from spreadsheet**
        - Action Completed
- **Strike bot**
    - **ACTION AP: Communicate with MN about adding helper features later (manually decrease and check current number)**
- **CSS Outreach**
    - **ACTION VA + SB: Figure out WeChat**
    - **ACTION MH: Write plug (for High School Outreach if we aren't getting paid)**
        - Action Carried Forwards
- **CSS UoB Webpage Update**
    - Has Jen replied? No :(
- **TeX Sticker Booklet**
    - **ACTION MH: Make epic booklet - TeX stickers.**
        - No update
- **Fosdem v3**

- - ○ **ACTION VA: Make an announcement about it happening.**
      - ■ Action Carried Forwards
  - **Drive sharing clean up (for real this time).**
    - ○ **ACTION CW, MG and MH: Select one person to E-Mail about Google Drive for this week**
  - **Events**
    - ○ **ACTION MH: Move announced events over to public calendar & update Discord events**
      - ■ Action Completed
  - **Removing leaving committee from drive**
    - ○ **ACTION EG: Remove outgoing committee from drive after EGM**
      - ■ Action Completed
    - ○ **ACTION AW: Transfer over docs to CSS account**
      - ■ Action Carried Forwards
    - ○ **ACTION AP: Remove CS & MN Discord roles(but keep Matt in handover and TeX logs)**
      - ■ Action Completed
  - **Birmingham Mind fun run**
    - ○ **ACTION HP: Plug this on 19th Nov**
      - ■ Action Carried Forwards
  - **Rudy's for PGRs**
    - ○ **ACTION MH: Respond**
      - ■ Action Completed
  - **Css go to snowdome?**
    - ○ **ACTION MH: Tell them to fuckoff to BrumSki**
      - ■ Action Completed
  - **Weekly bar crawlz**
    - ○ **ACTION MH: Tell them no**
      - ■ Action Completed
  - **CSS guillotine**
    - ○ **ACTION CW: Search for guillotine or buy a new one**
      - ■ Action Completed - Guillotine found
  - **Concern**
    - ○ **ACTION MG: Write E-Mail**
    - ○ **ACTION CW: Email about most important files to be transferred**
    - ○ **ACTION MW: Work something out with the guild**
  - **Privacy policy**
    - ○ **ACTION AP: Write Privacy Policy**
      - ■ Initial draft completed - in channels

4   Past Events (*standing item*)   All
- **EGM**
  - ○ **ACTION AP: Nag RJ to add to the website and remove MN, CS & AW from the website**

- - - ■ Action Carried Forwards
    - ○ **ACTION MH: Change website role to president**
      - ■ Action Completed
    - ○ **ACTION CS, RJ, AW, MH: Do handover meetings for First Year Rep and President handover**
      - ■ **ACTION AW: Transfer server ownership to MH**
        - ● Awaiting handover meeting
      - ■ **ACTION MH: Change all passwords to remove old committee access**
  - **TTD Talk**
    - ○ **ACTION HP: Send out follow up post 7/11/2023 morning**
      - ■ Action Completed
  - **Film night**
    - ○ **ACTION MG: Send in sweet+popcorn SGF**
      - ■ Action Completed
    - ○ **ACTION ALL: Help making popcorn/bring carrier bags so we can transport popcorn to medschool**
      - ■ Action Completed

5   Future Events (*standing item*)   All
  - **Missing Semester *(standing item)***
  - **BNY Event**
    - ○ **ACTION HP: Send reminder E-Mail on 7th November**
      - ■ Action Completed
  - **Roller Skating**
  - **Pub crawl**
    - ○ **ACTION EVERYONE: Find stewards**
      - ■ **ACTION MG: Ask O-Tafe if he wants to steward**
        - ● Action Carried Forwards
    - ○ **ACTION MH: Do publicity (before 2 weeks cause tshirts) Put a note on publicity saying that we've tried to confirm that PASS cards are accepted in places, but beware**
      - ■ Action Completed
    - ○ **ACTION MW: to do PO for max amount so SPEED**
      - ■ Action Completed
    - ○ **REMINDER T-shirts go off sale 10 days beforehand for ordering purposes**
    - ○ **ACTION MH: Send out another publicity mentioning PASS cards**
  - **Mapathon 2023**
    - ○ **ACTION MH: Contact Tom about Sloman lounge use**
      - ■ No response yet
      - ■ Forwarding to operations
    - ○ **ACTION AP: Make external channel for MN**
      - ■ Action Completed
  - **Christmas Meal**

