

OULS COMMITTEE MEETING

Date:	9 th August 2017	Time:	2000 - 2100
--------------	-----------------------------	--------------	-------------

Attendees	Apologies
James Sudworth	India Joyce
Gwyn Hopkins	Sarah Couling
Catherine Howell	Joe Beet
Jennifer Wharton	Ann-Marie O'Neil
Mike Linnane	
Lidia Dancu	
Felice Jermon	

MINUTES

1) Welcome and apologies

- Catherine Duggan resigned from position as News Reporter due to change of university.

2) Minutes approval from previous meeting – AGM

3) Review of actions decided in the AGM meeting

- See below for ongoing actions.

4) Welcome to Felice and an overview of Felice's upcoming plans as Careers Coordinator

- Felice and Gwyn attended meeting with OU Careers Team (OUCT). Discussed how to maximise service for OULS members; will include scheduled careers-focused newsletters emailed by OUCT to reach wider audience. Felice working to build links with OU Law School, Bar Council and Law Society. OUCT offered to send out comms/survey to students regarding the services required and referencing OUL; will hopefully increase membership.
- Drafting document regarding law fair; to send out COP w/e 20th August.

5) Update about Society Finances, OU Budget and the signing over from last year

- Current balance: £4,158.12.
- Pending from the OU: £152.80 (May 2017 claim).
- Remaining budget for Aug 17 - Jul 18 financial year: £5,000.
- Outstanding claims from students: £0.00.
- Budget set aside for marketing: £250.
- James to confirm with Ann-Marie that outstanding expenses from 2016-17 have been paid.

6) Update from the Social Media Team

- Updated banners on social media.
- Jennifer planning to engage with members on social media more – ask questions/update on events etc.

7) Mooting Update – Mooting Workshops & Selection Day

- Working on dates for London/Manchester moots in September or October. Two day format.
- OU Business & Law Schools have requested moot demo on 25th September. May be able

to use facilities for moot workshop the weekend before.

- Venues are difficult – approx. £250-350 each. Location important as may limit numbers due to poor transport links etc. To check on costs to buy projector v. hire charges. OU may be able to lend AV equipment? To agree dates/venues ASAP.

8) Ideas for Christmas party and perhaps another Halloween Party

- 2016 Christmas Party success, intend to hold again. Open to Committee Members and OULS members. Tickets approx. £70.

- Hold Halloween murder mystery evening in London? Previously a success due to simultaneous moot workshop. Any ideas?

9) News Team Update & Discussion of OU Promo Mail out to New Students

- Joe taking step back for a few months due to personal reasons. In meantime James to liaise with Catherine reference newsletter.

10) Tiered Membership Report and Vote for further action

- Concerns about tiered membership and exclusion issues. To liaise with OU and OUSA.

- Possibly increase current membership fee.

11) Implementation of Demographics Questions for members

- Send out questionnaire in newsletter and for new member sign-ups; to enable analysis of equality/diversity data.

12) Discussion and vote of a budget for Merchandise

- £250 budget too low.

- Invest banners/posters/flyers for events.

13) AOB

- Report on the Nottingham Law education conference (Gwyn):

- Attended with Lydia, two OU tutors and an OU techie. Each had five minutes to talk about the virtues of pro-bono and the virtual reality application that is being used as part of the new W360 course. Good plug for the OU and the Open Justice course.

- Team won a prize for best Saturday paper (best presentation and accompanying paper).

- Tutors involved open to all collaborations with the OULS; to be discussed.

- To ask permission from Lead Presenter to publish the paper on OULS website with short news blurb?

SUMMARY OF ACTIONS

1. Challenge with printing; large cost. Possibility of sponsorship for printing. **ONGOING**
2. Confirm events/timetables. Summer moot workshop and selection day in Sep TBC. **ONGOING**
3. Open OULS bank account. **ONGOING**
4. Official sign off/handover of OUSA account. Difficulty contacting Sophia to complete. James and Ann-Marie to liaise. **ONGOING**
5. Suggestion to look at Scottish v. English law based moot. Requires OU support to ensure reaches all potential participants. **ACTION TO BE TAKEN**

6. If increasing membership cost, will need more events. Incoming committee to consider.
ACTION TO BE TAKEN
7. Sophia also has amendments to consider. **ONGOING** – mail out for new starters in Sep/Oct. James and Jennifer to submit report on tiered membership.
8. Outstanding mootling expenses. James to confirm with Ann-Marie that outstanding expenses from 2016-17 have been paid. **ONGOING**
9. To agree dates/venues for mootling workshops ASAP. **NEW ACTION**