

# CSS Committee Meeting - Minutes

<b>Location:</b>	Hybrid (LG23 + Discord)
<b>Date:</b>	Friday 27th February
<b>Time:</b>	17:00 GMT
<b>Attendees:</b>	Matty Widdop (MW) (Chair), Marcus Gustafsson (MG) (Minuting), Lee Alabaster (LA), Misha (MiG), Albert Waldron (AW), Oli Baker (OB), Toby Landells (TL), Maddy Lardner (ML), Sumeet Brar (SB), Mahima Gupta (M)

- 1 Apologies MW
  - Joe
  - Maddy
- 2 Adoption of Previous Minutes MG
  - Unanimous adoption of previous minutes
- 3 Matters Arising All
  - **Earplugs**
    - **ACTION MW: Look in CostCo**
      - **Action complete**
      - MW could not find any
      - MW reports we bought them off Amazon last time
      - MW suggests the main event that needs them is the ball
  - **Hoodies**
    - **ACTION AW: Complete merch request**
      - ML has researched prices and will send the prices across to AW
      - MW says we subsidised last year
      - MW and AW suggest we don't subsidise this year
      - AW asks if we will use the same design
        - ML suggests we do a design competition among members
        - AW thinks the colours are a bit duller than on the website branding
        - AW asks if only members will be able to submit
          - MW thinks it is unlikely anyone would buy a membership to submit
          - AW thinks we will get at least a couple of

- submissions
      - ML has had past success with such design competitions
    - MW asks what the submission process will be
      - ML suggests a form
      - MiG suggests that people would be able to see designs on Discord more easily
      - ML suggests this would make us too reliant on discord
    - MG asks how long we should run it for
      - ML suggests at least a week, possibly extra depending on how many submissions have come in
      - MW is creating a poll
    - **ACTION ML: Create Insta post for design competition**
    - **ACTION ML: Create submission form**
- 
- 4 Committee Handover All
  - **Drive Transfers**
    - **Action TL: Find drive transfer script at some point**
      - **Action carried forwards**
- 
- 5 Past Events All
  - **League Tournament**
    - No updates
  - **EGM**
    - **ACTION MG: Submit minutes**
      - **Action in progress**
  - **Imitation Game Movie Night**
    - MiG reports 8 attendees including committee
    - ML reports that the publicity didn't seem to reach very far
      - ML suggests that we get screentime on the atrium television
      - **ACTION MW: See if we can get TV time**
    - MG put an excess salted popcorn box in the cupboard
- 
- 6 Future Events (*standing item*) All
  - **Break;**
    - 2pm - 4pm - Starting w/c 19th January fortnightly
    - **ACTION RJ: Announce that break will be fortnightly in roundup**
      - **Action carried forwards**
      - **ACTION MG: Remind RJ**
    - MW reports a restock has been acquired
  - **Bletchley Park - Saturday 28th February**
    - **ACTION MG: Make a slide**



- **ACTION OB + D: Write-up how we are meeting our goals for culture fund and reply**
  - OB says they can do it this weekend if necessary
- **ACTION D: Buy lanyard straps**
  - **Action carried forwards**
- MW asks if we should still get stickers
  - ML asks if they are budgeted for
    - MW says we don't have any sponsors yet so it would have to come from our money
    - ML suggests we should focus on ensuring we have food and other essentials budgeted for first
    - MW says that food is budgeted at £1400, security at £400
    - SB says we had a small amount of excess vegetarian sandwiches
    - MW says that £300 have been budgeted for prizes and lanyards at £48 and inserts at £30
    - Stickers are budgeted at £100
    - LA asks if the budget can be put on the drive
      - **ACTION D: Upload budget to drive**
    - ML asks if drinks are included in the budget
      - MW thinks it does
    - OB suggests that we spent less last year than budgeted on food
- **Ball**
  - **ACTION MG: Make slide**
    - **Action completed**
    - MW thinks we should focus on only 1 or 2 lecturers for First and Second year, as this will reach that cohort
  - **ACTION ML: Update wristbands and tickets**
    - ML has found some quotes for wristbands
    - ML says the ticket is an image on the drive so is harder to edit
    - ML says the ticket costs are similar to last year
    - ML asks if they should personal expense the tickets
      - MW says that it can be either personal expensed or purchase ordered
      - ML asks how long purchase orders take
        - MW says it is normally around 2 weeks
  - **ACTION MW: Print posters**
    - **Action carried forwards**
    - MW has a staff account so should be able to print A3
    - MW asks if we have a design
      - MG says if we don't we can use the slide
  - MW reports we are on 63 sales, with 105 potential attendees

- MiG asks the maximum number of attendees
  - MW reports the maximum is 250, with a minimum between 160 and 200
  - MW reports that the non-food tickets have helped reduce the minimum we need to sell
- MW is going to do another school email as a reminder
- **PUB**
  - AW reports they can't make it tonight but MiG and LA can
  - LA asks if we want to do the next one somewhere other than the Soak
    - AW suggests asking tonight
- **Winterbourne**
  - MiG recalls that it is normally around exam season
  - MW suggests we should wait for the exam timetable
    - This should be by the end of March

7 Sponsor/Industry Update (*standing item*) AB

- A new sponsorship doc has been put in the sponsorship channel
  - **ACTION AB: Do PR for website updates**
    - **Action carried forwards**

8 Finance Report (*standing item*) OB

- **Most recent statement balance: £2356.65**
- **Actual working balance: £1724.25**
- **Pending incomings**
  - Memberships
  - Bletchley Tickets
  - Ball tickets
  - Culture fund grant (bletchley)
- **Pending outgoings**
  - Pizza
  - Drinks
  - Movie Popcorn
  - Coach hire
- MW reports that grant round 3 is coming up soon

9 EDI Report (*standing item*) LA

- **International Women's Day**
  - 8th March
  - **ACTION LA: Write post**
  - ML asks if the society that mentioned an event on insta went ahead with it
    - We think it didn't
  - ML suggests we make a break in the coming weeks International Women's Day themed
    - MW suggests we do a collab with one of the other CS

societies

10 Committee Suggestions (*standing item*) MG  
• N/A

11 Any Other Business (*standing item*) All

- **Thigh Highs**
  - **ACTION RJ: Research thigh highs**
    - **Action carried forwards**
- **TeX Earrings Merch**
  - **ACTION SB: Investigate**
    - **Action carried forwards**
- **Committee Jumpers:**
  - MW suggests we could use the design from the new hoodie
- **New emoji competition**
  - **ACTION SB: Compile list of lesser-used emojis**
    - **Action carried forwards**
- **Minutes**
  - **ACTION MG: Upload**
    - **Action carried forwards**

**Actual start time** 17:05 GMT  
**Actual end time** 18:15 GMT  
**Duration** 1 Hours 10 Minutes