

Meeting held on 28th January 2018 • Minutes of Meeting

Minutes of meeting held at The Swan and Castle, Castle Street, Oxford at 2pm on Sunday 28th January.

Summary of Action Points

- **All** to send job descriptions to Lauren **by 4th February**
- **Lauren** to update standing orders
- **Lauren** to write AGM agenda
- **Molly** to mention Leavesden in email
- **Lauren** to send Leavesden emails
- **Molly** to look into stash
- **Molly** to give Emma the Twitter password

Present

Molly Chell (President), Kalina Naidoo (Treasurer), Lauren Forwood (Secretary), Elliott (IT Officer), Emma Beddall (PR Officer)

Also in attendance

Alex, Raymond

Apologies for absence

Chinvati Bhardwaj

Minutes and matters arising

1. Minutes of previous meeting

The minutes of the previous meeting were unanimously approved.

2. Job descriptions

It was noted that no one has yet submitted a description, and that there was increasing urgency as new committee needs to be advertised for. **Action:** All to send job descriptions to Lauren by Sunday of 4th week (4th February).

3. Standing orders

Alex and Lauren to add clauses as agreed previously.

4. Bank account

It was noted that this could probably wait until committee changeover at this point.

General business

5. Upcoming events

a) *Parody night*

All sorted.

b) *Triwizard task II*

Molly noted that this has to be swapped with Fanfiction night as supplies haven't been bought

c) *Fantastic Beasts screening*

Molly noted that the DVD needs to be bought, and her laptop doesn't have a DVD player. Joe has one that could be borrowed, probably.

d) *Geek Quiz*

No information yet.

e) *Murder Mystery*

Action: Molly to write or print.

f) *B&B and AGM*

Notice needs to be given two weeks in advance of the meeting with agenda attached and current committee's nominations for committee (including senior member).

Action: Lauren to write agenda

g) *End of term meal*

Cannot be any venues from the last three terms (Nando's, Pizza Express, Giraffe – closed anyway). Suggested previously: Bella Italia, The Breakfast Club, an Indian restaurant.

h) Leavesden

The average price (coach + ticket) is ~£60. Lauren proposed prices be set at £60 members, £65 non-members. Molly seconded. All in favour. **Action:** Molly to mention in weekly email, Lauren to send out separate emails with full details.

6. Stash

It has been requested that the year is added to the hoodies. Alex suggested that a wider colour range could be made available (instead of just house colours), but committee purple & similar would need to be restricted. **Action:** Molly to look into stash.

7. Any other business

Alex noted that the proctors have released a code of conduct and a complaints procedure that the society may want to adopt. (Note that the complaints procedure, unlike the current one, gives the power to the committee rather than the senior member).

Festival of imagined worlds (9th February) needs volunteers.

Action: Molly to give Emma Twitter password.

There being no further business, the meeting was closed.