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<td>17:30 - 17:35</td>
<td>Welcome</td>
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<td>1</td>
<td>17:35 - 17:40</td>
<td>1. Minutes of Previous Meeting and Matters Arising</td>
<td>Ben R</td>
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<td>(5 mins)</td>
<td>1.1. Actions from Previous Meetings</td>
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<td>17:40 - 17:45</td>
<td>2. Treasurer's Report</td>
<td>Stuart</td>
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<td>17:45 - 18:00</td>
<td>3. Update from Committee Members</td>
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<td>(15 mins)</td>
<td>3.1. Past Events</td>
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<td>3.3. Items for Escalation</td>
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<td>4</td>
<td>18:00 - 18:10</td>
<td>4. Major Events</td>
<td>Cait</td>
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<td>(10 mins)</td>
<td>4.1. O-Week and Market Day planning</td>
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<td>5. Projects</td>
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<td>6.1. Pre-University student events</td>
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<td>18:35 - 18:45</td>
<td>7. Other Business</td>
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<td>(10 mins)</td>
<td>7.1. New Dominos Owners</td>
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<td>7.2. Additional actions</td>
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<td>18:45 - 18:50</td>
<td>Close</td>
<td>Cait</td>
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CSSA Committee Meeting
Minutes - Meeting #9
2014-01-12 - 17:30 - CSIT N101

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

Action Summary
Carried over

- Action 2014.3: Jan to buy new lock for Common Room.
- Action 2014.4: Arrange meeting with Paul Melloy (Natalie Young) at Student services for Week 3 (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 contact Andrew and 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 7.1.1: Chase up missing EGN8 Orgsync submissions and finalise.
- Action 7.3.1: Ben Roberts to update privacy policy for new members by Semester 1 2015.
- Action 7.4.1.2: Nick to organise and coordinate boardgames event with O-Week directors.
- 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.
**Actions arising**

- Action 9.3.1: Write Code of Conduct, Coffee machine instructions and make committee member/contact poster before start of term.
- Action 9.3.2: Stuart to organise thank you dinner for previous committee
- Action 9.7.1.1: Jan to contact Dominos and verify our offer with the new owners.

**Minutes**

Meeting opened at 17:51.

1. Minutes of Previous Meeting and Matters Arising

**MOTION:** That the minutes of the previous meeting be accepted.

Moved: Ben Roberts  
Seconded: Caitlin Macleod

Motion carried (Resolution 2015/22)

1.1. Actions from Previous Meetings

- Action 2014.3: Find new lock for the common room.  
  - The CECS BiLock master key must work in the new lock  
  - $300 was approved for Jan to buy a lock.
- Action 2014.4: Arrange meeting with Paul Melloy (Natalie Young) at Student services (Important/Urgent)  
  - No progress, will set up a meeting for week 3.
- Action 2014.5: Tutoring Website  
  - No progress.
- Action 2014.8: Benjamin Roberts to talk to James Fellows about getting IP access for robot again  
  - No progress
- Action 1.1.2: Ben C to finish minutes of AGM and distribute to GAC (Important)  
  - Not started.
- Action 2.3.2: Stuart to complete establishment of CSSA PayPal account  
  - Need to contact Andrew Donnellan
- Action 2.3.3: Ben R to finish minutes of Special General Meeting  
  - No progress.
- Action 3.2.1: Martin to Buy Minecraft Licenses  
  - Absent from meeting.
- Action 4.5.1.1: Keep track of Vote3 development  
  - No progress
- Action 4.6.2.1: Track state of common room renovations.  
  - Received an email from Phil, progress is being made but he has been busy.
- Action 4.6.2.3: Buying a new fridge
Tracking second hand fridges on GumTree,

