

## Meeting held on 23rd July 2016 • Minutes of Meeting

Minutes of meeting held at the King's Arms, 40 Holywell Street, Oxford at 8pm on Friday 23rd July 2016.

### Summary of Action Points

- **Alex H** to update the Standing Orders in accordance with item 1 of the previous meeting's minutes.
- **Alex H** to make a flowchart outlining the complaints procedure.
- **Kalina** to update the Inclusivity Policy in accordance with item 3 of the previous meeting's minutes.
- **Alex M** to contact the bank to update the signatories.
- **Alex H** to post on the fanfic Facebook group as soon as possible to announce the new round.
- **Alex H** to organise the new fanfic round.
- **Lily** to reply to the message from the Bonn HPSoc with the questions listed under item 8.
- **All members** to message Lily as soon as possible with any further questions about Bonn.
- **Committee** to inform its successor in January to implement the email forwarding set-up described under item 9.
- **Alex H, Tom and Kalina** to organise temporary email forwarding via Gmail.

### Present

Lily Miles (President), Kalina Naidoo (Treasurer, IT Officer), Alex Homer (Secretary), Tom Lear (Artiste), James Carter, Sophie Jaquet Bennett, Alex McCormick, Rob Selth.

### Present by proxy

Cathy Wormald (PR Officer; James Carter as proxy)

### Also in attendance

None.

### Apologies for absence

None.

### Minutes and matters arising

#### 1. Minutes of previous meeting

The minutes of the previous meeting were **unanimously approved**.

#### 2. Update to standing orders

Alex H noted that he had not yet made the change to the standing orders in accordance with the action point from the previous meeting. He noted that he had intended to do so by the next meeting, but that the next meeting had occurred sooner than anticipated. **Action: Alex H to update the Standing Orders in accordance with item 1 of the previous meeting's minutes.**

#### 3. Complaints procedure flowchart

As above, Alex H noted that he had not yet made the complaints procedure flowchart. **Action: Alex H to make a flowchart outlining the complaints procedure.**

## 4. Inclusivity Policy update

Kalina noted that she had not yet had change to update the website. **Action: Kalina to update the Inclusivity Policy in accordance with item 3 of the previous meeting's minutes.**

## 5. Signatory update

Alex M noted that this had not yet been done. **Action: Alex M to contact the bank to update signatories.**

## 6. Distance fanfic

It was noted that one round had been successfully completed. It was noted that not all entrants had responded; Alex H noted that those who had previously entered would not be permitted to enter again until they had submitted fanfic from the round already entered. It was agreed that a second round would commence on Monday, and that this would include a suggestion of song genre, or artist, which could optionally be used by participants as the basis for a parody. **Action: Alex H to post on the Facebook group as soon as possible to announce the new round. Alex H to organise the new round.**

Kalina congratulated Alex H on having graduated.

## 7. Cursed child display

Sophie noted that they had contacted Waterstones, but that no items were available from the display, as they were all the personal belongings of the staff.

## General business

### 8. Bonn conference

It was noted that Lily had received a message from the President of the Harry Potter Society at Universität Bonn. Tom read the text of the message in a cod French accent, despite Bonn's being in Germany and not in France. The message noted: that members of the society at Bonn had met us in Oxford, and that they were organising a student conference at Bonn in April; that participants who wished to could submit papers, which they would then present in twenty-minute presentations; that the deadline for submitting papers was 31st October; that the organisers were unable to cover travel expenses. Tom apologised for any offence caused by the cod French accent. James received sausages.

James explained that the Oxford University rules for overseas trips meant that we wouldn't need to be accompanied by a senior member, but would need approval and insurance. He suggested that the insurance shouldn't be particularly expensive, and posited costings of around £30–£40 for flights, with around an extra £30 for travel to the airport, and around £40 a night for accommodation (which could potentially be reduced if Airbnb were used). He suggested that around £220 would be a probable maximum cost, including spending. It was noted that this depended on whether the exchange rate maintained its current trajectory.

