

CSS Committee Meeting - Minutes

Location:	Online (Discord)
Date:	Monday 13th July
Time:	17:30 BST
Attendees:	Albert Waldron (AW) (Chair), Henry Thomas (HT) (Minuting), Idris Evans (IE), Anna Charleton (AC), George Tong (GT), Tyler King (TK), Jacob Swales (JS), Maddy Lardner (ML), Day Jones (DJ)

- 1 Apologies AW
 - Joe
- 2 Adoption of Previous Minutes HT
 - Unanimous adoption of previous minutes
- 3 Matters Arising All
 - **Hoodies**
 - AW explains hoodies won't be delivered until after graduation
 - **Action GT:** Put message out for hoodie pickups in September
 - AW suggests reaching out to two people who we are unsure about whether they are graduating or staying
 - **Membership Renewals**
 - AW explains we didn't win renewal contest, but came 4th
 - Fair bit of money into account before next year anyway
 - Should still get money from free renewals
 - Not in system yet, IE will look into it
 - No more publicity needed for this for a while
 - **Fresher's Week**
 - **Societies Fair Stall (23rd & 24th September)**
 - AW says to take a look at filling in the societies far stall link
 - HW or JA may have filled it in
 - AW says we should just need the banner and the board with pictures on for the fair
 - Most should be up to date but worth checking
 - If any new posters are made, post in discord to be printed off
 - AC suggests a calendar for freshers week events, same

layout as last year

- **Action GT:** Create calendar for this year using the template
- Societies fair on the Vale, AW happy to do that
- For both days, 9-5, 23rd and 24th
- AW suggests splitting into two 4-hour chunks
- Preliminary schedule:
 - Wednesday Morning: AW, JS
 - Wednesday Afternoon: IE, GT
 - Thursday Morning: TK
 - Thursday Afternoon: AC
- Hand out: Stickers, sweets
- Will need a lot of sweets, halal and vegan options
- More people go to stalls with sweets on
- AW says could get a wheel spin: Wetherspoons vouchers, sweets, blank spaces, CSS ducks, tex plushie, other old merch, etc.
- DJ suggests Business cards for CSS: discord QR card
- ML suggests sticking on scratch cards to them
- ML and AW assume the guild hold stuff for us if needed
- DJ suggests ordering items to someone's house instead
- ML asks if the banner has the discord QR code on it, IE asks if there is a link to the website
- AW suggests just printing out the QR to stick on if it doesn't have the discord, and putting a banner up in the sloman lounge
- DJ says they may be able to get discounts for printing some of these
 - **Action DJ:** Find out how much this would cost - EPS Exhibitions
- AW will put a poll on discord about the business cards
- AW remembers a CSS stall outside induction labs/lectures
- CS societies day in the CS atrium
- **Annual RA**
 - AW and IE say it should just need to be edited from the previous year's one (30 pages)
 - AW says it may need changing to reflect the regular pub trips we do now
 - AC says it is in the guild resources folder
 - ML thinks last year's was just reused from the year before
 - AW says we are planning to restart some of the events not run this year
 - **Action AW and HT:** Look through and remove old events no longer run and add any new events.

- AC says we are safe from bouldering
 - **Committee Bios**
 - AW asks for everyone to complete their committee bios
 - Photo can be formal, silly, or not required
 - DJ uses RJ's photo as an example of it not being serious
 - AW asks not to make bio's very long
 - AW says no-one will have an issue with copying the bio from last year's role
- 4 Committee Handover All
- AW asks if everyone has tried to log into their email accounts
 - AW and DJ not tried theirs yet
 - AW requests everyone to check guild admin changes
 - AW says past committee should have been removed and had their files transferred to the CSS account
- 5 Past Events All
- 6 Future Events (*standing item*) All
- **Fresher's Week**
 - **Mixers**
 - Postgrad mixers, JA, JS, and ML to organise
 - Downstairs in CS building for people who may not be able to find Joe's
 - JS suggests a walking train to Joe's from CS
 - ML says not everyone will want to drink
 - JS asks to clarify if it will be split for PGT and PGR
 - JS suggests something in CS building with present alcohol but optional
 - ML suggests just snacks and soft drinks during the day, and might be able to piggy-back off CS school's mixer
 - AW suggests also doing one in Joe's
 - AW asks if Todd would be needed for a PG mixer if alcohol is present
 - International mixer
 - Can be run if someone wants to, AW says the school runs one anyway
 - IE suggests sending someone to the international student mixer to advertise
 - AW asks if anyone wants to do that, but not completely necessary
 - ML says the international students might be more likely to go to the societies fairs
 - First year mixer
 - In Joe's if they have the booking system sorted out

