

Meeting held on 20th November 2016 • Minutes of Meeting

Minutes of meeting held at The Swan and Castle, Castle Street, Oxford at 1pm on Sunday 13th November 2016.

Summary of Action Points

- **Alex** to move domain name registration back to Weebly.
- **Brigitte, Lily and Lauren** to continue sorting out the Yule Ball account.
- **Lauren** to continue setting up the bank account.
- **Alex** to post proposed Constitutional changes to Wizengamot group, and raise at AGM.
- **Cathy** to run elections.

Present

Lily Miles (President), Alex Homer (Secretary, IT Officer), Lauren Forwood (Treasurer, First Year Rep), Catherine Wormald (PR Officer), Charlie Hutchings.

Present by proxy

Tom Lear (Artiste; Lily Miles as proxy).

Also in attendance

Kalina, Paige.

Apologies for absence

None.

Minutes and matters arising

1. Minutes of previous meeting

The minutes of the previous meeting were **unanimously approved**, with minor amendments.

2. Domain registration

Alex noted that he had not done this yet. **Action: Alex to move registration back to Weebly.**

3. Yule Ball account

It was noted that the day before Emma had messaged Lauren. **Action: Brigitte, Lily and Lauren to continue sorting out the account.**

4. Bank account

It was noted that there had been no further progress on the bank account. **Action: Lauren to continue setting up the bank account.**

5. Constitution

Alex noted that he had not yet posted the new Constitution to the Wizengamot page. **Action: Alex to post proposed changes to Wizengamot group, and raise at AGM.**

6. Lily's drink

It was noted that Alex had bought Lily a drink.

7. Film trips

It was noted that this had been planned, but had been unsuccessful as the cinema had been booked up.

General business

8. Nomination of Returning Officer

Cathy was nominated by Lily for the position of Returning Officer. Alex seconded the nomination, and a vote was held.

Result: Cathy was **unanimously appointed** as Returning Officer. Cathy therefore assumed the role of Returning Officer for the upcoming elections. **Action: Cathy to run elections.**

9. Any other business

Alex noted that there was a potential conflict of interest in manifestos being submitted to him for the position of President, and to Lily for the positions for President and Secretary, as she was intending to run for both. It was agreed that these should be submitted to Cathy.

There being no further business, the meeting was closed.