

## CSS Committee Meeting - Minutes

Location:	Discord
Date:	Monday 15th April 2024
Time:	18:00 BST

- 1 Apologies received from MH
- 2 Adoption of Previous Minutes EG
- 3 Matters Arising All
  - **Spring Minecraft Server**
  - **GDPR cleanup**
    - **ACTION MH: Look at files**
      - Action partially completed
      - **ACTION Committee: pls transfer files to CSS account**
        - No update
  - **TeX Plushies**
    - **ACTION HP: Reach out to Build a bear**
      - No update
  - **Supervisor Opinion Doc**
    - **Action CW: Make form for the opinion doc**
    - **Action MW: Moderate doc**
  - **Hackathon email thingy**
  - **Starboard**
    - **ACTION MH: Respond to suggestion after results of poll**
- 4 Past Events (*standing item*) All
  - N/A
- 5 Future Events (*standing item*) All
  - **break;**
    - Date: 2-3pm Thursdays
    - On pause for easter
  - **Easter Winterbourne Trip**
    - Date: 16th April
    - **ACTION RJ: On the day publicity**
  - **CSS X BALADS Waltz Teaching**

- **Ball**
    - Cocktails ??
      - **Action MH: Ask the venue if they can do cocktails and for invoice**
    - **ACTION MH: Need to send the data to the venue tomorrow. Will request tables of 12. Will tell venue that we are sorting seating.**
      - Action Completed
    - **ACTION AP: Order tickets**
      - Action Completed
    - **ACTION MH: Give Banqueting suite a list of all our vendors and their contact details**
      - Action Completed
    - **ACTION MW: Make an updated budget including photobooth**
      - Action completed
    - **ACTION MG: Risk Assessment**
      - Action Completed
    - **ACTION RJ: Write email with more info to ticket holders + ask about accessibility requirements - go out ASAP**
      - Action Completed
    - **ACTION SB: Ask Matt to sort speakers. Ask Matt for prices for 2 or 4 speakers**
    - **ACTION MH: check stock of decorations**
    - **ACTION MH: URGENT: Make wristband design and order**
    - **Ticket distribution**
    - **Action AP: Make the place cards and table summaries**
      - **Action MW: Make a seating plan**
    - **Decide table names**
      - **Action Committee: Come up with table names**
  - **Trade Desk Event**
    - **ACTION HP: Publicity for Monday 15th**
      - Action Completed
  - **BBQx**
    - **ACTION RJ: Reach out to Ophelia about whether or not we can do any bbq on the lawn + disposable bbqs yay or nay**
  - **Blind programming “workshop”**
    - Date: post exam
- 6 Sponsor/Industry Update (*standing item*) HP
- **BNY Mellon** 🧐
    - No updates
  - **Stonegate**

	<ul style="list-style-type: none"> <li>○ No updates</li> <li>● <b>Bank of America</b> <ul style="list-style-type: none"> <li>○ No updates</li> </ul> </li> <li>● <b>Kainos</b> <ul style="list-style-type: none"> <li>○ No updates</li> </ul> </li> <li>● <b>Trade Desk</b> <ul style="list-style-type: none"> <li>○ No updates</li> </ul> </li> <li>● <b>Next year sponsors</b></li> </ul>	
7	Finance Report ( <i>standing item</i> ) <ul style="list-style-type: none"> <li>- We have m</li> <li>● <b>Most recent statement balance</b></li> <li>● <b>Actual Working Balance</b></li> <li>● <b>Pending incomings</b></li> <li>● <b>Pending outgoings</b></li> <li>● <b>ACTION MW: Write Hetzner + TeX emergency grant for old expenses</b></li> </ul>	MW
8	EDI Report ( <i>standing item</i> ) <ul style="list-style-type: none"> <li>● EDI SoCS Event               <ul style="list-style-type: none"> <li>○ <b>ACTION TB: Write publicity for this</b></li> <li>○ <b>ACTION MH: Make poster by the 16th</b></li> </ul> </li> </ul>	SW
9	Committee Suggestions ( <i>standing item</i> )	EG
10	AoB ( <i>standing item</i> )	All
11	Date of Next Meeting	MH