

Meeting held on 23rd October 2016 • Minutes of Meeting

Minutes of meeting held at The Swan and Castle, Castle Street, Oxford at 12pm on Sunday 23rd October 2016.

Summary of Action Points

- **Alex** to work out what change he was supposed to be making to standing orders, and update standing orders.
- **Alex** to move domain name registration back to Weebly at the end of the 60-day waiting period.
- **Cathy** to contact Laurel with regard to the Yule Ball account.
- **Lily** to deliver mugs to Charlie.
- **Charlie** to keep mugs in his room.
- **Lily** to investigate the QPay and Cashew systems further and report to the next meeting.
- **Alex** to create a Facebook poll to gauge interest in mugs.
- **Sophie** to make a Facebook poll about other possible badge designs.
- **Sophie** to contact Brigitte to find out what craft supplies she has.
- **Sophie** to make a list of necessary supplies for the “design a school of magic” event.
- **Sophie and Cathy** to go to Hobbycraft to purchase more craft supplies.
- **Lily** to post on the Wizengamot group about topics for discussion at the “design a school” event.
- **Lily** to post on the Wizengamot group about possible games for the Casual Games event.
- **Lily** to post on the *Cursed Child* B&B event with possible debates, a couple of days after the event is created.
- **Lauren** to contact HSBC with regard to setting up online banking.
- **Lily** to post an appeal to the Wizengamot page about costume supplies for the St Hugh’s RAG ball.
- **Lily** to communicate the Society’s offer of help to the St Hugh’s RAG Ball, along with the request that members be recompensed if their lent property were to be damaged.
- **Alex** to read the new standard constitution and suggest clauses to add to the proposal at the next Committee meeting.
- **Cathy** to create the Geek Quiz event early so that people can write rounds.
- **Lily** to visit The Head of the River to check the food discount had been applied.
- **Sophie** to contact Jabberwocky about the TalkSoc crew date.
- **Alex** to buy a drink at the next Sunday Spoons to the first person to send him the names of all five ABBA songs hidden in these minutes.

Present

Lily Miles (President), Alex Homer (Secretary, IT Officer), Lauren Forwood (Treasurer, First Year Rep), Catherine Wormald (PR Officer), Charlie Hutchings, Sophie Jaquet Bennett, James Carter (for end of meeting).

Present by proxy

James Carter (for start of meeting; Lily Miles as proxy), Jabberwocky Topp-Mugglestone (Alex Homer as proxy).

Also in attendance

Claire.

Apologies for absence

Tom Lear (Artiste), Nevin Nirsimloo (*Quibbler* Editor), Brigitte Stenhouse.

Minutes and matters arising

1. Minutes of previous meeting

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

2. Update to standing orders

Alex noted that this was still to be done, but that he was now no longer sure what the change was that he was supposed to be making. **Action: Alex to work out what change he was supposed to be making to standing orders, and update standing orders.**

3. Signatory update

Lauren noted that this was hopefully done.

4. Distance fanfic

It was noted that the first iteration of distance fanfic was a success, and that the second died. Lily noted that she thought that the idea was not a good one, in that the atmosphere of the event was lost and the writing felt like homework. It was suggested in future that the society could create a random fanfic generator so that people could write pieces in their own time, without a deadline.

The topic of other out-of-term activities was raised. Sophie suggested that Alex make another website treasure-hunt quiz, like the one in MT 2015. Alex agreed that this was a good idea, though noted that he would potentially no longer be the IT Officer after Christmas. It was noted that Alex could be given access to the website to do this if necessary.

5. Domain name registration

It was noted that the domain name still needed to be transferred back to Weebly, but that the sixty-day waiting period was not yet up. **Action: Alex to move registration back to Weebly at end of 60-day waiting period.**

6. Yule Ball account

It was noted that the committee's decision to close the Yule Ball account had been communicated to Emma, but that she was unable to fill in the form to close the account. It was agreed that one of us was to contact Laurel, who was the other co-signatory, and ask her to fill in the form, before sending it to Emma to be co-signed and sent to HSBC. **Action: Cathy to contact Laurel.**

7. Event reports

It was reported that the first events of term had made a lot of money. It was reported that Cathy still owed the society for something, which meant that the Society had made even more money than it thought. It was raised whether we needed to start spending money, although it was pointed out that Alex was still owed a substantial amount of money, money, money for merchandise.

It was reported that the Sorting had gone well, although it was felt that the quiz might flow better were it to be written as one unit. It was also suggested that the event be posted sooner on Facebook to create more build-up.

It was noted that holding the scavenger hunt on the day after matriculation was a bad idea, attendance having been very low.

It was reported that Butterbeer and Banter had been very successful. It was reported that some people had wanted to buy mugs at the event, and that these should therefore be brought to most events in future.

As Charlie lives nearby, it was agreed that he would keep mugs in his room, which he could fetch as required during events. **Action: Lily to deliver mugs to Charlie; Charlie to keep mugs in his room.**

8. Payment systems

Lily noted that she hadn't looked, although didn't think we needed either system. Alex noted that he would be putting an action point in for her to look anyway. **Action: Lily to investigate both systems further and report back to the next meeting.**

It was noted that there were posters for Cashew all over St Hugh's; it was noted further that these didn't seem to make much sense.

