CSS Committee Meeting - Minutes

Location:	**Hybrid**
Date:	**Monday 26th October**
Time:	**14:00 GMT**
Attendees:	**Joe Adams (JA) (Chair), Henry Thomas (HT) (Minuting), Idris Evans (IE), Albert Waldron (AW), Anna Charleton (AC), George Tong (GT), Tyler King (TK), Evie Wilson (EW), Jacob Swales (JS), Day Jones (DJ), Saf Rahman (SR), Sofiia Rog (SoR), Ayati Shah (AS)**

1 Apologies — JA

- Harry

2 Adoption of Previous Minutes — HT

3 Matters Arising — All

- **New committee from EGM**
  - JA welcomes new elected committee
- **Annual RA**
  - No update from Habiba
- **Contacting pizza companies**
  - **Action EW:** Contact pizza companies
    - **Action completed**
  - Papa John's giving us £9.99 per large pizza with free delivery
  - Need to get amounts for Capital One event
- **Habiba's office hour outcomes**
  - Break approved and readded to activities page
  - Halloween Quiz approved
- **Emails**
  - Please stop reading emails not intended for you, as then other people miss them
  - If you do, please remark it as unread
  - Please use email folders and create new ones, inbox is filling up again

4 Past Events — All

- **Break;**
  - Attendance - about 20/30
  - Plenty of snacks and drinks remaining
  - DJ says they can get extra snacks on Thursday when picking up the alcohol for the quiz
  - JA asks for more paper cups as well as they seem to have gone
- **EGM**
  - Committee Handover
    - Meeting on Thursday at 10:00 for new committee, should only be an hour

        - New committee added to calendar and github, will be added to drive when GDPR training is done
    - Guild approval of minutes and constitutional amendments
        - Awaiting approval, HT has submitted it on guild website and emailed student groups enquiries as required by student groups policy within 5 days.

5 Future Events (*standing item)* All

- **PUB**
    - **Pub**
        - **Action EW:** Book Soak for 20 people, 30th Oct 20:00
            - **Action completed**
        - JA, TK will be there
- **Outlines for major events**
    - **Halloween quiz**
        - **Action TK:** One week publicity.
            - **Action cancelled**
        - Purchasing alcohol
        - Bringing in prizes
        - Starting at 19:00
        - Will need to set up the atrium for it
        - Pizza order set to arrive at 20:00
        - JA will add new committee to halloween quiz channel for pizza serving
        - Separate sections to avoid cross contamination
        - We have enough gloves for the pizza
        - Should have plenty of soft drinks but DJ is getting some more as well
        - Optional costume competition as well
    - **Ball**
        - **Action GT:** Look around for some options for hosting the ball
            - **Action transferred to SoR**
        - SoR will be given access to the previous locations spreadsheet to find a new place
        - Looking for somewhere with cheaper alcohol and not too difficult to access if possible
        - Botanical gardens were asked but they are doing refurbishments
        - Aiming for probably 200 people
        - GT says he will help as well
- **Christmas Meal**
    - Tickets released at EGM, will go off sale on the 13th November, to update them on the 14th.
    - Update on tickets sold
    - **Action TK & EW:** Announcements for Christmas meal tickets.
        - **Action completed**
    - **Action JA:** fix links on the website and add banner in new PR.
        - **Action completed**
    - **Advertising**:

        - Screen in atrium
        - Posters
        - Speaking in lectures
            - Adverts in the Todd-ule for first years
            - Speak to Eric about FP for second years and final year projects
            - Speak to Marius about security of real-world systems
        - Emails from school
    - No deposit, just pay in advance when tickets approved
- **Trip**
    - Potentially still TNMoC
    - Should discuss with oStem on doing event as a collab
    - Status of EPS student community fund for trip funding
    - Need better advertising than last year
    - Anywhere accessible within a day
    - JA asks people for ideas
    - JS suggests Manchester science museum
- **Teasoc collab**
    - “The big crazy tea event” - JA
    - Collab with multiple societies
    - No definitive date yet as pending other societies
    - Unlikely to happen until late this term or next term
    - Probably going to be held in the guild
- **Other events**
    - **NQ64**
        - This clashes with first available date for bar crawl
        - Everything sorted otherwise, except for two week publicity
    - **Bot-a-thon**
        - Waiting for Matty to confirm if he can make it
        - Need to follow up with Matty as we have 4 days left for form.
        - JA will ask him in handover
        - **Action DJ:** Contact Mo for use of the lab 12 - 4 Saturday, 10 - 5 sunday
    - **Sponsor events**
        - Careers in Tech:
            - Wednesday 28th, careers fair “afterparty” in Aston Webb WG5
            - Capital One are providing pizza.
            - Madasar is supporting us with advertising event.
        - Pair Programming workshop:
            - Thursday 12th Nov, in UG04 if possible,
            - **Action HW:** contact building manager.
                - UG04 will not be available. HW will contact Madasar for his advice finding a suitable room following the busy period around the careers fair on Wednesday.
                - **Action in progress**
            - HW has submitted the risk assessment in time.

- **Bar Crawl**
  - **Action GT:** Look into bar crawl
    - **Action in progress**
  - Responses from various broad street bars to discuss
  - Wetherspoons likely not bookable, will just turn up
  - Vodbull will host a ticket sale website for us, but the guild will likely be unhappy with that
  - AW says we need a cap based on number of stewards (up to 10 people per steward)
  - AC, EW happy to be a steward
  - Will likely to be a thursday
  - Will discuss further out of meeting
- **Cheese soc collab**
  - **Action GT:** Reach out to cheese soc for alternate dates
    - **Action in progress**
- **Workshops**
  - **Python Workshop**
    - **Action EW:** Publicity for workshop by wednesday (include mention of the bot-a-thon).
      - **Action pending**
    - **Action JA:** Make slides for workshop
- **Ice Skating**
  - Discuss status of event following disagreement between events company and tickets company
    - No update has been provided from the events company, and bookings still aren't open on the website. HW will continue to monitor the situation.

6 Sponsor/Industry Update (*standing item)* HW

- **Pipeline and active discussions**

7 Finance Report *(standing item)* IE

- **Most recent statement balance: £ 2,425.80**
- **Actual working balance: £ 2,317.92**
- **Pending incomings**
  - **Memberships**
  - **Guild open day funding**
  - **Xmas meal tickets**
- **Pending outgoings**
  - **Alcohol**
    - **Action JA:** Speak to Zoe to confirm how the alcohol is being paid for
      - **Action in progress**
  - **Football booking**
  - **New key**
  - **Xmas meal payment**
- **EPS Community Fund**
  - Can apply when trip location is found
- **Valyfy lost funds**
  - Meeting scheduled for next Thursday the 29th of October at 3pm, Habiba may not be in

8 EDI Report (*standing item)* All

- Diwali on 8th November
- **Action EW:** Write announcement to go out on 8th
    - **Action transferred to SR**

9 Committee Suggestions (*standing item)* All

- VONC and VOYC hammer
- Dark blue role colour
- Role/channel for guild CS reps
- **All to be discussed online/in next meeting**

10 Any Other Business (*standing item)* All

- **Minecraft Server**
- **Tex bot changes**
    - **Action JS:** Organise discussion outside meeting and plan the potential changes
        - **Action in progress**
- **Hoodies**
- **Committee shirts/hoodies**
    - **Action JA:** look at options
        - **Action pending**
- **CSS Running tops**
- **PhD Grad stickers (Todd's suggestion)**
- **All to be discussed online/in next meeting**

Actual start time	14:01 BST
Actual end time	14:54 BST
Duration	0 hours 53 minutes