# CSSA Committee Meeting
## Agenda - Meeting 13

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

<table>
<thead>
<tr>
<th>#</th>
<th>Time</th>
<th>Details</th>
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<tr>
<td></td>
<td>17:30 - 17:35</td>
<td>Welcome</td>
<td>Cait</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>(5 mins)</td>
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<td>3</td>
<td>17:45 - 18:00</td>
<td>3. Update from Committee Members</td>
<td>All</td>
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<td>(15 mins)</td>
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<td>4</td>
<td>18:00 - 18:10</td>
<td>4. Major Events</td>
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<td>5</td>
<td>18:10 - 18:20</td>
<td>5. Projects</td>
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<td>(10 mins)</td>
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<td>(15 mins)</td>
<td>6.1. The Guild</td>
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<td>6.2. Common room Code of Conduct</td>
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<td>7</td>
<td>18:35 - 18:45</td>
<td>7. Other Business</td>
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<td>(10 mins)</td>
<td>7.1. Additional actions</td>
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<td>18:45 - 18:50</td>
<td>Close</td>
<td>Cait</td>
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<td>Next Meeting</td>
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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.
o Waiting for Phil.

- Action 4.6.2.3: Nick to buy a new fridge
  o Absent.

- Action 6.4.1.1: Have the CSSA's new fridge tagged and tested.
  o Absent.

- Action 7.1.1: Stuart to attend GAC meeting and sort out PyCon payments.
  o Paid, closed

- Action 8.4.1.2: Nick to organise laser tag.
  o Absent.

- Action 8.4.1.3: Caitlin to Facebook message Jim about potential Barracks/Reload bar events.
  o No progress.

- Action 9.3.1: Write Coffee machine instructions and make committee member/contact poster.
  o Will happen this week. Ben Creelman will make contact poster.

- Action 11.3.1: Pfalzgraf to negotiate a deal for CSSA members at Dominos.
  o Absent.

- Action 11.3.2: Pfalzgraf to talk to Abbie Wade about running an all-girls PAL session.
  o Not enough students to run. Closed.

- Action 11.3.3: Pfalzgraf to talk to CECS representatives about gender-focused/inclusive events.
  o Absent.

- Action 11.3.4: Nick to look at food offers with other establishments.
  o Absent.

- Action 11.3.5: Work out times for tech talks.
  o No contact from ASD.

- Action 12.1.1: Ben R to poll Facebook members about tech talk topics.
  o 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
  o We haven’t received any contact.

- Action 12.4.2.1: Ben Roberts to organise OGM1
  o 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.
  o No progress.

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