

# CSSA Committee Meeting

## Agenda - Meeting 13

2015-03-17 - 17:30 - CSIT N101

#	Time	Details	Lead
	17:30 - 17:35	Welcome	Cait
<b>1</b>	17:35 - 17:40 (5 mins)	1. Minutes of Previous Meeting and Matters Arising 1.1. Actions from Previous Meetings	Ben R
<b>2</b>	17:40 - 17:45 (5 mins)	2. Treasurer's Report	Stuart
<b>3</b>	17:45 - 18:00 (15 mins)	3. Update from Committee Members	All
<b>4</b>	18:00 - 18:10 (10 mins)	4. Major Events	
<b>5</b>	18:10 - 18:20 (10 mins)	5. Projects	
<b>6</b>	18:20 - 18:35 (15 mins)	6. Discussions 6.1. The Guild 6.2. Common room Code of Conduct	
<b>7</b>	18:35 - 18:45 (10 mins)	7. Other Business 7.1. Additional actions	
	18:45 - 18:50	Close Next Meeting	Cait

# CSSA Committee Meeting

## Minutes - Meeting 13

2015-03-17 - 18:00 - CSIT N101

### Attendance

*Present:* Ben Roberts, Ben Creelman, Caitlin Macleod, Jan Zimmer, Chu Bing, Pfalzgraf Martin, Stuart Herring, Martin Henschke

*Apologies:*, Nick Mobbs, Omid Rezvani, Hong You, Martin Henschke

*Absent:* Nil

### Action Summary

*Carried over*

- Action 2014.3: Jan to buy new lock for Common Room.
- Action 2014.4: Email Paul Melloy (Natalie Young) at Student services for Week 3 meeting (Important/Urgent)
- 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 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: Nick to buy a new fridge
- Action 6.4.1.1: Have the CSSA's new fridge tagged and tested.
- Action 8.4.1.2: Nick to organise laser tag.
- Action 8.4.1.3: Caitlin to Facebook message Jim about potential Barracks/Reload bar events.
- Action 9.3.1: Write Coffee machine instructions and make committee member/contact poster.
- Action 11.3.1: Pfalzgraf to negotiate a deal for CSSA members at Dominos.
- Action 11.3.3: Pfalzgraf to talk to CECS representatives about gender-focused/inclusive events.
- Action 11.3.4: Nick to look at food offers with other establishments.
- Action 11.3.5: Work out times for tech talks.
- Action 12.1.2: Martin to get Tom Gedeon to contact the CSSA about ACSW
- Action 12.4.2.1: Ben Roberts to organise OGM1
- Action 12.6.1.1: Martin to organise meetings for the Common room subcommittee.

- Action 12.6.2.1: Track the implementation and effectiveness of CSSA office hours.

### *Actions arising*

- Action 13.3.1: Stuart and Jan to get unauthorised 1-to-sign cards cancelled.
- Action 13.3.2: Stuart to get the outstanding (IBM, BAE) payments for careers fair.
- Action 13.7.2.1: Make sure everyone who uses the CSSA mailbox BCC's the account when sending.

## Minutes

Meeting opened at 18:13.

### 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 2015/27)**

#### 1.1. Actions from Previous Meetings

- Action 2014.3: Jan to buy new lock for Common Room.
  - Waiting on the college.
- Action 2014.4: Email Paul Melloy (Natalie Young) at Student services for Week 3 meeting (Important/Urgent)
  - Missed week 3 and 4, will try for a meeting in week 7.
- Action 2014.8: Benjamin Roberts to talk to James Fellows about getting IP access for robot again
  - Offered some rack mounted servers from a member. Will take half of them.
- Action 1.1.2: Ben C to finish minutes of AGM and distribute to GAC (Important)
  - No progress.
- Action 2.3.2: Stuart to contact Andrew and complete establishment of CSSA PayPal account
  - Pending, Andrew is getting authorised so his account can be closed.
- Action 2.3.3: Ben R to finish minutes of Special General Meeting
  - No progress.
- Action 4.5.1.1: Keep track of Vote3 development
  - No progress.
- Action 4.6.2.1: Track state of common room renovations.

