



CUHS Handover Meeting Minutes

Time and Date: 4 pm, GMT, Saturday 20th March 2021

Venue: Zoom Conference Call

Present:

Dávid Kliment, *Co-President*

Eszter Brandt, *Co-President*

Marcell Dávid Hunyadi, *Secretary*

Bence Balázs, *Treasurer*

Luca Gál, *Events Officer*

Dániel Boros, *Events Officer*

Nándi Nagy, *Access Officer*

Előd Kotmayer, *Access Officer*

Zsombor Verkmann, *Ex-Access Officer*

Balázs Németh, *Ex-President, General Member*

Discussed Topics:

1) Handover of the roles and duties of the new committee members

a) Treasurer

- i) Co-President asks Treasurer whether there is anything to do with the Society account
- ii) Co-President asks about the card reader for in-person events
- iii) Treasurer: no outstanding tasks, the card reader will be sourced when in-person events will be allowed

b) Events officers

- i) Events for Easter term will be agreed upon and organised 2 weeks before beginning of term

c) Access officers

- i) Organisation of handover meeting
 - (1) Question about offer holders database, to be able to communicate with offer holders about deadlines (such as STEP registration deadline)

d) President handover

- i) Organisation of handover meeting

e) Secretary

- i) Organisation of handover meeting
- ii) Actualisation of accesses to services
 - (1) Mailing list, Social media platforms (Facebook, Instagram, Twitter), Website, Google Drive, Zoom Account, Slack
- iii) Update the membership database



2) Miscellaneous

- a) Uphold decision of not collecting membership fees until in-person events can be organised
- b) By-elections in the summer incl. for new roles
 - i) General Members
 - ii) IT and Communications officer (new role)
 - iii) External relations officer (new roles) for managing sponsorships etc.
- c) Agreement to organise individual handover meetings and the preparation of handover documents until the second week before Easter term begins

Next committee meeting scheduled for April 13 of 2021 (subject to vote on Slack)