

CSSA Committee Meeting

Agenda - Meeting #9

2015-01-12 - 17:30 - 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 Market Day planning	Cait
5	18:10 - 18:20 (10 mins)	5. Projects	
6	18:20 - 18:35 (15 mins)	6. Discussions 6.1. Pre-University student events	
7	18:35 - 18:45 (10 mins)	7. Other Business 7.1. New Dominos Owners 7.2. Additional actions	
	18:45 - 18:50	Close Next Meeting	Cait

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 OrdSync. 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 Installfest.
 - 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