- Waiting for Phil.
- Action 4.6.2.3: Nick to buy a new fridge
  - Absent.
- Action 6.4.1.1: Have the CSSA's new fridge tagged and tested.
  - Absent.
- Action 7.1.1: Stuart to attend GAC meeting and sort out PyCon payments.
  - Paid, closed
- Action 8.4.1.2: Nick to organise laser tag.
  - Absent.
- Action 8.4.1.3: Caitlin to Facebook message Jim about potential Barracks/Reload bar events.
  - No progress.
- Action 9.3.1: Write Coffee machine instructions and make committee member/contact poster.
  - Will happen this week. Ben Creelman will make contact poster.
- Action 11.3.1: Pfalzgraf to negotiate a deal for CSSA members at Dominos.
  - Absent.
- Action 11.3.2: Pfalzgraf to talk to Abbie Wade about running an all-girls PAL session.
  - Not enough students to run. Closed.
- Action 11.3.3: Pfalzgraf to talk to CECS representatives about gender-focused/inclusive events.
  - Absent.
- Action 11.3.4: Nick to look at food offers with other establishments.
  - Absent.
- Action 11.3.5: Work out times for tech talks.
  - No contact from ASD.
- Action 12.1.1: Ben R to poll Facebook members about tech talk topics.
  - Poll was run on Facebook about topics members wanted run. A copy was sent to the school and one was added to the Google Drive. Closed.
- Action 12.1.2: Martin to get Tom Gedeon to contact the CSSA about ACSW
  - We haven't received any contact.
- Action 12.4.2.1: Ben Roberts to organise OGM1
  - Poster, booking and Facebook event have been made. Agenda in progress.
- Action 12.6.1.1: Martin to organise meetings for the Common room subcommittee.
  - No progress.
- Action 12.6.2.1: Track the implementation and effectiveness of CSSA office hours.
  - No progress.

## 2. Treasurer's Report

Current balance: \$5,904.65. We haven't been receiving remittance advices from GAC.

## 3. Update from Committee Members

### **Caitlin Macleod** (President)

- SRC meeting coming this Thursday
- Possibly should act on the break-in attempt
  - Not likely to get building access without student card, but any student can get access.
  - Glass next to our door is super flimsy
  - Door lock is still easy to bypass
  - Probably want to warn people not to leave their belongings in the room overnight or when the room is unattended.
  - Empty money box more frequently.
  - Potentially lock up compactus?
    - Issue: Subcommittee members can't unlock
    - Pro: people can't steal everything
- Need to advertise next partial meeting to members
  - Post on website with agenda?
  - Ben R will start posting on FB for all meetings
  - Cait to investigate whiteboard calendar
  - Possibly write on the window
- Want a survey to track how members and non-members are feeling about the CSSA, with questions including:
  - How often do you use the common room?
  - How do you feel about the new code of conduct on display in the room.
  - Comments on the common room
  - Why do you attend/engage/not engage/not attend our events
  - Combine with a college wide survey? Talk to Paul about this in meeting.

### **Jan Zimmer** (Vice-President)

- Upgraded drupal. For security reasons, Jan owns permissions on most files. Needs to be handed over.
- Committee shirts will cost ~\$165.
- Newsletters will be biweekly.

### **Benjamin Roberts** (Secretary)

- Haven't received word from ASd
- Currently organising OGM
- Not able to fulfil secretary duties for a while due to upcoming surgery.

### **Stuart Herring** (Treasurer)

- Went to bank with minutes for canceling disallowed cards. They couldn't list card owners on our account.
- EGN 8 reimbursement still pending.

- Missing money from IBM and BAE: BAE wants out bank details, IBM not contactable.

**Action 13.3.1: Stuart and Jan to get unauthorised 1-to-sign cards cancelled.**

**Action 13.3.2: Stuart to get the outstanding (IBM, BAE) payments for careers fair.**

**Ben Creelman** (Industry)

- Working on sponsorship

**Pfalzgraf Martin** (Education Rep.)

- This Thursday, 5pm: COMP2100 study event
- Next Friday, 6pm: COMP1100 study event
  - Caitlin to create Facebook event
- Tutors/PAL organised, still need to order pizza for both.
- SRC this Thursday, Am the 3rd year rep.

**Nick Mobbs** (Social Rep.)

- Absent

**Omid Rezvani** (Postgraduate Rep.)

- Absent

**Hong You** (International Rep.)

- Absent

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

- Covered in previous action items

**Chu Bing** (General Rep.)

- Doesn't have the keys for the money box. Has taken the small money box key from the filing cabinet key ring.

## 4. Major Events

## 5. Projects

## 6. Discussions

### 6.1. The Guild

- They want to run events with us.
- We are not worried about a potential conflict with them.

### 6.2. Common room Code of Conduct

- Have been approached by members saying that committee/common room subcommittee are inconsistent in applying the Code of Conduct
  - Need to explain how the code of conduct applies.
  - Will be discussed as part of the OGM.

- Example:
  - Boardgames
  - Members talking about politics and controversial topic.
  - In a specific case a committee member overreacted when enforcing rules. The room was noisy so a misunderstanding occurred.
- New version of poster covers eviction for conversations of distressing volume and/or content.
- New, incomplete version of [poster](#) for review
- What to do when people give reports on breaches of code of conduct?
  - Restate that people can be evicted, email the CRSC mailing list.
  - 3 strike policy proposed, decided unnecessary as we can decide eviction period based on event.

## 7. Other Business

### 7.1. Additional actions

- ANU Womens Department may be interested in running events about gender discrimination and representation
  - Gender Institute
  - Anita Borg Allies Workshop
- Jan will cut another key for Chu

**Action 13.7.2.1: Make sure everyone who uses the CSSA mailbox BCC's the account when sending.**

## Close

Meeting closed at 19:10.

The next meeting is scheduled for Saturday 20 September 2015, 2PM.

Ben Roberts  
Secretary