

# CSS Committee Meeting - Minutes

Location:	Discord
Date:	Tuesday 23rd July 2024
Time:	19:30 BST
Attendees:	Holly Packer (HP) (Chairing), Lee Alabaster (Minuting), Ella gardner (EG), Leonardo Bishop (LB), Marcus Gustafsson (MG), Rohit Jose (RJ), Shay Patel (SP)

- 1 Apologies received from HP
  - Shay Patel
  - Adi agarwal
  
- 2 Adoption of Previous Minutes LA
  - Unanimous adoption of previous minutes
  - **Action LA: Fix the agenda and minutes**
  
- 3 Matters Arising All
  - **Handover**
    - **Action HP: Change Passwords**
      - **Action Complete**
      - HP added notes to saved passwords on google
      - A couple sites haven't been changed
        - There is a phone number attached to the outlook
        - EG suggests making another steam account
  - **Annual RA**
    - **ACTION MW: Do the thing (RA)**
      - Action carried forward
  - **Cupboard Key**
    - Great start to the year
    - HP still has a key and will be coming up to bham to give people shirts and put grad stickers back
    - HP wants to know about what is happening with the cs cupboard before we get a new key
    - We may also be getting a pin on our cupboard
    - EG suggests giving a key to someone always in bham
    - **Action RJ: Email Helen about the cupboard**

- 4 Past Events (*standing item*) All
- **Summer Quiz**
    - **ACTION MW: Archive channel**
      - **Action carried forward**
- 5 Future Events (*standing item*) All
- **Freshers Week**
    - **BGN**
      - MG + MW
      - Work started on RA and catering form
      - **Action MG: Send off catering form and RA**
      - **ACTION MW: Respond to HPs comments**
        - Action partially complete
    - **Scavenger Hunt**
      - SB + MW
      - Forms done
      - **ACTION HP: Check forms**
        - HP suggests just sending them to our coordinator to check
      - **Action EG: Send Scav Hunt forms to coordinator**
    - **Ming Moon**
      - RJ + AA + HP
      - 27th September
      - **Notes:**
        - They are not very organised
        - Be prepared for a phone call
        - Look at other potential places maybe
          - Needs a buffet
        - Some research was done in 2022 so have a look at the archives
        - Around £20
      - RJ has contacted some venues
      - Ming Moon had 60 last year
      - Kyoto seems bad
      - Ming moon is probably still best
      - Need to publicise better to first years
      - **ACTION HP: Follow up on RJ**
      - **Action RJ: Reach out to Ming Moon**
        - Sweet talk them into a small deposit
      - **Action AA: Do the RA**
    - **CS Societies night**
      - RJ + AA
      - Invite Algosoc if they are approved
    - **1st year mixer**
      - SP + S
      - Plan is for Joes with some alcohol and non-alcohol

- tables
    - **Action SP: Do the RA**
  - **Postgrad mixer**
    - EG + HP
    - No updates
    - HP suggests asking Todd when the introduction lectures are
    - **Action EG: Ask Todd when intro lectures are**
  - **Final year mixer**
    - TB + MW
    - Risk assessment made
    - HP suggests hosting in welcome week or after a lecture
    - HP suggests 26th
    - **Action HP: Ping TB and MW**
  - **Pub Night** 🍺
    - LA + LB
    - Friday in week one
    - **Notes:**
      - Potentially at the soak
      - Used to be pear but bad accessibility
    - Go with the soak because there's no other option
    - Call it a 'pub and curry night' in publicity
    - **Action LA: Reach out to the soak**
  - **Committee Introduction**
    - LB will handle this
    - Everyone will need to write something for this
    - Website bios can also work
    - **ACTION LB: Make threads or find alternative arrangement**
    - Release them daily after results day in website/constitution order
    - **Action LB: Make thread for discord for when reset happens on the 1st**
- **Hackathon**
  - **ACTION HP: Talk to Hackathons UK**
    - HP has joined their discord
    - If people are happy with their partner event policy we can contact them
      - Its in the finance thread in #hackathon
      - **Action HP: Read over the policy**
  - **ACTION SP: Talk to Todd**
    - Todd will ask around
- **CSS does Taskmaster**
  - Provisionally planned for October

- **ACTION EVERYONE:** Note down weird tasks that may or may not be CS adjacent
  - Redacted :)

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Sponsor/Industry Update (*standing item*) 🧠🧠🧠🧠

MG

- **BNY Mellon**
  - No update
- **Stonegate** 🧠🧠🧠🧠
  - No updates
- **Bank of America**
  - :(
  - Its joever
- **Kainos**
  - **ACTION MG: Send the mailshot to Kainos after it is released**
    - Action Complete
  - **ACTION MG: Also ask for responsor**
    - Action Carried Forward
    - Contact is out of office rn
- **Trade Desk**
  - Our contact is preparing for the new year
  - Our sponsor money is pennies to them
  - **Action MG: Reach out to our contact**
- **Next year sponsors**
  - Redacted
- **T-shirt sponsor deadline**
  - Let potential sponsors know
  - **ACTION MG: prepare email for this**
    - Action Carried forward
- **Sponsorship Document**
  - **ACTION MG: prepare for new academic year**
    - Action Complete

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Finance Report (*standing item*)

MW

- We have no m
- **Most recent statement balance: 0**
- **Actual Working Balance: 0**
- **Pending incomings**
  - BBQ Scam costs
- **Pending outgoings**
  - Mind Donation
- **Action RJ: Write email to Mind about donation**
  - Action Complete
- **ACTION MW: Write Hetzner + TeX grant for old expenses**
- **ACTION MW: Write emergency grant for Not-a-bbq**
- **ACTION MW: Do expense forms to send the money to Mind**

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|-----------|---|-----|
| <b>8</b>  | EDI Report ( <i>standing item</i> ) <ul style="list-style-type: none"><li>● N/A</li></ul>   | TB  |
| <b>9</b>  | Committee Suggestions ( <i>standing item</i> ) <ul style="list-style-type: none"><li>● <b>Matt vs Alex</b><ul style="list-style-type: none"><li>○ James lost</li><li>○ <b>Action MG: Dave wins</b><ul style="list-style-type: none"><li>■ Action Complete</li></ul></li></ul></li><li>● <b>Misleading Directing Signs</b><ul style="list-style-type: none"><li>○ HP: No</li></ul></li></ul> | LA  |
| <b>10</b> | AoB ( <i>standing item</i> ) <ul style="list-style-type: none"><li>● <b>TeX</b><ul style="list-style-type: none"><li>○ HP suggests having TeX as a matters arising every week</li><li>○ Most of the discussion happens in the channels anyway</li><li>○ LB suggests discussing new features</li><li>○ There is a test server in the channel</li></ul></li></ul>                             | All |
| <b>11</b> | Date of Next Meeting <ul style="list-style-type: none"><li>● <b>Next Meeting: Tuesday 6th August</b></li><li>● <b>Start: 19:37</b></li><li>● <b>End: 20:29</b></li><li>● <b>Duration: 52 minutes</b></li></ul>  | HP  |