

# CSS Committee Meeting - Minutes

Location:	Hybrid (LG23 + Discord)
Date:	Thursday 28th May
Time:	14:00 BST
Attendees:	Matty Widdop (MW) (Chair), Marcus Gustafsson (MG) (Minuting), Joe Adams (JA), Sumeet Brar (SB), Jacob Swales (JS), Albert Waldron (AW), Misha (MiG), Lee Alabaster (LA), Henry Thomas (HT), Idris Evans (IE), Anna Charleton (AC), Oli Baker (OB), Toby Landells (TL), Harry Wake (HW), George Tong (GT), Day Jones (DJ), Tyler King (TK), Rohit Jose (RJ)

- 1 Apologies MW
  - Maddy
- 2 Adoption of Previous Minutes MG
  - Unanimous adoption of previous minutes
- 3 Committee Handover All
  - **Drive Transfers**
    - **ACTION Old Committee: Transfer your files to the CSS account**
  - **Welcome New Committee!**
    - **ACTION new committee: Read the wiki (Link in handover)**
    - **ACTION new committee: Complete code of conduct, safeguarding and GDPR training (The deadline is the end of May officially)**
    - **ACTION new committee: Send your GitHub details to Matty**
    - **ACTION new committee: Add your details and photo (doesn't have to be your face) to the PR on GitHub**
  - **Presentation**
    - MW went over general CSS information
    - Contacts:
      - Contact Todd for alcohol events
      - Helen Whitby handles open days and offer holder days and sometimes asks us to attend
      - Mo is the contact if you need building access and such
    - Dashboard:
      - Activities: Add new events and submit paperwork
        - Budget notifications are needed for some of the

most expensive events such as Christmas Meal and Ball. Required for anything over £1000

- Events: Add new public events to advertise to people and such. It is also needed for tickets and assigning personal expenses to.
- Finance Requests: For when you need to make personal expense requests etc
- Messages: Used to send emails to members
- Sales Reports: Has info of what stuff has been bought, like tickets and memberships, etc. The customisations tab is used for events where there are food options etc.
- E-Mail:
  - Each committee member has their own E-Mail in addition to the society E-Mail. It is best to send stuff from the society E-Mail so everyone can keep track of it
- Finances:
  - The Finance Sheet on the drive has up-to-date finance information
  - SGF:
    - Personal expenses are used for stuff where you pay (up to £350)
    - Purchase orders are used for money coming directly from CSS
    - Sales Invoice is for when we are getting money off other people such as sponsorships
- Publicity:
  - Use canva to make it
  - Resources are on the css website
- Discord:
  - Links channel has many useful links and also info such as the cupboard pin. It also has admin role permissions
  - Committee External has channels with people who are not on committee such as campus league and formally Peter Onion. Kate who does all our art for TeX is on there
  - Future events contains a channel for each upcoming event
  - Apologies is where you post apologies for missing meetings
  - Announcements staging allows you to write announcements for events so they can be approved
  - Archive is full of old stuff that is mostly irrelevant
  - TeXbot is used for various moderation and server management activities such as inducting users and reporting messages

**Actual start time** 14:00 BST

**Actual end time** 15:55 BST  
**Duration** 1 Hours 55 Minutes