by then

- **Board games night**
 - AW says definitely running board games night
 - DJ says it is very good
 - JS says it is very popular with PGRs
 - AW suggests getting access to labs to increase capacity
 - ML says just emailing Todd
- **Pub**
 - HT says have committee present
 - AW says to book Joe's/Soak
 - HT says probably around 25 people, but needs more advertising
 - AW says everything needs to go on the instagram as well as the discord, and a story about every event if possible
 - AW says to book closer to the time
- **Societies night**
 - DJ says this is where shirts were given out, people were signing up on the spot
 - AW says most people were there for the pizza
 - JS says AFNOM will be there to do that
 - AW says to contact OStem, CyberWomen, VGS, GDS, Robotics
 - **Action AW:** Contact Robotics and OStem
 - Make sure people aren't taking home boxes of pizza, TK says this happens last year
 - JS says half the people left in the hour for the pizza being late, and we need to be more accurate in amounts of pizza ordered
 - DJ suggests asking the school to pay for pizza
 - AW says they could then advertise their own things
 - AW says the lecturers could do their bit at the start so they don't have to stay when they aren't being paid
- **Other events**
 - ML suggests more collabs with other societies from the start, such as with VGS
 - AW says we could move SloLAN earlier in the year or do two
 - **Action ML:** Reach out to VGS to ask about an early collab
 - ML suggests a quiz in fresher's week or first week of teaching
 - AW says don't move the halloween quiz, but could do an earlier
 - **Action HT:** Create a smaller quiz for first week to get people in the building

- HT suggests contacting Todd to get alcohol for it
- AW says alcohol is always a good idea
 - **Action AW:** Message Todd for alcohol and booking the atrium
- GT asks about doing a sport in freshers week
 - AC asks about potentially booking courts in sports and fitness for dodgeball
 - AW says we will be competing with every sports society
 - AW suggests something in a building in town
 - DJ suggests laser tag
 - ML says they would have to pay
- JS suggests a picnic in a park with a football/frisbee
- HT suggests Winterbourne with a walking train for CSS
 - AW says this is good to show people the campus
- GT suggests collab with cocktail society, but this is dependant on Joe's and their arrangement
- DJ suggests a movie in a room with a projector
- JS suggests a collab with AFNOM
- AW says we may need popcorn (and equivalent) nearer the time
- IE suggests a potential collab with bad film society
 - Rooms
 - Sports and Exercise science LT1
 - Law LT2
 - Uni House
 - Films
 - Hackers
 - Imitation game
 - Wargames
 - Other funny computer science adjacent films
- IE suggests scavenger hunt like last year
 - AW says this is a good idea, and we already have the sticker
 - IE will have a look into how it was run previously
- ML suggests keeping Todd more informed while planning events
- **Break;**
 - AW says to run alternating with pub
 - DJ suggests bulk snacks from costco
 - AW asks who has cars and would be happy to drive
 - IE says there are fuel reimbursements
 - DJ says they will have a car and would be happy to drive to

pick food up

- GT asks how many people go
- AW says it tends to be good at the start and drops off later on
- AC says there was squash and mini cheddars, and we shouldn't ask people what they want as it needs to be easy to store and have a long date
- AW says squash and mini cheddars can be improved
- DJ asks about parking on campus
- HT suggests someone could get it from car at side of road to save needing to park
- GT asks if someone has a costco membership
- ML says we should be able to get a membership as a registered charity
- AW asks if anyone has any ideas for snacks
- **CSS Plush Making**
 - AW says it was Fern who made the patterns and we may need to message her on discord to ask
 - HT asks if we got the grant for it
 - AW says yes so it would be good to run this event
 - AC says we would need multiple committee members there to help people as it would be too much to ask of Fern
 - AC happy to get involved but a lot more work would be needed
 - **Action AW:** Message Fern to start planning it if possible
 - DJ says there is a committee external channel for the plushies
- **PUB**
 - AW says every two weeks
 - AC asks about spoons/Soak
 - AW says pending booking for spoons could do alternating
 - AW asks GT to let us know if he finds out anything, if not we will reach out nearer the time
 - DJ says soak is easier to book, spoons is cheaper for students
- **Outlines for major events**
 - EGM
 - This was in October last year
 - AW and HT say we should do it early-ish to get a first year rep
 - AW says at least a month before it for the first year rep to know they want to run
 - Only needs room booked and guild contact
 - Halloween quiz
 - **Action HT:** Make quiz
 - DJ suggests asking Marcus to make a quiz round if he would want to
 - Christmas meal
 - AW asks about booking the Green Man again or not

