

# The Australian National University Computer Science Students' Association Committee Meeting Agenda - Meeting 15

*2015-04-27 - 18:15 - CSIT N102*

#	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	All
4	18:00 - 18:10 (10 mins)	4. Major Events 4.1. EGN 9: Time Travel 4.2. OGM2	
5	18:10 - 18:20 (10 mins)	5. Projects 5.1. ?	
6	18:20 - 18:35 (15 mins)	6. Discussions 6.1. Selection of Common Room Officers	
7	18:35 - 18:45 (10 mins)	7. Other Business 7.1. Resignation of Benjamin Roberts 7.2. CSSA to purchase consoles/games 7.3. Additional actions	
	18:45 - 18:50	Close Next Meeting	Cait

# The Australian National University Computer Science Students' Association Committee Meeting Minutes - Meeting 15

2015-04-27 - 18:15 - CSIT N101

## Attendance

*Present:* Caitlin Macleod, Stuart Herring, Jan Zimmer, Ben Creelman, Ben Martin, Nick Mobbs, Chu Bing

*Apologies:* You Hong, Martin Henschke

*Absent:* Omid Rezvani

## Action Summary

*Carried over*

- Action 2014.3: Jan to buy new lock for Common Room.
- Action 2014.4: Jan to Email Paul Melloy (Natalie Young) at Student services for Caitlin meeting (Important/Urgent)
- Action 2014.8: Jan to talk to James Fellows about getting IP access for robot again and other servers
- Action 1.1.2: Ben C to finish minutes of SGM and OGM and distribute to GAC (Important)
- Action 2.3.2: Stuart to contact Andrew and complete establishment of CSSA PayPal account
- Action 4.5.1.1: Keep track of Vote3 development as to how to run next election.
- Action 4.6.2.1: Track state of common room renovations (visit Phil)
- 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 receive Facebook message from Jim about potential Barracks/Reload bar events.
- Action 9.3.1: Write Coffee machine instructions and cleaning schedule
- Action 11.3.3: Caitlin and Chu 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. (received an email for potentially september)
- 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.
- 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 14.3.1: Jan to cut various key.
- Action 14.3.2: Jan to remove previous signatories from the one-to-sign.
- Action 14.3.3: Jan to put new signatories onto the one-to-sign.

### *Actions arising*

- Action 15.3.1 Chu to organise meeting for Advocacy subcommittee for next week.

## Minutes

Meeting opened at 18:18.

### 1. Minutes of Previous Meeting and Matters Arising

**MOTION: That the minutes of the previous two meetings be accepted.**

**Moved: Jan Zimmer**

**Seconded: Stuart**

**Motion carried (Resolution 2015/28)**

#### 1.1. Actions from Previous Meetings

- Action 2014.3: Jan to buy new lock for Common Room.
  - Haven't done
- Action 2014.4: Email Paul Melloy (Natalie Young) at Student services for meeting (Important/Urgent)
  - Give Jan Caitlin's timetable to set up a meeting
- Action 2014.8: Benjamin Roberts to talk to James Fellows about getting IP access for robot again
  - Roberts is no longer on the committee. Future secretary to inherit.
- Action 1.1.2: Ben C to finish minutes of AGM and distribute to GAC (Important)
  - AGM done and accepted. SGM to come and will be done tonight, or he shall meeting the fury of the new secretary. Plus another set of OGM minutes to come.
- Action 2.3.2: Stuart to contact Andrew and complete establishment of CSSA PayPal account
  - Got all the details. Haven't had a chance to call.
- Action 2.3.3: Ben R to finish minutes of Special General Meeting
  - See action 1.1.2
- Action 4.5.1.1: Keep track of Vote3 development as to how to run next election.
  - Come back to
- Action 4.6.2.1: Track state of common room renovations.
  - Need to visit Phil (Cait or Creelman)
- Action 4.6.2.3: Nick to buy a new fridge