9. Merch

It was agreed to order more mugs, although not yet as some were still spare. It was agreed to set up a Facebook poll to gauge interest. It was also noted that there was potential interest in the laptop bags. **Action: Alex to create a Facebook poll to gauge interest in merch.**

It was agreed that no more House badges would be ordered for the time being, as the leftovers from the Sorting were not selling particularly well.

Sophie reported that they had researched possible badge designs for other causes, as requested in the previous meeting's minutes, and had drawn a blank, except for various corporate symbols. It was suggested that, when all is said and done, it was not necessarily an issue that we hadn't got badges for other issues; in the words of a friend of Lily's, "You don't go to a Pride event and go, 'Why is no-one here supporting the dolphins?'" It was agreed to make the badges, and possibly distribute them during February, which is LGBTQ history month. It was agreed that, in order to judge other possible badge designs, and to avoid any members being avoidably excluded, a Facebook post would be made to ask for suggestions for other badges.

At 12:29, James messaged to say he would not arrive by 12:30. Cathy needed to wash her hands. She ate a burger and it was a bad idea. Charlie left briefly to get sauce, and it was agreed to ensure that when he returned we would make sure he could ketchup with what was discussed. **Action: Sophie to make a Facebook post about other possible badge designs.**

10. Emails

It was noted that Lily had managed to add bold text to her emails.

James arrived at this point.

General business

11. Upcoming events

11a) Design a school of magic

Charlie reported that the room should now have been booked for all events this term, after issues at Butterbeer and Banter, but that he would check in advance of the next event.

It was agreed that the event would initially be run like a meeting, with Lily chairing and collating ideas. It was agreed that more craft supplies were needed. A budget of £40 was set for this. **Action: Sophie to contact Brigitte to find out what supplies she has; Sophie to make a list of necessary supplies; Sophie and Cathy to go to Hobbycraft to purchase more supplies.**

The subject of what points could be discussed was raised. It was agreed that the following were possibilities: the curriculum, the teachers, the Houses, any Sorting used, the building, health and safety, the school sport, international relations, animals, discipline, and whether or not they had a forest liaison. It was agreed that we could ask for more ideas at the event, and also that these could be pooled on the Wizengamot Facebook group. **Action: Lily to post on the Wizengamot group.**

11b) Casual games

Lily asked for the name of the game (or games) that would be played at the casual games night. It was noted that we had a few suggestions already, but that the Wizengamot Facebook group could be used to collate any more. **Action: Lily to post on the Wizengamot group.**

11c) Cursed Child *Butterbeer and Banter*

It was agreed for *Cursed Child* B&B that the poll would be on the event page, and that we would wait a day or so before posting it so people could un-invite themselves to avoid Spoilers. **Action: Lily to post on the event.**

12. Online banking

Lauren proposed that we apply for online banking. This would make payments simpler, and would allow any future changes of address to be done online, removing the need to go into branch or ring ring them up. Alex seconded the motion, and a vote was held.

Result: the motion was unanimously passed. Action: Lauren to contact HSBC with regard to setting up online banking.

13. St Hugh's RAG Ball

It was noted that St Hugh's were having a *Harry-Potter*-themed RAG ball, and had asked the Society if there was anything we could give them in the way of costumes for a dress-up stand. It was noted that the Society didn't own anything except the Sorting Hat and the owl variously known as "Professor Wise" and "Madam Hoot", but that committee members owned things which they might be willing to lend, on condition that the ball take responsibility for any damage. **Action: Lily to post an appeal to the Wizengamot page.**

It was agreed that we offer to help out at the ball, possibly by making Butterbeer, in exchange for discounted tickets. **Action: Lily to communicate this to the ball, along with the request that members be recompensed if their lent property were to be damaged.**

It was agreed that Lauren would send Cathy the link to the RAG ball, and queried whether people not from St Hugh's can go.

14. New standard constitution

It was noted that the Proctors had requested that we, along with all other registered societies, adopt a new standard constitution at our AGM. It was noted that we could add our own clauses at the end, as long as they did not contradict the text in the standard constitution. **Action: Alex to read the standard constitution and suggest clauses to add to the proposal at the next Committee meeting.**

15. Any other business

15a) Geek Quiz

It was requested that this be added to Facebook in Fourth, rather than Fifth, Week so that people had time to write rounds should they so choose. **Action: Cathy to create event early.**

15b) Re-registration

Alex confirmed that the Society had been re-registered by the Proctors.

15c) Christmas dinner

It was confirmed that the meal had been booked at the deposit paid, and that there was a 10% discount on drinks offered. It was queried whether the promised 20% discount on food had been applied; Lily noted that this appeared to be present as standard, but agreed to check. **Action: Lily to visit The Head of the River to check.**

15d) Crew date

It was noted that Jabberwocky, who had wanted to organise the crew date with Tolksoc, was not present in person. It was suggested that it was now probably too late for this to be organised for this term, although we should still make contact sooner rather than later to arrange for next term. It was noted that, were it to be this term, it would have to be in Fourth or Seventh Week. It was agreed that they would be asked to organise, if they wished it to happen this term. **Action: Sophie to contact Jabberwocky.**

There being no further business, the meeting was closed.