

Meeting held on 19th November 2017 • Minutes of Meeting

Minutes of meeting held at The Swan and Castle, Castle Street, Oxford at 2pm on Sunday 19th November.

Summary of Action Points

- **All** to write job descriptions
- **Lauren** and **Alex** to update standing orders
- **Kalina** to add Molly as a signatory
- **Molly** to check that the room for Fanfic is still booked
- **Molly** to inform Chinvasi of her committee position

Present

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

Also in attendance

Alex, Joe

Apologies for absence

Kalina Naidoo (Treasurer)

Minutes and matters arising

1. Minutes of previous meeting

The minutes of the previous meeting were unanimously approved.

2. Twitter password

Molly noted that she has sent Elliott the password.

3. Committee description document

It was agreed that this should be done over the Christmas vacation, while people have more time. **Action:** all to write job descriptions.

4. Standing orders

This is also to be done after the ball, when things are quieter. **Action:** Lauren and Alex to update standing orders.

5. Manhunt

This happened this morning. Molly noted that turnout was low, due to late event creation and events that aren't on Thursdays generally being poorly attended. Team Fleur won, as Team Krum abandoned their egg too often.

6. Bank account

Still to be done. **Action:** Kalina to add Molly as a signatory.

General business

7. Upcoming events

a) *Fanfiction night*

This is all arranged. **Action:** Molly to check that the room is still booked.

b) *End of term meal*

Not yet organised. Alex suggested Jericho Tavern's Christmas buffet, if still available to book. Other suggestions: The Mitre, Bella Italia.

8. Yule Ball

The meeting briefly turned into a Yule Ball meeting. Notes: buy tape, clear thread, bin bags (thank you Bethan for the reminders), toilet signage (check if we can do gender neutral), warning sign for bag searches, buy sweets, decorations.

9. Any other business

- Social Secretary: this position is vacant as James Carter resigned. Molly proposed Chinvasi for the role. Bethan seconded, and Chinvasi was unanimously elected as Social Secretary. **Action:** Molly to inform Chinvasi.

- Senior members can only hold the position for 5 years by the current constitution. Alex thinks Lucinda has been senior member since some time in 2015.

There being no further business, the meeting was closed.