

## Meeting held on 12<sup>th</sup> February 2017 • Minutes of Meeting

Minutes of meeting held at The Swan and Castle, Castle Street, Oxford at 2pm on Sunday 12<sup>th</sup> February 2017.

### Summary of Action Points

- **Alex** and **Lauren** to check who the signatories on the society bank account are
- **Molly** to upload the newest versions of the constitution and the standing orders to the website
- **Lily** to book the downstairs area of G&Ds for after Geek Quiz
- **Amy** to make two separate events for the Geek Quiz and G&Ds (at the appropriate time)
- **Alex** and **Lauren** to edit the Scavenger Hunt
- **Kalina** to book At Thai
- **Alex** to complete inclusivity policy

### Present

Alex Homer (President), Lauren Forwood (Secretary), Kalina Naidoo (Treasurer), Lily Miles (Food & Drinks Rep/Yule Ball Coordinator), Molly Chell (IT Officer), Amy Chard (PR Officer).

### Also in attendance

Nevin, Cathy

### Minutes and matters arising

#### 1. Minutes of previous meeting

The minutes of the previous meeting were unanimously passed.

#### 2. Yule Ball account

Lauren noted that there have been issues with confirmation of address that will hopefully be sorted eventually.

### 3. Bank account

It was noted that HSBC have not contacted Alex or Kalina about the change of signatories, so progress is unknown. **Action: Alex and Lauren to check who is a signatory.**

### 4. Facebook page

It was noted that the Facebook page doesn't work for its intended purpose. An alternative solution of asking people who wish to join the group to message the page was suggested.

### 5. Website

Molly noted that the minutes have now been uploaded, but not yet the constitution or standing orders as Alex only sent them last night. **Action: Molly to upload the current constitution and standing orders to the website.**

### 6. OULES proposal

The crewdate at which the proposal will happen has not yet taken place. It was decided that Alex, as President, should carry out the proposal.

## General business

### 7. 'Returning Officer'

It was noted that while the position of Returning Officer no longer exists, someone is needed to collect the proxy votes of members who cannot be present. It was decided that this should be a member of current committee who isn't running for re-election. Lily volunteered.

Cathy noted that a baby orangutan was pulling fur out of the animatronic orangutan on the tv.

### 8. Upcoming events

#### a) *Fanfiction night*

Alex noted that we needed to get tea and cups. No other preparation is needed.

#### b) *Geek Quiz*

It was noted that Doctor Who society still don't have a venue for this. It was suggested that we book out the downstairs of G&Ds for after the event, or to replace the event in the case that the Geek Quiz is cancelled. **Action: Lily to book the downstairs area of G&Ds, and Amy to make two separate events for the Geek Quiz and G&Ds.**

### c) Scavenger hunt

It was noted that the scavenger hunt as originally written needs some reworking for the Triwizard Tournament. **Action: Alex and Lauren to edit the Scavenger Hunt.**

### d) OULES crewdate

It was noted that this was mostly organised but At Thai needed booking. **Action: Kalina to book At Thai.**

### e) AGM

It was decided that very short statements of intent from people wishing to run for positions should be sent to Lily with a deadline of Tuesday of 7<sup>th</sup> week, in order to allow proxy voters time to vote.

## 8. Dr Groves

Amy noted that Dr. Groves was expecting the new committee to get in touch with her in Trinity term to organise a talk in Michaelmas term on her book.

## 9. Inclusivity policy

Alex noted that the glossary of our inclusivity policy is longer than the inclusivity policy itself. A largely acceptable alternative (see Appendix A) was suggested by Alex, with some small rewording needed. It was decided that the vote to adopt the new inclusivity policy is to be put off until the next meeting to allow time for revisions.

**Action: Alex to complete inclusivity policy**

## 10. Any other business

Cathy would like an animatronic otter.

There being no further business, the meeting was closed.

## Appendix A

Proposed Inclusivity Policy as of 12/02/2017:

Oxford University Harry Potter Society is committed to being an inclusive group where all are welcome, except those who practise in discrimination or bigotry, or who engage in harassment, bullying or intimidation in any form. In particular (but not exclusively), we do not permit discrimination on the grounds of race or ethnicity, sex or gender identity, sexual orientation, disability, age, social class, or religion or lack thereof. Anyone who persists in such behaviour will be asked to leave the society.

If someone's behaviour is making you uncomfortable, or you feel that it is otherwise inappropriate, please let a committee member know. If it is deemed necessary to discuss the issue with the Committee or Executive Committee, you will be contacted first, and all reasonable efforts will be made to maintain confidentiality