It was suggested that attendees could potentially stay with friends of Society members in Bonn, but it was pointed out that this could cause difficulties as the event would be open to all members of the Society. It was suggested that we could potentially book out a dorm in a hostel, which could make the trip more attractive. It was pointed out that, while the email had noted there was no funding for travel expenses, it did not say likewise about accommodation; it was suggested that this might imply the availability of university accommodation at Bonn, particularly as the conference is around Easter (and so the university may be on vacation at the time of the conference).

Alex H suggested that we might need to implement an attendance threshold, in order to discourage individuals from attending for a subsidised holiday in Bonn. He suggested that any threshold would have to be based on events to come, as it was unfair to base it on attendance at events prior to the conference's being publicised to the Society. It was noted that this would only allow the threshold to be based on the first four weeks of events in Michaelmas, at most, based on the deadline for submitting papers. It was

agreed that a threshold of attending four events was too restrictive, but that any less was too little to be restrictive.

Rob pointed out, in addition, that attendance by freshers was often inconsistent in Michaelmas, even among those who subsequently quickly became committed members; by way of example, he pointed out that Lily, though now President, had only attended two Michaelmas events in her first term. Lily noted that she had in fact attended six, and made a rude gesture at Rob. Tom pointed out that there was a significant capital investment that would be off-putting to those not serious about the conference. Sophie suggested that as effective as a threshold would be to add a note to advertisements of the trip, pointing out that it was not a holiday and that one should only apply if serious about the conference. It was agreed that this was the way forward.

Alex H queried whether the message from Bonn was legitimate, given that it had been sent via Facebook. It was noted that the conference was being run, according to the email, by a professor at the Department of English, American and Celtic Studies (Institut für Anglistik, Amerikanistik und Keltologie). Nevertheless it was agreed to ask for a university email address for further contact.

Lily asked if there were any questions that we should put to the contact from the Bonn Harry Potter Society, in addition to asking for an email address. The following were suggested as lines of enquiry:

- The language in which papers may be written, and in which they will be presented by other attendees (if much of the conference will be in German, it may be of less interest to non-German-speaking members of the Society);
- The start and finish dates of the conference, and a basic schedule;
- The standard of the papers being requested (are they expected to be serious academic papers, or are more light-hearted and informal papers acceptable?);
- Any thoughts that the contact may have for accommodation, and whether accommodation expenses might be available;
- Whether or not there are attendance fees for the conference.

It was agreed that any further questions should be sent to Lily as soon as possible. **Action: Lily to reply to the message with the questions above. All other members to message Lily as soon as possible with any further questions.**

## 9. Committee on website

It was noted that the committee list on the website needed updating.

It was noted that at a previous meeting the Committee had agreed that email addresses of Committee, where the Committee member was willing, should be included alongside names on the Wizengamot page of the website. It was noted that some individuals may not wish their email addresses to be available publicly, and that this should be respected.

Tom suggested using email forwarding, so that a dedicated (and unchanging) email address could be set up for each Committee position, on the ouhpsoc.org domain, and pointed at the email address of the office-holder; this would avoid having to broadcast an individual's email address, although it would be necessary to reveal that address on choosing to reply to a message. It was noted that this was a premium service with Weebly. It was noted that with some other domain registries this service was free, and that the domain could be registered with one of these alternatives and pointed at the existing Weebly site. It was noted that this would have to wait until the current registration expired in January. **Action: Committee to inform its successor to carry this out.**

It was suggested that the provision of email addresses on the website might wait until then, but it was pointed out that the purpose was to allow members with complaints to have a channel of contact with greater confidentiality than the webform, and that something should hence be implemented in the interim. It was agreed to set up Gmail addresses as temporary committee email addresses, for the six current positions that will still exist in the new calendar year; these could be pointed at the office-holders' email addresses as above. **Action: Alex H, Tom and Kalina to organise.**

## 10. Any other business

Tom proposed that he liked trains. Lily seconded the motion, and a vote was held.

Result: there was seven votes in favour of the motion, and two in opposition, with no abstentions. The motion was therefore **passed**.

It was noted that Sophie owed Alex M for stash. Tom noted that Sophie owed everybody money. James and Lily confirmed this.

There being no further business, the meeting was closed.