- DJ, AW, and HT agree that it is a good idea
- AW says food is nice and drinks are standard
- TNMOC
 - AW says whether or not this will be run is a point of contention after attendance last year
 - AW says other events could be run instead
 - JS says Cambridge uni has a computer science museum and Sheffield has a video game museum
 - AW says the Sheffield museum not worth a whole day trip
 - AW says other museums or pseudo-educational trips would be good
 - DJ says another video game museum in Derby
- Hackathon
 - AW says this year was mostly organised the week running up to it, and that while it was good it could have been a lot better with more planning
 - DJ wants to have it as organised as possible before christmas
 - DJ waiting for after society sponsors to look for sponsors
- Ball
 - DJ says the big event guild info needs to be submitted early
 - JS says new venues need to be considered early in summer if we are going to
 - AW says no issues if we use the same venue again, but it would be a good idea to have some variety
 - AW says cost (and cost of drinks) is a big issue
 - DJ says auction was good and made it more fun
 - AW says not to take anything out from this year, but to think of more to add
- NQ64
 - TK says attendance was low but it was good
 - AW says it is walkable from new street and would be happy to do it again, but we need to get earplugs in time

- | | | |
|---|---|----|
| 7 | Sponsor/Industry Update (<i>standing item</i>) <ul style="list-style-type: none"> ● 2026 sponsorship collateral update ● Outreach strategy and committee involvement in the sponsor selection process ● Pipeline and active discussions | HW |
| 8 | Finance Report (<i>standing item</i>) <ul style="list-style-type: none"> ● Most recent statement balance: £382.10 ● Actual working balance: About £115.72 | IE |

- **Pending incomings**
 - Memberships
 - **Pending outgoings**
 - Hoodies purchase
 - Hetzner Server Rental
 - Fuel reimbursement
 - AW asks about ordering t-shirts this year for possible costs
- 9 EDI Report (*standing item*) All
- DJ says they think there are no EDI announcements needed until October
- 10 Committee Suggestions (*standing item*) All
- AW says he doesn't think there have been any
 - DJ and IE considering running a MC server
 - IE will look into
 - DJ says they might be able to run it on their server as it was expensive on Hetzner
 - DJ suggests a poll whether to run it or not
 - **Action DJ:** Make the poll for it in announcements, pinging the minecraft role
- 11 Any Other Business (*standing item*) All
- **Tex bot changes**
 - JS says Matty was suggesting changes to potentially allow any members to report messages to be sent to a committee channel. This would allow anonymous reporting, but we need to decide if a ping is necessary
 - DJ suggested running a second version of TeX so commands didn't need to be removed
 - JS suggests it being a discussion in the chat rather than the meeting, but would need involvement
 - DJ and AW suggest making it a thread under handover so Matty and Matt can get involved
 - JS says all committee should be involved as it is a moderation discussion
 - TK mentions talks about TeX logging deleted messages
 - JS says it would have to store every message in a buffer for a time to push back if deleted
 - HT suggests a poll in handover to include Matty and Matt
 - **Action JS:** Organise discussion outside meeting and plan the potential changes
 - **Other meetings over summer**
 - AW says we probably won't do any other meetings over the summer for availability

- **Action AW:** Poll for potential meeting or availability
- **Publicity**
 - AW says everything needs to go on the instagram as well as the discord, and a story about every event if possible
 - AW asks TK and EW to be more proactive on instagram
 - DJ suggests multiple people may have signed up early
 - ML suggests posts on results day to reach more people
 - GT suggests making the whatsapp group more active as well
 - ML suggests making subgroups in the whatsapp for sports if we do this
 - AW says GT can be in charge of the whatsapp if he wants
 - JS says a graphic is needed for Wednesday for graduation
 - **Action TK:** Make graphic soon
 - AW and JS suggest reaching out to EW for help if needed

Actual start time	17:34 BST
Actual end time	19:34 BST
Duration	2 Hours 0 Minutes