OULS Committee Meeting

Wednesday 9th September at 19:00

Minutes

Apologise: Simon (minutes done by recording), Zoe, Michael

0921.01 Welcome from the Chair – Chair opened the meeting confirming apologise and noted the meeting for last month was missed due to availability

0921.02 Finance Update – all finances are healthy at present, Victoria-Jayne managed to get a discount on some of our services and gifts for the previous committee, accounts for 2020-21 now prepared and auditors now need to be appointed. Question on if we are quorate but was not considered as approval will be at the next meeting. Brian has some emails that he could go through, Jonathan suggested being open and transparent and putting a notice on social media, Victoria can do this and was reasonably confident we would get two volunteers but noted that this should be emailed too as not all members are on social media. Gareth to write up a notice for Victoria-Jayne. Suggestion of giving a reward of £15 award, not to be mentioned in notice with some concern about it being known to the auditors. Income is likely to be higher than expenditure between now and November. Gareth recommended moving some money to savings – Approved to keep at a £500 in current account.

0921.03 Face to Face Events – All speaker events planned for virtual as far as January although noted that this would likely be the best method for speaker events. Novice moot to be virtual, Gary Slapper to be a mixture of virtual (early rounds) and in person (finals).

0921.04 Mistress of Moots – Zoe has indicated due to work commitments that she has no choice but to step down and will now be supporting the news team – Tom content to continue alone so the role is not to be advertised. Committee will support Tom as needed.

0921.05 Guest Speakers – Bios for speakers received and consideration of putting a e-flyer out. Jonathan noted that the last speaker attendees did not reach 30, so raised the prospect of opening speaking events to non-members, originally had around 50-60 registered. Brian and Victoria noted that there were 5 non-members registered and Brian at the time took the decision to restrict at the time to members only. Gareth noted that we have a real limit of 100 for the zoom meeting and that the event was in summer outside of academic time, Tom noted there is likely to be some level of zoom fatigue, Victoria-Jayne confirmed events were having 80ish and climbed to over 100 so the RVSP system was put in place. Jonathan asked if we have been quoted for expanding the limit, Gareth noted the pricing as he was looking during the meeting to increase of 200 users for around £5-6 extra per month, but he noted there are education discounts he can not see. Gareth continued to review and noted this could be much larger licensing and would need deeper review (£400+) – expansion tabled. Jonathan suggested trying out opening, committee agreed to run the next event as closed until two weeks before, if numbers not reached then open to any. Further discussion regarding the expansion as it looks like a one-off use of £40 and allow the dropping of the RSVP system, no objections.

0921.06 StreetLaw – Kirsty has been quite busy and due to covid schools have been disrupted and leading to a difficult position to start with. There have been some changes but unfortunately Kirsty was not present to give a fuller update. Some discussions regarding options going forward.

0921.07 Review of Policies – Jonathan asked if there were anyone able to take small sections. Brian and Jonathan sharing some areas. Complaint’s policy has emails and a phone number present, committee at a loss for phone number – committee agree to remove policy and replace with complaints to chair policy

0921.08 Careers and Systems Updates – Michael monitoring systems, Brian wants to put out for a new committee member for the careers aspect. General support to co-opt a member onto the committee, Victoria mentioned that there was another person that ran for the role but was unsuccessful as she noted that he was supportive of events. Committee agreed to advertise via email and consider applications with cut off of end of month to consider for next committee meeting. Mini election statement to be requested.

0921.09 Website Amendments – Getting our mooting titles up, and more information of winners of internal events. – Agreed. A lot of issues with people attempting to view videos are being sent to signup page, where it would be better to go to the log in page and have a button to move to sign up. – Agreed Careers page events, only can have 5 events on the calendar which is basic. Options either remove and put a list up or to upgrade the calendar to allow more events to add things like pupillage deadlines etc. Victoria could not see costs as this is only available to the website owner (Brian – To review).

0921.10 Freshers Fortnight – 20th September – 3rd October. Key events for us are 21st September where a general clubs/society event will be held, where groups give a few minutes to showcase their group – Brian to do. 28th September FBL event being run by Gareth, slides needed from OULS. Mooting talk to faculty event on 11th October at 5pm, Brian to discuss with Zoe and let Gareth know ASAP to update the event information before it goes out.

0921.11 Updates from other committee members

* 1. Mooting update, 19 signed up for novice event. Tom to send out problem and to get people to get times slots agreed to do the moot over zoom hopefully around end of September – exact dates for future dates are too dependant on how long needed to do submissions.
	2. News Team – managed to secure some interviews for articles, currently working out what they will speak about. Will consider if any might be suitable for speaker events and will pass details over as needed.
	3. Trip – consideration of doing a trip to an inn of court, tom noted that the Inns would be supportive as would the law society and supreme court. Unsure of numbers but contacting them will likely get a good response. Brian looking at Spring time.
	4. London Legal Walk – the event is returning and was there any interest in attending, will be held on 18th October – Jonathan is likely to be available, email to be sent to members opening this up. Jonathan asked about expensing a cheap hotel – agreed

Meeting Closed

Actions:

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| Minute | Action | Action Holder |
| 0921.05 | Review Zoom costings to increase viewer numbers long term | Brian/Gareth |
| 0921.08 | Careers Co-Ordinator to be advertised as vacant | Victoria/Brian |
| 0921.09 | Calendar function on website – review of costs of improvement | Brian |

Agreements:

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| Minute | Question | Committee Decision |
| 0921.05 | Opening Speaker events to non-members | To be trialled at the October event at a cost of £40 |
| 0921.02 | Pre-Audited accounts for 2020-21 be accepted | Approved – pass to auditors for review |
| 0921.02 | Transferal from Current Account to savings | Agreed – Keep account at around £500 |
| 0921.09 | Changes to website – mooting winners/awards, events signing to log in page. | Agreed – Tom to assist in confirming consent and previous winners |