

Committee Meeting Minutes

Date: 26 June 2023

Attendees

- Joe Krystek-Walton (Chair)
- Leo Millar (Secretary)
- Lily Amber (Secretary)
- Lilly Brown (Social Events)
- Nico Pendleton (Treasurer)

Agenda

- Board Game Grant
 - How much can we claim?
 - When would be the best time to purchase the game?
 - We still have grant money
 - What were we given it for?
 - £14 games, £30 publicity
 - Need to spend it ASAP
 - End of this month
- Open days
 - Which should we do?
 - What preparations should we make?
 - Who should be present? (note: those present on open days will need to sign up as a “casual worker”, as the position will be paid)
- Academic Talks
 - How feasible are they with our current resources?
 - Should we open these to companies looking for graduates?
- New P&P
 - Delegation of P&P duties until next election
 - When is next election?
- Freshers Fair
 - What preparations should we make?
 - New flyers with grant money?
 - Lots of old ones still left
 - Outdated mailing list link on them
 - Event structure may change as below
 - Items to give out?
 - Badges, pens, etc.

- BGAC on fresher's fair night?
 - Current flyers already mention this
- Semesterisation
 - Rundown of semester structure
 - Semester 1: 18/09/23 - 02/02/24 (Winter holiday 18/12/23 - 05/01/24)
17 weeks total
 - Semester 2: 05/02/24 - 07/06/24 (Easter holiday 25/03/24 - 05/04/24)
 - Should we still do things in a two weekly cycle?
 - Any new events? (i.e. Heaven will be mine style game, film night?)
 - Potential Halloween plans
- End of Term Events
 - Officially we can only host events in the Pod, so we no longer have Hide & Seek as an event. What are our other options?
- Website
 - Updated committee info was merged on github, but site wasn't updated
 - Permanent mailing list redirect similar to discord one? (i.e. hacksoc.org/ mailing or similar)
 - Current flyers have direct google forms link which changes yearly
- Secretary things
 - Password manager
 - Clean up drives
 - ITS socs account
 - Update YUSU page

Minutes

- Compulsory training for signatories
- Board game grant is £14
 - Second hand games may be worth looking at
 - Power Grid expansions are £15 on amazon
 - We have to use up the whole grant
 - Deadline is end of month
- Apply for new grants, deadline 7 July
 - How much can we claim? No idea until we apply, could be more than £14, could be less
 - When do we get games after the new grant? Get a couple before fresher's fair, "something mainstream like catan"
- Open days. Yay or nay?
 - None of us can make the July ones
 - There are September ones
 - Benefit seems negligible, so we will probably not bother
- Academic talks
 - Member talks: yay
 - Sponsors: maybe, offer talk slots
 - Academic or other external talks: maybe

- Set up talk submissions form over summer, then over october after freshers fair
- See (Academic Events 19-20) for advice
- Press & Publicity
 - We have no P&P officer
 - See handover
 - LB will take over some of those responsibilities - quadrasci, instagram, announcements, maybe twitter. LM can send mailing list bursts for now. The rest can wait on a new P&P officer
 - Make a permanent link on hacksoc org website to the mailing list signup form, so that our flyers can reuse the link
 - P&P could put items on the website such as news feed items
- Fresher's Fair
 - Apply for stall - seems applications open in july/august
 - We estimate fair to be on sat 23rd sept?
 - Are old flyers usable? Depends if we keep BGAC/CoffeeScript/HackPub the same days
 - We can sticker over the old flyers, most likely - things we'd need to sticker are the QR code and the location of CoffeeScript
 - Jess probably has the old template? IDM doing this (Joe)
 - We're preferring to print new flyers overall
 - Get some lanyards for people who buy memberships at the stall
 - Banners, pens, flyers. Remainder of funds can go to stickers
 - Check if we have spares of above in our cupboards
 - See YUSU fresher's fair briefing 2022 for advice
- Events
 - Halloween event would be cool
 - Karaoke would be cool
 - Film night would be cool
 - Can be sorted start of next year
 - End of Term events
 - What's the "end of term" post semesterisation? After exam periods, or on holidays?
 - What to run? EoT meals are popular
 - PowerPoint night! 5 minute silly presentations
 - Maybe page the discord for opinions
 - Board Games and Pizza probably in refresher's week. It gave us good member drives. Would need to discuss with DCC
- Website
 - Make a permanent link on hacksoc org website to the mailing list signup form, so that our flyers can reuse the link
 - New website didn't go live despite commits. Get Adam on it?
 - News feed cant be navigated to on the website, but the pages exist
 - Link the Discord on the webpage in place of the IRC
 - P&P could put items on the website such as news feed items
 - Update YUSU page to remove old events (sigs only)
- Housekeeping

- Could Adam make some documentation/handover for his processes? To avoid single point of failure/ "load bearing cmte members" and to let people like Joe handle adding people to runciman
- Clean up the share drive
- LM wants a shared password manager
- LM can't access ITS socs account with current password. It might have higher priority on planon

Actions

Time-sensitive:

All signatories - Complete compulsory training modules

- Located in YUSU student leader handbook under "Student Leader Foundations", p22
- Deadline: End of July

New flyers / stickers to use publicity grant

JKW - Ask Adam about mailing list signup form redirect link on the website, as the flyers need it

JKW - Contact Jess for old flyer template

LB - Redesign flyer so it matches new info

NP - Purchase request for flyers and stickers when they are done - Deadline: 30th June

JKW - Inventory of our cupboard

Power grid expansion (:

NP - purchase board game with as much of the board game grant as possible, then purchase request ASAP, then email YUSU afterwards to split the purchase with the board game grant + soc's own funds to cover the rest - Deadline: 30th June

NP - Apply for new grants, deadline 7 July

Non-urgent:

LM - Set up talk submissions form

LM - Set up mailing list form

LA - fix hack@yusu mail access

JKW - Learn how to apply for a stall for Fresher's Fair

JKW - Email CS about keycard access for sigs

JKW - Ask Adam about website details above + about documentation

LA - update YUSU page and clean out old events

LM - attempt to reset ITS socs account password, contact IT services otherwise to regain access

LA - Learn how to from training, then bulk fill BGAC EMF forms for the year

- Note that all food is shop bought
- due before September