

Meeting held on 23rd April 2017 • Minutes of Meeting

Minutes of meeting held at The Swan and Castle, Castle Street, Oxford at 2pm on Sunday 23rd April 2017.

Summary of Action Points

- **Alex** to get new bank forms
- **Alex** to transfer email addresses to new committee
- **Molly** to update the website
- Contact Dr Groves
- **All** to think of B&B debates
- **Lauren** to contact Fran about Triwizard III and potential crewdate
- **Alex** to advertise hoodies and create Google form
- **Lauren** to talk to Jenny about cake. **All** to decide on cake.
- **All** to rename their own committee positions
- **Alex** to delete the Facebook page
- **Alex** to add questions to the Facebook page
- **Cathy** to contact Louise

Present

Alex Homer (President), Lauren Forwood (Secretary), Kalina Naidoo (Treasurer), Molly Chell (IT Officer), Cathy Wormald (PR Officer and Yule Ball Coordinator), Helen Brown (Food & Drinks Rep)

Also in attendance

No one 😞

Apologies for absence

Bethan Hughes (Quibbler Editor)

Minutes and matters arising

1. Minutes of previous meeting

The minutes of the previous meeting were unanimously confirmed.

2. Bank account

Alex has lost the forms required to remove this from the agenda. **Action: Alex to get new forms from HSBC.**

3. Website

We still can't remember what this point is. Alex noted that he hadn't transferred the email addresses over to the new committee. **Action: Alex to transfer emails, Molly to update website (incl. committee page)**

4. Dr Groves

This is a reminder. **Action: contact Dr Groves, eventually.**

General business

5. Termcard/Upcoming events

It was noted that the termcard is largely confirmed, just waiting on room confirmations from Regent's.

a) Film nights

Sorted

b) Butterbeer & Banter

Debate suggestions are needed. **Action: Committee to discuss on Wizengamot.**

c) Triwizard Tournament Task III

Action: Lauren to contact Fran.

d) Crewdate

It was noted that the Quidditch crewdate was enjoyed by all who attended, and this should be repeated this term.

Action: Lauren to contact Fran.

6. Hoodies

Alex's straw poll suggests that we should go with the £4 more expensive two colour design. This was agreed upon, with an order deadline of Friday of second week.

Action: Alex to advertise the hoodies and create a google form for ordering.

7. Battle of Hogwarts anniversary/19 years later

Bethan previously suggested that we should do something for the anniversary of the Battle of Hogwarts. It was agreed that if there was an event on Tuesday of second week there should be cake, iced with a special message to be discussed on the group.

Action: Lauren to talk to Jenny about cake icing. Committee to decide on message/cake.

8. Committee position titles

On Bethan's suggestion, it was agreed that we should change the standing orders to give committee positions alternate titles. Alex noted that the Quibbler Editor was already a silly title, and would need to be the other way around (e.g. blog editor).

Action: Everyone to rename their own positions

Alex also suggested that we change the title of Food & Drinks Rep to Social Secretary, as there are some misconceptions about the role.

9. Facebook

It was noted that there is a new Facebook feature that is actually useful. We can now ask questions of people trying to join the society group.

a) Page

This needs to be deleted, as it doesn't serve the intended purpose. **Action: Alex to delete the Facebook page**

b) Questions

Alex suggested "What is your connection to Oxford?" and "What is your Hogwarts House?". **Action: Alex to add questions.**

10. Mugs

Alex noted that there are a lot of mugs left, and we could discount them to try and get rid of them faster. It was decided to leave this until Michaelmas when we can try and sell them to freshers.

11. Money owed

Dealt with.

12. The Yule Ball

Cathy noted that she has been in contact with Louise (the events coordinator at Wolfson), and Saturday 25th November was suggested as a date (Saturday of 7th week, Michaelmas). This was agreed upon.

Catering was discussed and it was decided that we should ask about sit down dinner options. A certain number of dining and non-dining tickets should be sold.

Action: Cathy to contact Louise.

Alex noted that a pigeon was trying to get into Spoons. Helen suggested the new name 'Pigeon and Castle'.

13. Any other business

Lauren asked who had brought copies of films to Oxford. The answer is no one, other than Cathy and Lauren.

There being no further business, the meeting was closed.