

Meeting held on 5th November 2017 • Minutes of Meeting

Minutes of meeting held at The Swan and Castle, Castle Street, Oxford at 2pm on Sunday 5th November 2017.

Summary of Action Points

- **Molly** to send Twitter password to Elliott
- **Bethan** to contact WhoSoc
- **All** to send Lauren a description of their job on committee
- **Lauren** (and **Alex**) to amend standing orders
- **All/anyone** to decide on exact rules for 'Manhunt'

Present

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

Minutes and matters arising

1. Minutes of previous meeting

The minutes of the previous meeting were unanimously approved.

2. Leavesden

Lauren noted that this has not been done yet.

3. Passwords

Elliott noted that this has now been done, but that they do not have the Twitter password. **Action:** Molly to send Twitter password to Elliott.

4. Crewdate

Nothing yet organised. **Action:** Bethan to contact Doctor Who Society.

5. Bank Account

Kalina noted that this is to be done.

General business

6. Membership (Committee members)

It was noted that only three members of committee currently had membership of the society. Kalina, Emma and Elliott bought membership.

7. Standing orders

a) Rules for passwords

It was suggested that an amendment to the standing orders be made such that all passwords are held by the IT Officer and changed with every committee change. Bethan suggested that for additional security the President should also have a copy of the passwords.

b) Committee membership

It was also suggested that a clause should be added to the standing orders such that committee members should renew their society membership by the end of the summer vacation, with a one-week grace period for those who need to pay in cash.

c) Committee handover rules

Finally, a clause should be added to enforce committee handover. Outgoing committee members must contact their replacements and pass on relevant files, information and advice for their job. Bethan suggested that we also create a document detailing the job of each committee member.

Action: All to send Lauren a description of their duties on committee. Lauren (and Alex) to amend the standing orders for approval at the next meeting.

8. Yule Ball

Lauren noted that she, Alex and Molly met with Louise (events manager at Wolfson) and sorted out scheduling, menu etc. for the night, and that other than decorations most things seemed to be doing okay.

9. Upcoming events

a) Geek Quiz

It was noted that we don't need to do anything for this. Molly asked if anyone was intending to write a round. No one seems to be.

b) Triwizard task I: Manhunt

Initially it was suggested that we organise a game in teams with 'Harrys' and 'Voldemort's' who attempt to capture each other. Capture the flag with four teams

(numbers allowing) was finally decided on, with the 'flag' being a dragon egg/chocolate orange. The date should be Sunday of 7th week, in University Parks.
Action: exact rules of the game to be decided.

10. Any other business

Bethan suggested bulk shopping, but there are storage issues (particularly over the vac). It is noted as something for future committees to keep in mind.

There being no further business, the meeting was closed.