

CSSA Committee Meeting

Agenda - Meeting #8

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

#	Time	Details	Lead
	17:30 - 17:35	Welcome	Cait
1	17:35 - 17:40 (5 mins)	1. Minutes of Previous Meeting and Matters Arising 1.1. Actions from Previous Meetings	Ben R
2	17:40 - 17:45 (5 mins)	2. Treasurer's Report	Stuart
3	17:45 - 18:00 (15 mins)	3. Update from Committee Members 3.1. Past Events 3.2. Upcoming Events 3.3. Items for Escalation	All
4	18:00 - 18:10 (10 mins)	4. Major Events 4.1. O-Week and Early Semester 1 Planning	
5	18:10 - 18:20 (10 mins)	5. Projects	
6	18:20 - 18:35 (15 mins)	6. Discussion 6.1. Committee Communications 6.2. Pre-University student events	Cait
7	18:35 - 18:45 (10 mins)	7. Other Business 7.1. Summer Common room Subcommittee 7.2. Additional actions	
	18:45 - 18:50	Close Next Meeting	Cait

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.

- Action 8.7.1.2: Caitlin to write proposal for new Common Room Subcommittee 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.

- Action 5.3.2: Investigate and decide on purchase of coffee machine using ANUSA CECS Representative budget.
 - Machine arrived, needs to be tagged. Closed.
- Action 6.4.1.1: Have the CSSA's appliances and EGN equipment tagged and tested once purchased.
 - Only coffee machine and new fridge still need tagging.
- Action 6.4.1.2: Ben C or Patrick to facebook poll about the scheduling of EGN (Week 12 vs. 13).
 - Three quarters of people preferred week 12, however this would conflict with GAMMACON. Closed
- Action 6.4.1.3: Caitlin to purchase a gift for Patrick in thanks of coordinating EGN8
 - Nick will buy something at next Costco run.
- Action 6.6.1.1: Ben Roberts to contact ANU Security and ANUSA regarding appropriate response to inebriation in public spaces and liability of associations.
 - Responses received and discussed below. Closed.
- Action 7.1.1: Finalise the EGN8 Orgsync submissions.
 - No progress. Stuart will do when available.
- Action 7.3.1: Update privacy policy for new members by Semester 1 2015.
 - No progress, Ben Roberts will do.
- Action 7.4.1.1: Caitlin to book O-Week Market Day equipment and location.
 - Bookings haven't opened yet
- Action 7.4.1.2: Nick to organise and coordinate boardgames event with O-Week directors.
 - Event organisation for O-Week hasn't opened yet.
- Action 7.4.1.3: Ben R to contact CECS Marketing about CSSA presence during orientation tour.
 - CECS gave us their O-Week schedule, See mailing list. Closed.
- Action 7.6.3.1: Stuart to talk to Coffee Grounds about discount offer for 2015.
 - Stuart Herring has organised the same deal for the coming year. Closed

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 students 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