- Action 6.4.1.1: Have the CSSA’s coffee machine and new fridge tagged and tested.
  - Blocked until fridge is bought.
- Action 6.4.1.3: Nick to purchase a gift for Patrick in thanks of coordinating EGN8
  - Done.
- Action 7.1.1: Finalise the EGN8 Orgsync submissions.
  - Disappeared from OrgSync. Need to chase up with GAC.
- Action 7.3.1: Ben Roberts to update privacy policy for new members by Semester 1 2015.
  - Sent around a draft. Will add a clause for anonymous statistics
- Action 7.4.1.1: Caitlin to book O-Week Market Day equipment and location.
  - Booked. Closed.
- Action 7.4.1.2: Nick to organise and coordinate boardgames event with O-Week directors.
  - No progress. Caitlin will give Nick O-Week contact details.
- Action 8.3.1: Pfalzgraf to Write event template documentation for study event coordinators.
  - Absent from meeting.
- Action 8.3.2: Martin to contact AIE about Global Game Jam.
  - Absent from meeting.
- Action 8.4.1.1: Ben to look at using Vagrant for Instalffest.
  - No progress.
- Action 8.4.1.2: Look at organising paintball for weeks 3 or 4.
  - Takes about 2 weeks to organise. Probably book the Airport paintball place.
- Action 8.4.1.3: Caitlin to talk to Jim about potential Barracks/Reload bar events.
  - Sent an email. Possible go after the O-Week boardgames event.
- Action 8.7.1.1: Caitlin to write proposal for new Committee model.
  - Addressed in report below.
- Action 8.7.1.2: Caitlin to write proposal for new Common Room Subcommittee model.
  - Addressed in report below.

2. Treasurer’s Report

Bank balance is currently $7,071.57. Invoices for EGN 8 were not uploaded to OrgSync. The budget request as also disappeared.

3. Update from Committee Members

Caitlin Macleod (President)

- Submitted the ANUSA GAC Reaffiliation form to OrgSync on Friday.
- Registered for Market Day stall ($50).
- Emailed Jim (The Barracks) about potential CSSA events.
- Common room documents should be written before start of term. These include:
  - Code of expected behaviour.
  - Committee member photos and CSSA contact details.
  - Coffee machine instructions.
● Unsure about how to write constitutional amendments for new committee structure
  ○ Do not need to do this yet.

**Action 9.3.1: Write Code of Conduct, Coffee machine instructions and make committee member/contact poster before start of term.**

**Jan Zimmer** (Vice-President)
  ● Previewed 2015 membership card design
    ○ Will check what it looks like without feathering and with Coffee Grounds offer.
  ● Will talk to Ben Coughlan about committee photos.
    ○ Will make poll of peoples availability.

**Benjamin Roberts** (Secretary)
  ● Sent around draft of new privacy policy.
    ○ Need to add clause for anonymous statistics.
  ● Is Slack working?
    ○ Seems so, Nick and Stuart having issues with notifications.

**Stuart Herring** (Treasurer)
  ● Will organise thank you dinner for previous committee during Week 1 at the Asian Noodle House.

**Action 9.3.2: Stuart to organise thank you dinner for previous committee**

**Ben Creelman** (Industry)

**Pfalzgraf Martin** (Education Rep.)

**Nick Mobbs** (Social Rep.)

**Omid Rezvani** (Postgraduate Rep.)

**Hong You** (International Rep.)
  ● Wrote event proposal for early semester food event.
    ○ Needs help with poster and Facebook event.

**Martin Henschke** (I <3 CS Rep.)

**Chu Bing** (?)

4. Major Events

4.1. O-Week and Market Day Planning
  ● Market day availability spreadsheet for committee members available [here](#).
  ● Will contact O-Week directors for a schedule.
  ● Run a slideshow of CSSA event photos on Caitlin’s Netbook
• Nick to purchase food for Market Day stall.

5. Projects

6. Discussions

6.1. Pre-University student events
  • Running Minecraft event would be good.
    ○ Talk with Martin.

7. Other Business

7.1. New Dominos Owners
  • the Lena Karmel Dominos has a new owner.
  • Jan to check that our offer with them still holds.

Action 9.7.1.1: Jan to contact Dominos and verify our offer with the new owners.

7.2. Additional actions

Close
Meeting closed at 18:43.

The next meeting is scheduled for Tuesday 27 January 2015, 6PM.

Ben Roberts
Secretary