# CSSA Committee Meeting

## Agenda - Meeting #8

**2014-12-09 - 20:00 - CSIT N101**

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<td>17:30 - 17:35</td>
<td>Welcome</td>
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| 1  | 17:35 - 17:40      | Minutes of Previous Meeting and Matters Arising  
|    | (5 mins)           | 1. Actions from Previous Meetings            | Ben R    |
| 2  | 17:40 - 17:45      | Treasurer's Report                           | Stuart   |
|    | (5 mins)           | 2.                                           |          |
| 3  | 17:45 - 18:00      | Update from Committee Members                | All      |
|    | (15 mins)          | 3. Past Events                               |          |
|    |                    | 3.1. Upcoming Events                         |          |
|    |                    | 3.2. Items for Escalation                   |          |
| 4  | 18:00 - 18:10      | Major Events                                 |          |
|    | (10 mins)          | 4. O-Week and Early Semester 1 Planning      |          |
| 5  | 18:10 - 18:20      | Projects                                     |          |
|    | (10 mins)          | 5.                                           |          |
| 6  | 18:20 - 18:35      | Discussion                                  | Cait     |
|    | (15 mins)          | 6.1. Committee Communications                |          |
|    |                    | 6.2. Pre-University student events          |          |
| 7  | 18:35 - 18:45      | Other Business                               |          |
|    | (10 mins)          | 7.1. Summer Common room Subcommittee        |          |
|    |                    | 7.2. Additional actions                      |          |
|    | 18:45 - 18:50      | Close                                        | Cait     |
|    |                    | Next Meeting                                 |          |
CSSA Committee Meeting
Minutes - Meeting #8
2014-12-09 - 18:00 - CSIT N101

Attendance
Present: Jan Zimmer, Martine Henschke, Nicholas Mobbs, Ben Pfalzgraf, Hong You, Omid Rezvani, Ben Roberts, Caitlin Macleod, Ben Creelman
Apologies: Stuart Herring
Absent: Chu Bing

Action Summary
Carried over

- Action 2014.3: Find new lock for the common room.
- Action 2014.4: Arrange meeting with Paul Melloy (Natalie Young) at Student services (Important/Urgent)
- Action 2014.5: Tutoring Website
- Action 2014.8: Benjamin Roberts to talk to James Fellows about getting IP access for robot again
- Action 1.1.2: Ben C to finish minutes of AGM and distribute to GAC (Important)
- Action 2.3.2: Stuart to complete establishment of CSSA PayPal account
- Action 2.3.3: Ben R to finish minutes of Special General Meeting
- Action 3.2.1: Martin to Buy Minecraft Licenses
- Action 4.5.1.1: Keep track of Vote3 development
- Action 4.6.2.1: Track state of common room renovations.
- Action 4.6.2.3: Buying a new fridge
- Action 6.4.1.1: Have the CSSA’s coffee machine and new fridge tagged and tested.
- Action 6.4.1.3: Nick to purchase a gift for Patrick in thanks of coordinating EGN8
- Action 7.1.1: Finalise the EGN8 Orgsync submissions.
- Action 7.3.1: Ben Roberts to update privacy policy for new members by Semester 1 2015.
- Action 7.4.1.1: Caitlin to book O-Week Market Day equipment and location.
- Action 7.4.1.2: Nick to organise and coordinate boardgames event with O-Week directors.

Actions arising

- Action 8.3.1: Pfalzgraf to Write event template documentation for study event coordinators.
- Action 8.3.2: Martin to contact AIE about Global Game Jam.
- Action 8.4.1.1: Ben to look at using Vagrant for Installfest.
- Action 8.4.1.2: Look at organising paintball for weeks 3 or 4.
- Action 8.4.1.3: Caitlin to talk to Jim about potential Barracks/Reload bar events.
- Action 8.7.1.1: Caitlin to write proposal for new Committee model.
Minutes
Meeting opened at 6:05.

