

CSS Committee Meeting - Minutes

Location:	Hybrid
Date:	Monday 19th October
Time:	14:00 BST
Attendees:	Joe Adams (JA) (Chair), Henry Thomas (HT) (Minuting), Idris Evans (IE), Albert Waldron (AW), Harry Wake (HW), Anna Charleton (AC), Tyler King (TK), Evie Wilson (EW), Jacob Swales (JS), Day Jones (DJ)

- 1 Apologies JA
- 2 Adoption of Previous Minutes HT
- 3 Matters Arising All
 - **T-shirts**
 - **Action JA:** Send out membership email to inform current members.
 - **Action completed**
 - **Action EW:** Publicity for free T-shirts out by tomorrow morning.
 - **Action completed**
 - 33 new members on the day of handing them out.
 - Two ripped t-shirts but the rest seem fine
 - Now in one box in size order
 - **Annual RA**
 - **Action HT:** Chase Annual RA
 - **Action completed - awaiting response**
 - Going to speak to Habiba this afternoon
 - **Contacting pizza companies**
 - **Action EW:** Contact pizza companies
 - **Action in progress**
 - Pizza companies to email:
 - Papa John's
 - Dominoes
 - Mama Mia
 - **Habiba's office hour**
 - Activities not being approved
 - Break; never approved, has now disappeared of activity page
 - Halloween Quiz RA still unapproved
- 4 Past Events All
 - **Pub**
 - Pub booking
 - 4 committee there total
 - 10-15 attendees
 - Was on the roof, possibly because of last minute booking
 - Could book more in advance or in bulk

- **Action EW:** Book Soak for 20 people, 30th Oct 20:00
- **Vale Picnic**
 - JA and EW were there
 - About 10 attendees
 - Seemed to go down well

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Future Events (*standing item*)

All

- **Break;**
 - This week, JA, IE, TK, EW should be there
 - Nothing needs doing, gone out in weekly roundup.
- **PUB**
 - **Action TK:** Announcement for pub
 - **Action completed**
 - **Action GT:** Book Soak for 20:00 on Friday 16th for 30 people.
 - **Action completed**
- **Outlines for major events**
 - **Halloween quiz**
 - **Action HT:** Make quiz
 - **Action completed**
 - **Action TK:** Publicity, and include T-shirts and fancy dress competition.
 - **Action completed**
 - **Action Marcus:** Make guest round for the quiz
 - **Action completed**
 - **Action TK:** One week publicity.
 - DJ still able to get the alcohol from Aldi.
 - Will discuss list after the meeting.
 - EW will call ahead for pizza on the day, similar amount to board games night.
 - **Ball**
 - **Action GT:** Look around for some options for hosting the ball
 - **Action pending**
 - **EGM**
 - **Action JA:** Make chair slides
 - **Action completed**
 - **Action IE:** Treasurer slides
 - **Action in progress**
 - **Action JS:** Check wiki and set up the voting website
 - **Action completed**
 - **Action TK:** Publicity for 1 week deadline
 - **Action completed**
 - **Action JA:** Channels for advertising
 - **Action completed**
 - **Action AW:** Wear TeX costume for EGM
 - **Action pending**
- **Christmas Meal**
 - Tickets form was submitted on Wednesday, will be brought up with Habiba today to hopefully get them out at the EGM.
 - Will be on sale until the 13th Nov so we can send the Green Man the data on the 14th.

- Green Man have agreed for Saturday 5th December, 18:00.
- Have also agreed to give us more options for the mains.
- **Action TK & EW:** Announcements for Christmas meal tickets.
- JA will fix some links on the website in new PR.
- JA will look into a PR for adding a banner to the website.
- IE did the budget notification form for the guild.
- **Trip**
 - TNMoC if we were following previous years
 - Should consider other options for somewhere new to go
 - DJ suggests Derby museum of Computing
 - Could discuss with oStem as we often collab on that
 - IE suggests asking for ideas at the EGM
 - JA says it is good to get member feedback
 - EPS student community fund - could possibly get some money from that for the trip.
- **Teasoc collab**
- **Other events**
 - **NQ64**
 - **Action AW:** Guild documents for this.
 - **Action completed**
 - **Bot-a-thon**
 - Waiting for Matty to confirm if he can make it
 - **Sponsor events**
 - **Bar Crawl**
 - **Action AW:** Look into bar crawl
 - **Action in progress**
 - **Action GT:** Look into bar crawl
 - **Action in progress**
 - AW says probably around Broad Street but still being discussed.
 - TK suggests putting one or two wetherspoons in.
 - **Cheese soc collab**
 - **Action GT:** Reach out to cheese soc for alternate dates
 - **Action pending**
 - **Workshops**
 - **Python Workshop**
 - **Action JA:** Guild documents for workshop.
 - **Action completed**
 - **Action EW:** Publicity for workshop.
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 - **Ice Skating**
 - Seems to be some strange booking issues, but HW is attempting to get it arranged.

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| 6 | Sponsor/Industry Update (<i>standing item</i>)
● Pipeline and active discussions | HW |
| 7 | Finance Report (<i>standing item</i>)
● Most recent statement balance: £2,501.14
● Actual working balance: £2,380.58
● Pending incomings <ul style="list-style-type: none"> ○ Memberships | IE |

- **Guild open day funding (£150)**
- **Pending outgoings**
 - **PGR social**
 - **Alcohol**
 - **Action JA:** Speak to Zoe to confirm how the alcohol is being paid for
 - **Action in progress**
 - **Football booking**
 - **New key**
 - **Halloween Quiz prizes**
- **VAT reminder**
 - VAT hasn't been taken off for some of the pizza orders due to lack of VAT receipt.
 - Cost us £25.14
- **EPS Community Fund**
 - First round ends in 6 days
 - January, March, May deadline for future rounds.
 - Focus on:
 - Cross-School/societies collaboration or
 - External speaker engagement or
 - Scientific/engineering focus or
 - Careers/skills/employability
 - Trip should apply for this, as should Birminghamhack
 - Transport max £500
 - Balls/dinners max £250
 - Crucial refreshment (not alcohol) max £200
- **Valyfy lost funds**
 - Will ask Habiba today

8	EDI Report (<i>standing item</i>)	All
	● Diwali on 8th November ● Action EW: Write announcement to go out on 8th	
9	Committee Suggestions (<i>standing item</i>)	All
10	Any Other Business (<i>standing item</i>)	All
	● Minecraft Server ○ End opening went well, possibly was quite easy but seemed to be popular ● Tex bot changes ○ Action JS: Organise discussion outside meeting and plan the potential changes ■ Action in progress ○ Year threads update in progress, but doesn't need to be done until next year as it is during handover ● Hoodies ○ JA desperate to do hoodies sooner than last year ○ Usually advertised around Christmas to get them for semester 2. ○ DJ and JS says multiple people preferred previous designs to the one last year. ○ Should also have a zipped option again.	

- Can be discussed more on discord.
- **Committee shirts/hoodies**
 - Brought up by previous committee.
 - Committee clothing with name/role on
 - Depends on prices
 - JA will look around at options.
- **PhD Grad stickers (Todd's suggestion)**
 - Potentially get a design made in Birmingham PhD gowns and stickers printed.
 - Queries raised over financial implications.
 - Worth having a look at getting a quote and minimum number to order.

Actual start time	14:04 BST
Actual end time	14:53 BST
Duration	0 Hours 49 Minutes