

# CSS Committee Meeting - Minutes

Location:	Discord
Date:	Tuesday 13th August
Time:	19:30 BST
Attendees:	Holly Packer (HP) (Chairing), Marcus Gustafsson (Minuting), Matty Widdop (MW), Sumeet Brar (SB), Leonardo Bishop (LB), Trinity Barson (TB)

- 1 Apologies received from HP
  - Lee Alabaster
  - Adi Agarwal
  - Ella Gardner
  
- 2 Adoption of Previous Minutes LA
  - Unanimous adoption of previous minutes
  
- 3 Matters Arising All
  - **Annual RA**
    - **ACTION MW: Submit RA to guild (RA)**
      - New RA is written, cmt to review
      - Mo has replied to say he will review within the week
      - Send to Guild once SoCS is happy
      - MW has updated and sent to SoCS
      - MW added most of SoCS' terms other than SafeZone
  - **Cupboard Key**
    - Keys have been cut
    - **Action RJ: Email Helen about the cupboard**
      - Action Complete?
    - **Action HP: Expense the keys**
      - Action Complete
  
- 4 Past Events (*standing item*) All
  - No Events
  
- 5 Future Events (*standing item*) All
  - **Minecraft**
    - HP reports we have a fair number of suggestions
    - HP suggests checking back on the thread in a few days
    - MG reports it sounds good

- **Action RJ: Keep an eye on committee suggestions**
  -
- **Freshers Week**
  - **BGN**
    - MG + MW
    - Work started on RA and catering form
    - **Action MG: Send off catering form and RA**
      - Action Completed
    - MW suggests a start time between 18:00 and 19:00
    - HP says to do it after introduction lecture
    - **ACTION HP: Let Tom know**
  - **Scavenger Hunt**
    - SB + MW
    - Forms done
    - **Action MW: Chase up coordinator to reply to forms**
      - Uni has signed off on the outdoor event form
      - RA has been escalated for review
      - Action Complete
    - MW reports that not many changes are needed
    - **ACTION MW: Review questions**
    - **ACTION SB: Suggest new questions**
  - **Ming Moon**
    - RJ + AA + HP
    - 27th September
    - Need to publicise better to first years
    - **Action RJ: Respond confirming the deposit**
      - They will send a new one
    - **Action RJ: Give them money**
      - Action Carried Forward
    - **Action AA: Do the RA**
      - Action Carried Forward
  - **CS Societies night**
    - RJ + AA
    - Invite Algosoc if they are approved
    - No update
    - **Action AA: Talk to socs about this**
      - Action Carried Forward
    - HP asks when we should start planning the venue
    - MW reports that we can only choose once timetables are out at the end of the month (likely story)
  - **1st year mixer**
    - SP + S
    - Plan is for Joes with some alcohol and non-alcohol tables
    - **Action SP: Do the RA**

- Action Carried Forward
      - Prepared socials ra will cover most of it
    - **ACTION HP: Chase up**
  - **Postgrad mixer**
    - EG + HP
    - **Action EG: Ask Todd when intro lectures are**
      - Todd doesn't know
      - Timetables haven't been finalised
      - Action Complete
    - **Action HP: Do RA and discuss with EG about venues**
      - Action Carried Forward
    - Put venue opinions here if you have them:
      -
  - **Final year mixer**
    - TB + MW
    - Risk assessment made
    - 26th Sept
    - Do it in SoCS
    - MW reports we need to move it to 16:00
    - MW asks if we should consider pizza
    - HP worries about pizza theft
    - **Action TB: Let Todd know about our plans**
      - Action Complete
  - **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 TB: Reach out to the soak**
      - Action Carried Forward
  - **Committee Introduction**
    - All finished
    - Release them daily after results day in website/constitution order
      - Start on the 15th
      - Schedule is in the calendar
      - Do the video aswell :)
    - **ACTION LB: Do the results day post**
- **Hackathon**
  - **ACTION HP: Talk to Hackathons UK**
    - If people are happy with their partner event policy we can contact them

- **Action HP: Read over their policy**
  - Action Complete 🧠
  - HP reports we would have to give Hackathons UK access to Discord, including all channels
  - HP suggests that a new server would be best as it would also admit non-uob people
  - HP reports we would need reasonable sleeping accommodations
  - Todd says that we would need an adult
  - MW has asked if paying security would be ok
  - MW asks what counts as adequate sleeping accommodations
  - **ACTION HP: Talk to Hackathons and ask questions**
  - **ACTION SP: Talk to Todd**
    - Action Complete
- **CSS does Taskmaster**
  - Provisionally planned for October
  - **Potential tasks:**
    - Building stuff
    - Inventing something and pitching it
    - Task with the ducks
  - TB asks if there will be teams
  - RJ suggests teams of 5

6 Sponsor/Industry Update (*standing item*)

MG

- **BNY Mellon**
  - **Action MG: Find a bone to throw them**
  - Sarah has said she will get back ASAP
- **Stonegate**
  - No update
- **Kainos**
  - **ACTION MG: Ask for responsor**
    - Action complete
    - Not got back yet
- **Trade Desk**
  - **Action MG: Reach out to our contact**
    - Action complete
    - Yippee! We have M
    - MW has created a contract
  - **Action MG + HP: Check contract**
- **Next year sponsors**
  - **Redacted**

- **T-shirt sponsor deadline**
  - Let potential sponsors know
  - Late August
  - **ACTION MG: prepare email for this**
    - Action carried forward
    - Speak to Kainos and TTD

7 Finance Report (*standing item*) MW

- **Most recent statement balance: £1,890.03**
- **Actual Working Balance: £1,794.39**
- **Pending incomings**
  - Memberships
- **Pending outgoing**s
  - Hetzner
  - Key
  - Ball DJ equipment
- **ACTION MW: Write Hetzner + TeX grant for old expenses**
- **ACTION MW: Write emergency grant for Not-a-bbq**
  - Pending
- **Action MW: Email Ophelia about BBQ scam costs**
  - Action Carried Forward
- **ACTION SB: Resubmit DJ expense**
- Ask bluedog about shirts soon
  - 150 - 4.35ea (probably a mistake)
  - 250 - 4.65ea
  - 400 - 4.35ea

8 EDI Report (*standing item*) TB

- TB reports that the first EDI conference in the school is on 4th September at 11:00 but they cannot make it
- TB asks if there is a list of EDI dates
- MG suggests giving TB complete power
- **ACTION TB: Make list of EDI dates**
  - MW will find TB the guild calendar

9 Committee Suggestions (*standing item*) LA

- **Not moving on until retakes**
  - Ellie-Anne suggested not archiving channels till after retakes
  - HP suggests moving channels on but not archiving final years until afterwards
  - RJ agrees
  - LB asks if we should unarchive the old final years channel
  - MW says we shouldn't
  - RJ says it is good for separating retake conversation from new final year conversation
  - MW suggests we delay channel rolling until after resits

- MW suggests poll
- MG suggests we decide next week after discussion in committee-general and the poll
- **ACTION HP: Put up poll**

- 10**      AoB (*standing item*)      All
- **Missing Semester**
    - There is a meeting Thursday Maybe 11:00?
  - **TeX**
    - Matt has gone MIA, plz review but properly
- 11**      Date of Next Meeting      HP
- **Next Meeting: Tuesday 20th August**
  - **Start: 19:30**
  - **End: 20:35**
  - **Duration: 1 hr 5 min**