

# 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    - Outdated mailing list link on them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](https://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