

Meeting held on 22nd October 2017 • Minutes of Meeting

Minutes of meeting held at The Swan and Castle, Castle Street, Oxford at 2pm on Sunday 22nd October 2017.

Summary of Action Points

- **Lauren** to sort Leavesden
- **Alex** to send **Elliott** passwords, and all passwords to be changed
- **Lauren** to amend standing orders to include rules on passwords
- **James** to contact potential crewdates
- **Kalina** to update the bank account mandate

Present

Molly Chell (President), Kalina Naidoo (Treasurer), Lauren Forwood (Secretary), James Carter (PR Officer)

Also in attendance

Alex, Chinvati

Apologies for absence

Elliott (IT Officer), Emma Beddall (PR Officer)

Minutes and matters arising

1. Minutes of previous meeting

The minutes of the previous two meetings were unanimously approved

2. Leavesden

It was agreed that the Leavesden trip should be on Saturday of 7th week, Hilary 2018, and that we should buy 24 tickets (maximum allowed for a group purchase on the website). **Action:** Lauren to book tickets and find information on the coach used last time.

3. House points spreadsheet

N/A, Elliott not present

General business

4. Passwords

It was noted that Alex currently has access to all the accounts for the society (emails, website, etc.). **Action:** Alex to send Elliott all passwords, all passwords to be changed, and Lauren/Alex to amend standing orders to prevent this happening in the future.

5. Upcoming events

a) *Butterbeer & Banter*

It was noted that we still need debates for B&B this week. Suggestions (need rewording to fit format):

- Should J.K. Rowling's twitter be canon/should she give information on twitter at all?
- THB Hogwarts sorts too soon.
- THB Gryffindor only celebrates one kind of bravery (Sophie)
- Is Mrs Weasley a bad mother? (Molly)
- THB Hogwarts should replace quills with a more modern equivalent (Chinvati)

Committee members will have 40 points each to give at the event.

b) *Design a school of magic*

Everything is ready for this event. Reminders to bring paper and pens, and Alex has craft supplies still.

c) *Crewdate*

Quidditch and OULES were suggested, but it was decided that we should reach out to different societies first e.g. Pokesoc. **Action:** James to contact potential societies.

6. Any other business

Kalina noted that Molly needs adding to the bank account mandate. **Action:** Kalina to add Molly to the mandate (and remove Alex).

There being no further business, the meeting was closed.