

CSS Committee Meeting - Minutes

Location:	Discord
Date:	Friday 25th April
Time:	17:30 BST
Attendees:	Holly Packer (HP) (charing), Marcus Gustafsson (MG) (minuting), Adi Agarwal (AA), Fearne Townsend (FT), George Barrell (GB), Jhundon Mendi (JM), Mahima Gupta (M), Matty Widdop (MW), Oli Baker (OB), Sumeet Brar (SB), Toby Landells (TL), Leonardo Bishop (LB), Sabrina Ahmad (SA), Evie Wilson (EW), Matt Norton (MN), Rohit Jose (RJ), Sai (S)

- 1 Apologies HP
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- 2 Adoption of Previous Minutes LB
 - Minutes unanimously adopted
- 3 Matters Arising All
 - **Member role colour poll**
 - **Action MW: Do whatever he said after Easter**
 - MW reiterates that we will do it after easter
- 4 Incoming Committee Welcome All
 - **Action new members: Do Guild training**
 - MW reports that GDPR course is broken
 - MW reports that IHasco are investigating
 - MW reminds us to not submit the GDPR form with no selected
 - HP reports that the deadline is the 12th June and is in the calendar
 - MW reports the quiz is broken for finance, personal expense limit is now £350 but quiz has not been updated
 - **Action new members: Write Committee bio**
 - HP reports that it is not super urgent but to do it anyway
 - Action carried forwards
 - **Action EW: Do yours from last year i did**
 - Action completed
 - **Handovers:**
 - MG reports he has started industrial Liaison handover

- **Annual General Meeting**
 - **Action AA: Submit pizza expenses**
 - Action completed
 - MW suggests waiting until minutes are confirmed to archive channel which should be Thursday 8th May
- **CSS Ball 2025**
 - MW reports that all the expenses should be sorted and we are just waiting for SoCS money
 - MW suggests we set a date for deleting photobooth photos
 - MW - 3 months is fair game
 - MN suggests when memberships lapse (Maybe July 1st)
 - **ACTION HP: Set alert to delete photobooth photos at the end of July**
 - Action Complete
- **Hackathon**
 - HP reports that the LEGO is finally arriving
 - **ACTION HP: Deliver LEGO**
 - MW suggests we wait until grants are dealt with before talking to Todd (Which should be the end of next weekish)
 - HP suggests we create a channel for next year
 - LB suggests we reuse the current channel

- **EPS Trophy** (formerly Sports Day)
 - SB reports no updates
 - **ACTION SB: Contact the group chat again**
- **BBQ**
 - MW asked if we want to do a fundraiser again
 - **Action MW: Create poll for charity**
 - Action complete
 - HP reports Mind won
 - **Action SA: Do fundraising form**
 - MW reports that last years form should still be there as an example
 - MW asks if we are using justgiving again
 - We are
 - HP reports that Habiba said the RA looked good
 - MW reports that venues are being slow to respond. They also want Food Safety 2 training for all committee members cooking
 - HP suggests emergency pizza catering form
 - **ACTION EW: Complete catering form for pizza prior to 16th May**
- **Winterborne Trip**
 - HP reports that they require booking for groups above 15 that needs 2 weeks to be processed

- HP has contacted them
 - HP asks what we should do if they say no
 - MW suggests that 15 is unlikely
 - **ACTION RJ: Do publicity for Monday**
- **Pub Night**
 - Projected for 6th June
 - HP suggests Soak
 - General agreement
 - MW asks what number to report to the Soak
 - MW suggests 40
 - **ACTION GB and FT: Complete the RA**
 - **ACTION GB and FT: Contact Soak for 40 people**

7 Sponsor/Industry Update (*standing item*)

MG

- **The Trade Desk**
 - TTD interested in doing an office visit / open house
 - MG suggested more general thing
 - **ACTION MG: to respond**
- **ARM**
 - HP suggests we chase Vishwas about ARM funding
 - **ACTION HP: Chase Vishwas**

8 Finance Report (*standing item*)

MW

- **Most recent statement balance: £268.98**
- **Actual working balance: £1,867.48**
- **Pending incomings**
 - SoCS Budget (2750)
- **Pending outgoings**
 - Final ball bits n bobs
 - AGM Pizza
- **Grants**
 - **Action MW: Email to get ball grant transferred**
 - done
 - Sem 3 Ideas:
 - birmingHack
 - BBQ
 - Plushies
 - SB: "A sporting event that we'll totally do"
 - **ACTION MW: Submit application**
 - Outcomes should be out by the end of next week
- **TeX plushies**
 - **ACTION MW: Come up with a compensation amount**
 - Action complete
 - MW reports Habiba is in the process of putting them on sale
 - **ACTION LB: Do Plushie publicity**

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| 9 | EDI Report (<i>standing item</i>) <ul style="list-style-type: none"> ● HP reports the next calendar events are May Day and Mental Health Awareness Week ● ACTION SA: Prepare announcements (Optional) | SA |
| 10 | Committee Suggestions (<i>standing item</i>) <ul style="list-style-type: none"> ● Is shitposting banned? <ul style="list-style-type: none"> ○ No ○ HP has already answered in channel | LB |
| 11 | Any Other Business (<i>standing item</i>) <ul style="list-style-type: none"> ● Committee Social <ul style="list-style-type: none"> ○ HP suggests social before July either before or after exams ○ MN and LB prefer June ○ Ideas: <ul style="list-style-type: none"> ■ Minigolf ■ Bowling ■ Karaoke ■ Korean BBQ ■ Not Cherry Reds ■ Circo /j ■ Mulligans ○ ACTION HP: Create poll for time and place | All |

Actual start time	17:30 BST
Actual end time	18:22 BST
Duration	52 minutes