- - - ○ **ACTION EAW: Check if booking fee is refundable. If not, ask Todd to pay for it from SoCS budget**
      - ■ Action Completed
    - ○ **ACTION EAW: Do ticket request form**
    - ○ **ACTION EAW: Do publicity**
    - ○ **ACTION EAW: Complete risk assessment (Consult last years)**
    - ○ **ACTION EAW: Email Green Man about when the deadline for pre orders is and ask how much smaller (in terms of numbers) is too small before we start paying more**
    - ○ **ACTION MW: Telling SoCS that we're doing subsidies through him and getting money from school (budgeted £500)**
  - **Cosplay Cafe - next semester**
    - ○ **ACTION CW: Respond saying we like the idea. We are making it into something doable**
      - ■ Action Completed
  - **Advent of Code**
  - **Wanna Do A PhD?**
  - **Debate soc collab**
  - **Peter Onion thing**

6 Sponsor/Industry Update *(standing item)*   HP
  - **CapGemini**
  - **BNY Mellon**
  - **Stemettes**
  - **Stonegate**
  - **Bank of America**
  - **Kainos**
  - **CodeYourFuture**
    - ○ **ACTION HP: Add Upshot**
      - ■ Action Carried Forwards
    - ○ **ACTION CW: to plug**
      - ■ Action Carried Forwards
  - **Trade desk**
  - **ARM**

7 Finance Report *(standing item)*   MW
  - **Most recent statement balance: £6,459.25**
  - **Pending income**
  - **Pending outgoings**
  - **Actual Working Balance: £6,374.24**
  - **ACTION CW: Buy and expense ear plugs, gloves, napkins & cups.**
    - ○ Action Completed
    - ○ **ACTION CW: Buy cups if there's not enough cups in cupboard**

- **ACTION VA: Finalise new banner design with the link changes.**
  - Action Completed
  - **ACTION MH: Buy 2 banners once design is done**
- **ACTION MW: Write Hetzner emergency grant for old expenses.**
  - Action Carried Forwards
- **ACTION MW: Buy a new TeX stamp**
  - **REASSIGNED ACTION to RJ**
- **Grants**
  - **Hackathons: £100 by December.**
    - See hackathons point
    - All expenses on SGF
  - **Raspberry Pis: £300 by the end of October.**
    - Action Completed
  - **PG Pizza**
    - **ACTION MW: Await cash money**
      - Not yet
- **Student Culture Fund**
  - Submitted not heard anything back yet
- **New TeX**
  - **ACTION VA: Find new supplier (Can be plastic or cardboard)**
- **PwC**
  - **ACTION: SW to ask PwC about the process for getting them to give us money, approx £250.**
    - **ACTION MW: Tell GUILD it might not be ours**
      - Action Completed
    - **ACTION SW: Ask PWC if it is our money or not**
      - Awaiting PwC to get shit together
- **Ducks**
  - **ACTION MW: Sort hoodie bundle out for £2 over hoodie cost**
    - Action Completed
- **Hoodies**
  - **ACTION EG: Write publicity for this**

8   EDI Report (*standing item*)   SW
- **Being on top of cultural and religious festivals.**
  - **ACTION EG: Find guild list and talk to SoCS about their list.**
    - Action Carried Forwards
- **ACTION SB: Write Diwali announcement**
  - Action Completed

9   Sumeet's Super Special Sporting Segment   SB
- **Weekly/Biweekly Sporting**
  - **ACTION SB: Look into risk assessment, booking courts and equipment etc.**

- - - ■ Action Completed
      - ○ **ACTION SB: Book Badminton for the week of the 27th November (Not Wednesday) - Contact MN to change upcoming events announcement once dates are confirmed**
        - ● **ACTION SB: Email back about availabilities**
  - ● **ACTION SB: Get channel back from archive**
    - ○ Action Completed

10 CSS does a Hackathon   AP
- ● **Semester 1 next year, around consolidation week**
- ● **ACTION HP: Speak to sponsors about interest**
- ● **ACTION MW: Chat to guild about doing it at guild**
  - ○ **Action Carried Forwards**
- ● **ACTION AP: Respond**

11 Committee Suggestions (*standing item*)   EG
- ● **+1 tickets for bar crawl**
  - ○ **ACTION MH: Email GUILD about above**

12 AoB (*standing item*)   All
- ● Consider using Asana - VA
  - ○ **ACTION VA: Create on CSS account**
- ● DPO committee role - VA
  - ○ **ACTION EVERYONE ONLY CREATE FILES THROUGH THE CSS ACCOUNT**
- ● Cupboard cleaning
- ● GPDR cleanup
  - ○ **ACTION MH: Look at files**
- ● More tex stickers (cool sticker for those that have them all)
- ● CSS Thigh highs
- ● Post Christmas online quiz

13 Date of Next Meeting   MH
- ● **Next Meeting: 20/11/2023**
- ● **Start: 16.15**
- ● **End: 17.49**
- ● **Duration: 1 hr 34 mins**