

CSS Committee Meeting - Minutes

Location:	Discord
Date:	Tuesday 20th August
Time:	19:30 BST
Attendees:	Adi Agarwal (AA) (Chairing), Lee Alabaster (Minuting), Ella Gardner (EG), Leonardo Bishop (LB), Marcus Gustafsson (MG, Shay Patel (SP), Holly Packer (HP)

- 1 Apologies received from HP
 - Matty Widdop
 - Holly Packer
- 2 Adoption of Previous Minutes LA
 - Unanimous adoption of previous minutes
- 3 Matters Arising All
 - **Annual RA**
 - **ACTION MW: Submit RA to guild**
 - Action Carried Forward
 - **Not moving on until retakes**
 - **ACTION HP: Put up poll**
 - No rollover until resits are complete but we make a freshers channel
 - **Action LA: Respond to cmt suggestion**
- 4 Past Events (*standing item*) All
 - N/A
- 5 Future Events (*standing item*) All
 - **Minecraft**
 - **Action RJ: Keep an eye on committee suggestions**
 - Nomifactory stood out
 - Minimum 4gb of ram
 - **Freshers Week**
 - **BGN**
 - MG + MW
 - 18:00 for introduction lecture for 1st years
 - **ACTION HP: Let Tom know**
 - HP has let Tom know

- Has asked some questions but Tom has not responded yet
- **Scavenger Hunt**
 - SB + MW
 - Forms done
 - MW reports that not many changes are needed
 - **ACTION MW: Review questions**
 - Action Carried Forward
 - **ACTION SB: Suggest new questions**
 - Action Carried Forward
- **Ming Moon**
 - RJ + AA + HP
 - 27th September
 - Need to publicise better to first years
 - **Action AA: Do the RA**
 - Action Carried Forward
 - **Action RJ: Pay deposit**
 - If not HP will do it tomorrow
- **CS Societies night**
 - RJ + AA
 - Invite Algosoc if they are approved
 - No update
 - **Action AA: Talk to socs about this**
 - AA has reached out to all of them
 - Action Complete
- **1st year mixer**
 - SP + S
 - Plan is for Joes with some alcohol and non-alcohol tables
 - **Action SP: Do the RA**
 - Action Complete
- **Postgrad mixer**
 - EG + HP
 - **Action EG: Remind Todd about telling us when into lectures are**
 - We have normal lectures but not intro ones
 - **Action HP: Do RA and discuss with EG about venues**
 - RA still needs doing
 - Action carried forward
 - Put venue opinions here if you have them:
 - Joes will be best
 - Joes has also been redone
- **Final year mixer**
 - TB + MW
 - Risk assessment made

- 26th Sept
 - Do it in socs
 - MW reports we need to move it to 16:00
 - Maybe pizza but people are likely to steal it
- **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
 - TB has has a little look
- **Committee Introduction**
 - These are going out
 - Seem to be going quite well
 - If they don't go out by 6pm LB may be dead
 - Someone else might have to do them if not
 - Schedule is on the Calendar
- **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
 - **ACTION HP: Talk to Hackathons and ask questions**
 - Action Carried Forward
- **CSS does Taskmaster**
 - Provisionally planned for October
 - Potentially have teams of 5
 - **Potential tasks:**
 - **Redacted**
 - If anyone has any more ideas put them here

6 Sponsor/Industry Update (*standing item*)

MG

- **BNY Mellon**
 - **Action MG: Find a bone to throw them**
 - Bone has been thrown
 - See if they accept it
 - They said they will get back asap
 - Tshirt deadline has been told to them
- **Stonegate**
 - No update

- **Kainos**
 - Email drafted waiting to send off to them
 - Will be sent after meeting
- **Trade Desk**
 - **Action MG + HP: Check contract**
 - Contract has been checked
 - Has been sent off
 - Our contact says it provisionally looks ok
 - Lawyers will have a look at it
- **Next year sponsors**
 - **Redacted**
- **T-shirt sponsor deadline**
 - Let potential sponsors know
 - Late August
 - Happy to put some people on the shirt even if it isn't confirmed yet
 - **Action MG: Send email to potential sponsors reminding them to hurry up**
 - **ACTION MG: Prepare email for this**
 - Action Complete

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Finance Report (*standing item*)

MW

- We have no m
- **Most recent statement balance: £?**
- **Actual Working Balance: £?**
- **Pending incomings**
 - Nothing
- **Pending outgoings**
 - Nothing
- **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**
 - Action Carried Forward
- Ask bluedog about shirts soon
 - 150+ @ £4.85+vat ea
 - 250+ @ £4.65+vat ea
 - 400+ @ £4.35+vat ea
 - 500+ @ £4.20+vat ea
 - **Quantities should be decided by end of next week**

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EDI Report (*standing item*)

TB

- **ACTION TB: Make list of EDI dates**
 - MW will find TB the guild calendar

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| 9 | Committee Suggestions (<i>standing item</i>) <ul style="list-style-type: none">● N/A | LA |
| 10 | AoB (<i>standing item</i>) <ul style="list-style-type: none">● N/A | All |
| 11 | Date of Next Meeting <ul style="list-style-type: none">● Next Meeting: Tuesday 27th August● Start: 19:40● End: 19:57● Duration: 17 minutes | HP |