

CSS Committee Meeting - Agenda

Location:	Discord
Date:	Monday 15th April 2024
Time:	18:00 BST

- 1 Apologies received from MH
- 2 Adoption of Previous Minutes EG
- 3 Matters Arising All
 - **Spring Minecraft Server**
 - **GDPR cleanup**
 - **ACTION MH: Look at files**
 - Action partially completed
 - **ACTION Committee: pls transfer files to CSS account**
 - No update
 - **TeX Plushies**
 - **ACTION HP: Reach out to Build a bear**
 - No update
 - **Supervisor Opinion Doc**
 - **Action CW: Make form for the opinion doc**
 - **Action MW: Moderate doc**
 - **Hackathon email thingy**
 - **Starboard**
 - **ACTION MH: Respond to suggestion after results of poll**
- 4 Past Events (*standing item*) All
 - N/A
- 5 Future Events (*standing item*) All
 - **break;**
 - Date: 2-3pm Thursdays
 - On pause for easter
 - **Easter Winterbourne Trip**
 - Date: 16th April
 - **ACTION RJ: On the day publicity**
 - **CSS X BALADS Waltz Teaching**

- **Ball**
 - Cocktails ??
 - **Action MH: Ask the venue if they can do cocktails and for invoice**
 - **ACTION MH: Need to send the data to the venue tomorrow. Will request tables of 12. Will tell venue that we are sorting seating.**
 - Action Completed
 - **ACTION AP: Order tickets**
 - Action Completed
 - **ACTION MH: Give Banqueting suite a list of all our vendors and their contact details**
 - Action Completed
 - **ACTION MW: Make an updated budget including photobooth**
 - Action completed
 - **ACTION MG: Risk Assessment**
 - Action Completed
 - **ACTION RJ: Write email with more info to ticket holders + ask about accessibility requirements - go out ASAP**
 - Action Completed
 - **ACTION SB: Ask Matt to sort speakers. Ask Matt for prices for 2 or 4 speakers**
 - **ACTION MH: check stock of decorations**
 - **ACTION MH: URGENT: Make wristband design and order**
 - **Ticket distribution**
 - **Action AP: Make the place cards and table summaries**
 - **Action MW: Make a seating plan**
 - **Decide table names**
 - **Action Committee: Come up with table names**

- **Trade Desk Event**
 - **ACTION HP: Publicity for Monday 15th**
 - Action Completed
- **BBQx**
 - **ACTION RJ: Reach out to Ophelia about whether or not we can do any bbq on the lawn + disposable bbqs yay or nay**
- **Blind programming “workshop”**
 - Date: post exam

6 Sponsor/Industry Update (*standing item*)

- **BNY Mellon** 🙄
 - No updates
- **Stonegate**

COMMITTEE ACTIONS TRACKER

- No updates
 - **Bank of America**
 - No updates
 - **Kainos**
 - No updates
 - **Trade Desk**
 - No updates
 - **Next year sponsors**
- 7 Finance Report (*standing item*) MW
- We have m
 - **Most recent statement balance**
 - **Actual Working Balance**
 - **Pending incomings**
 - **Pending outgoings**
 - **ACTION MW: Write Hetzner + TeX emergency grant for old expenses**
- 8 EDI Report (*standing item*) SW
- EDI SoCS Event
 - **ACTION TB: Write publicity for this**
 - **ACTION MH: Make poster by the 16th**
- 9 Committee Suggestions (*standing item*) EG
- 10 AoB (*standing item*) All
- 11 Date of Next Meeting MH