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| **Meeting:** | **In-Person Committee Meeting**  |
| **Place:**  | Virgil Building |
| **Date and Time:** | 20th September 2023, 14:00. |

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1. **Apologies for absence**

Matthew was recently onboarded and was given very short notice about the meeting, so he won’t be able to attend. He is fully up-to-date on current activities within the group and we look forward to welcoming him at our next meeting.

1. **Notice for AOB**

If anyone would like to share any other business, they can do so at the end of the meeting.

1. **Area updates**
2. **Finance**

Rebecca will share her outcomes from the financial meeting that occurred at 13:15 on this day. We will produce a list of actionable steps that need to be taken to address our large budget, and some of these may be actioned during this committee meeting.

1. **SU Website**

The SU website was successfully updated for current year information by Cameron and Yuki. If there are any additions people would like to be made, they can raise these now. We could also consider sending out a survey to our members on content they would like to see (or an FAQ).

1. **Welcome Seminar Hijack**

Have DOS been emailed to request permission to display QR code and brief intro on BUMS during Maths welcome seminar? Ruth resp.

1. **Matt Onboarding**

Cameron will share the outcome of his onboarding meeting with Matthew, and any actionable steps assigned to him, particularly regarding Freshers’ Rounders.

1. **Sponsorships**

Rebecca and Ruth will share any ideas for sponsorships, the progress of any leads, and open the floor to others’ ideas. Must generate actions to follow up.

1. **SU Groups Fair**
* Buy some supplies and fully decorate it with posters, free stuff, competition, including branded BUMS pens and potentially BUMS merch
* Draft up rough scripts (Topics) for people.
* Get a whiteboard for polling - post-it notes
* Make sure Yuki has all the info he needs for creating the poster for the groups fair, and discuss the design. Tight timeline for this
1. **URB Radio Advertising**

Decide on topics of conversation for the URB Radio interview, draft answers to the questions they have provided in their email, and decide who (multiple ppl potentially) will represent the society for this event.

1. **Go through BUMS Email**
2. **AOB**

**The next Executive Committee meeting will be arranged for a regular time slot, during W1.**