



Meeting Information

Meeting Minutes – Committee Meeting – 04/08/2022

Meeting Information

Objective:	Business as usual		
Date:	Thursday 4 August 2022	Time:	19:00
Location:	Online - Zoom	Meeting Type:	Committee Meeting
Called By:	John Doran (Chair)	Facilitator:	John Doran (Chair)
Note Taker:	Joanne Clark	Submitted by:	Joanne Clark
Committee Members in Attendance:	John Doran (Chair), Isabelle Hoyet (Vice Chair), Gareth Jones (Treasurer), Joanne Clark (Secretary), Carla Turner (Mooting Coordinator), Zoe O'Connell (Editor)		
Other Attendees:	-		
Apologies:	Thomas Barry (Careers and Outreach Coordinator)		
Approved by:	Approved 24/08/2022		

Agenda

Agenda Items

1. Introductions & Apologies
2. AGM Summary
3. Calendar of events, including sharing of Google calendar
4. Guest speakers
5. Outreach/ Careers update
6. Intervarsity mooting & Gary Slapper
7. Website, newsletter & members only content
8. Funding applications and associated actions
9. Date of next meeting
10. AOCB

Minute

1. Attendance and apologies.
2. Summary of AGM for committee members unable to attend. AGM was well attended. Handover between predecessors and new committee was successful. Acknowledgment and thanks to previous committee members.
3. Calendar link shared among committee members¹ to avoid clashes and facilitate event planning across departments. Discussion held to discuss types of events that we would like to hold and ideas to populate the calendar. Agreement that events should be a mix of online and if possible, in person with a view to increase the number of events based on previous years. Discussed ideas to hold a Christmas event.
4. Discussion surrounding Guest Speakers and current bookings – please see calendar link for up-to-date details. Conversation held to share ideas on guest speakers that the committee would like to feature and to explore any possible connections that that could be explored for future bookings.
5. Outreach/ careers agenda item postponed until next meeting.
6. Intervarsity mooting postponed until next meeting. Gary Slapper was discussed with a plan to hold three stages with two rounds per stage. Mooting Coordinator to judge first round, with a possibility of judging the second round. A barrister will be sourced to judge the final. Conversation held to determine the location of the events – this is yet to be decided.
7. Content is required for both the website and newsletters. Review of previous content generation and ideas and success of these. Discussion held on current website and future development ideas. Agreement by committee members present to recognise the contribution by Michael Harris to the website and IT systems by placing notice of this on the website. Discussion surrounding what OU Law Society offers as members only content and if this should be expanded. Carried over until next meeting to finalise.
8. Funding applications will be worked between John and Isabelle. Acknowledgement that this can be done individually as well as collaboratively.
9. Date of next meeting – Thursday 25th August at 7:00pm. 6:30pm start for those wishing to discuss members only content.
10. AOCB – Finance report presented by Treasurer. Reports require auditing by two independent volunteers. £15 voucher agreed by committee members to express thanks.
Meeting closed at 20:35pm.

¹ <https://docs.google.com/spreadsheets/d/1pEN7T2OcDLswvIBZ535WUi4vWvrkjF2tWY8qwfXklN8/edit#gid=0>

Actions:

Action:	Assigned to:	Start date:	Due date:	Date completed:
Contact OUSA to advertise OULS events during Freshers Week	Isabelle Hoyet, Vice President	5/08/2022		
Draft newsletter	Zoe O'Connell, Editor	05/08/2022		
Advertise mooting events on social media	Carla Turner, Mooting Coordinator	05/08/2022		
Conduct a poll to finalise locations for in-person mooting events	Carla Turner, Mooting Coordinator	05/08/2022		
Obtain quotes for venues for mooting events	Carla Turner, Mooting Coordinator & John Doran, President	05/08/2022		
Begin planning for Xmas Parliament tour and social evening in London	John Doran, President	05/08/2022		
Create request for volunteers to audit accounts to be shared on social media	Gareth Jones, Treasurer	05/08/2022		
Recruit volunteers to assist with content creation	Zoe O'Connell, Editor	05/08/2022		
Send template for funding applications to Vice Chair	John Doran, President	05/08/2022		