1. Minutes of Previous Meeting and Matters Arising
MOTION: That the minutes of the previous meeting be accepted.

Moved: Ben Roberts
Seconded: Jan Zimmer

Motion carried (Resolution 2015/21)

1.1. Actions from Previous Meetings

- Action 2014.3: Fix the door sensor and lock
  - We have been advised by the school that we can purchase and fit a new lock. We will need to check the options available to us at a locksmith.

- Action 2014.4: Arrange meeting with Paul Melloy (Natalie Young) at Student services (Important/Urgent)
  - No progress.

- Action 2014.5: Tutoring Website
  - No progress.

- Action 2014.8: Benjamin Roberts to talk to James Fellows about getting IP access for robot again
  - Bob advised that he would move the two new tutors machines to the tutors subnet. Hasn’t happened yet.

- Action 1.1.2: Ben C to finish minutes of AGM and distribute to GAC (Important)
  - No progress.

- Action 2.3.1: Stuart to invoice Microsoft for careers fair
  - Completed.

- Action 2.3.2: Stuart to complete establishment of CSSA PayPal account
  - Stuart encountered a conflicting paypal account opened by Andrew. Working on this with paypal.

- Action 2.3.3: Ben R to finish minutes of Special General Meeting
  - No progress.

- Action 3.2.1: Organising Minecraft Event/Licenses
  - Martin has been given permission to spend $400 on licenses.

- Action 4.5.1.1: Keep track of Vote3 development
  - No progress.

- Action 4.6.2.1: Track state of common room renovations.
  - Carpet has been cleaned but the walls are yet to be painted

- Action 4.6.2.3: Buying a new fridge
  - Searching and buying of fridge is proceeding.
2. Treasurer’s Report

Current bank balance is $7582.29. Careers fair has been paid for by everyone except BAE, Microsoft and ASD.

3. Update from Committee Members

**Caitlin Macleod** (President)

- Received an email from Imagine Team.
  - Are interested in running an event with us.
- CECS reps have things they want to do with us. Report can be found on the mailing list.
- We received the coffee machine, will organise milk/paperwork.
- Jannette sent us some information about students access to counseling that will be printed.
Jan Zimmer (Vice-President)
- Will start designing the membership cards. Dark colours (purple) have been requested.
- Might not be available for O-Week.
- Not sure which keys Chu has.

Benjamin Roberts (Secretary)
- Received response from ANUSA Legal:
  - The members of an unincorporated association (such as the CSSA) are personally responsible for acts and omissions of the association.
  - We do have a duty of care to our members, but this does not extend to unpredictable acts which are not authorised by the association.
  - Duty of care could be breached if we allow a dangerous situation to occur.
- Received response from ANU Security:
  - ANU Security will hold persons that need to be removed from a building or are committing criminal actions only until police arrive. They cannot hold anyone on the premises who may commit crime.
- Small informal meeting was held with association members. Rough minutes for this can be found on the Google drive.
  - Members wanted more transparency round committee actions/decisions. Should start posting agenda in newsletters.
- Haven’t written SGM minutes.
- We should make posters of:
  - Common room rules/behaviours.
  - Committee members.
  - Property responsibility.

Stuart Herring (Treasurer)
- Wants someone to scan EGN8 receipts so Orgsync can be finalised for the year.
- Andrew tried registering the “one-to-sign” account for PayPal, affecting the account we are creating now. Will sort out when both of us are in Canberra.

Ben Creelman (Industry)

Pfalzgraf Martin (Education Rep.)
- Planning to run study events for four courses in first semester 2015:
  - COMP1100/COMP1130 (Introduction to Programming and Algorithms)
  - COMP2100/COMP2500 (Software Construction)
  - COMP2300 (Introduction to Computer Systems)
  - COMP2620 (Logic)
- Planning to get students from each course to organise/run the study events.
  - Ideally two for first year courses, one for second year courses.
  - Will write template documentation required for organising events before start of semester.
Action 8.3.1: Pfalzgraf to Write event template documentation for study event coordinators.

Nick Mobbs (Social Rep.)
- Needs money for Costco run between now and January.
  - $1300 was transferred.
- Won’t be here for boardgames.
  - Martin will fill in.
- Reyez proposed pokemon event:
  - 13th December, 7pm, N11, $0/person.
  - Will book room and post on Facebook.
  - Martin will open room.
  - Email was sent to mailing list but bounced. Will be resent.

Omid Rezvani (Postgraduate Rep.)
- Last monthly munchies of the year was run.
- HDERP cancelled due to ESA’s finances/availability.
  - CSSA had money available but didn’t have time to organise.
- Writing budget proposal to school for postgraduate events.
  - Being written along side ESA postgrad representative.

Hong You (International Rep.)
- Event proposal: CSSA 2015 welcome party (Food event)
  - Location: Lena Karmel or Kinloch common rooms, 6pm til 8pm.
  - May need to prepare food. Could use CSIT tea room if cleared with school.
    - Will also need utensils/containers/dining equipment. Check with ANU Union.
  - Free for members/$5 for non members.
  - Sponsored by Fang Ma Xiao Guan, Dickson Soundbox Karaoke, Roti House restaurant
  - Could do Dance Central instead of karaoke.
  - Could combine with weekly boardgames.
  - Will advertise in week 1 lectures.
  - Estimated cost: <$400, Estimated attendance: >100
  - Will fill out event template.

Martin Henschke (I 💗 CS.)
- Will be I 💗 CS representative.
- Thinking about contacting AIE as part of the Global Game Jam (23rd-25th January)
  - AIE is hosting event (free attendance)
  - We could advertise it to our members or host a lunch/breakfast for it.
  - Will investigate potential interest.
- Tech Talks:
  - Will discuss with interested people at a later date.
  - An old list of speakers can be found on the Google drive.
- Hackerspace visit early in the term.
Action 8.3.2: Martin to contact AIE about Global Game Jam

4. Major Events

4.1. O-Week and Early Semester 1 Planning

- CECS schedule can be found on the mailing list.
  - Run a large boardgames event as part of O-Week.
    ■ Discussed at previous meeting
  - CECS rep organised BBQ after CECS event on Thursday perhaps.
  - Minecraft event in O-Week of First Week.
- First Week:
  - Hong’s CSSA party/food event.
- Second week:
  - Installfest
    ■ Ben to look at Vagrant for new student machines.
- Week Three/Four:
  - Paintball.
- Second term
  - Iceskating.
  - Reload Bar.

Action 8.4.1.1: Ben to look at using Vagrant for Installfest.
Action 8.4.1.2: Look at organising paintball for weeks 3 or 4.
Action 8.4.1.3: Caitlin to talk to Jim about potential Barracks/Reload Bar events.

5. Projects

6. Discussion

6.1. Committee Communication

- Using Facebook as our instantaneous communications medium is ineffective.
- Look at replacing it with HipChat or Slack
  - Both are searchable, offer channels and organise our communications in the one spot.
  - People would need to commit to using the software for it to be effective.
- Also looking at Asana for general association organisation.

6.2. Pre-University student events

- Caitlin wants this discussed at a future meeting.
7. Other Business

7.1 Summer Common Room Subcommittee

- There are concerns from postgrads about the rooms accessibility over summer.
  - Pat was appointed to address this issue.
- Look at new ways to electing or co-opting subcommittee members in the future.

**Action 8.7.1.1:** Caitlin to write proposal for new Committee model.
**Action 8.7.1.2:** Caitlin to write proposal for new Common Room Subcommittee model.

7.2. Additional actions

Close

Meeting closed at 19:40pm.

The next meeting is scheduled for Monday the 12th January 2015, 5:30PM.

Ben Roberts
Secretary