- No progres
- Action 6.4.1.1: Have the CSSA's new fridge tagged and tested.
  - See above
- Action 8.4.1.2: Nick to organise laser tag.
  - Been in talks with ESA, in progress of finding a date.
- Action 8.4.1.3: Caitlin to Facebook message Jim about potential Barracks/Reload bar events.
  - Message sent, waiting for reply
- Action 9.3.1: Write Coffee machine instructions and cleaning schedule
  - Cait made a Zine. Will wait until CROs elected. Creelman already commenting that it gets a little disgusting. Milk container smells like cheese. And I thought that was a bonus.
- Action 11.3.1: Pfalzgraf to negotiate a deal for CSSA members at Dominos.
  - Person hasn't responded. Declared as dead. Closed.
- Action 11.3.3: Caitlin and Chu to talk to CECS representatives about gender-focused/inclusive events.
  - There was a meeting during the break neither Caitlin or Chu went to.
- Action 11.3.4: Nick to look at food offers with other establishments.
  - No progress, still planning to. Possibly pick up the dominos one.
- Action 11.3.5: Work out times for tech talks.
  - Ben Roberts is still waiting to hear from ASD.
- Action 12.1.2: Martin to get Tom Gedeon to contact the CSSA about ACSW
  - Martin not present.
- Action 12.4.2.1: Ben Roberts to organise OGM1
  - Creelman organised it. Closed. Nick feedback: don't hold in middle of the day.
- Action 12.6.1.1: Martin to organise meetings for the Common room subcommittee.
  - Martin not present.
- Action 12.6.2.1: Track the implementation and effectiveness of CSSA office hours.
  - Don't have those yet.
- Action 13.3.1: Stuart and Jan to get unauthorised 1-to-sign cards cancelled.
  - Jan yet to go to a bank. Relying on these minutes to implement some of the changes.
- Action 13.3.2: Stuart to get the outstanding (IBM, BAE) payments for careers fair.
  - Have invoiced them again.
- Action 14.2.1: Jan to talk with FRONT (membership cards) to get an ABN receipt.
  - Didn't do it. Don't need it. GAC grant approved anyway.
- Action 14.2.2: Creelman to attend a GAC meeting to deal with outstanding issues.
  - Don't need to due to some cleanup at GAC.
- Action 14.3.1: Jan to cut a key for Chu.
  - Keys to cut:
  - Pfalzgraf:
    - Big moneybox
    - Small moneybox
  - Committee member #11:
    - Big moneybox
- Action 14.3.2: Jan to remove previous signatories from the one-to-sign.

- Waiting on these minutes
- Action 14.3.3: Jan to put new signatories onto the one-to-sign.
  - Waiting on these minutes
- Action 14.3.4: Stuart to email ESA Postgrad rep (CCing Omid) explaining the monthly munchies situation and sorting out the payments and amount left.
  - All good, they paid.
- Action 14.3.5: Ben C to call Yarralumla Turkish (6281 1991) to see if we can get the receipt from 2310 study event on the 11th November 2014.
  - Written off
- Action 14.3.6: Nick to sign a statutory declaration (or whatever is required by GAC) stating that he purchased the turkish pizza for the COMP2310 study event.
  - No longer needed
- Action 14.3.7: Chu to contact friend about how to organise food safety at events.
  - Talked to people from Vietnamese committee. OZ1001. Basically, give it your best and don't kill people. They didn't really do anything special. Might have to write a guarantee to the event we are using to host the event.

## 2. Treasurer's Report

- Bank Balance = \$3889.37
- A/c Receivables = \$4,796.52
- Total = \$8,685.89

About \$4000 in account with Costco just having been done.

**Motion: That the CSSA adopt the financial year beginning 1st December through to 30th November, starting the 2014-15 financial year. Full year financial statements to be presented at the first General Meeting following the end of financial year.**

**Moved: Stuart Herring**

**Seconded: Ben Creelman**

**Motion carried unanimously (Resolution 2015/29)**

## 3. Update from Committee Members

**Caitlin Macleod** (President)

- No progress.

**Jan Zimmer** (Vice-President, Potentially Acting Secretary)

- Not been in the country.

**Stuart Herring** (Treasurer)

- The filing cabinet is almost complete. Finance draw is complete.

**Ben Creelman (Industry)**

- Stuart and Ben Creelman finished 2014 accounts, invoices, GAC. Sorted all financial stuff.
- Did OGM 1 secretarial things.
- A few emails about people asking about careers fair. Will start planning that. Probably will be around Week5 Semester 2. (Will have to deal with potential AGM clash)

**Pfalzgraf Martin (Education Rep.)**

- Two more study events for both 1100 and 2100.
- 2100 will be very soon.

**MOTION: Approve \$150 for 2100 study event.**

**Moved: Pfalzgraf**

**Seconded: Stuart**

**Unanimous.**

**Motion carried unanimously (Resolution 2015/30)**

**MOTION: Approve \$600 for 1100 study event.**

**Moved: Pfalzgraf**

**Seconded: Caitlin**

**Unanimous.**

**Motion carried unanimously (Resolution 2015/31)**

**Nick Mobbs (Social Rep.)**

- Costco happened.
- Had a BBQ with about 25 attendants. Probably want to run a bigger one in the future.
- AOEII - Started talking with IT about boot passwords on the lab machine. Also talked with Probie about making the lab image. Rough date: Week 12 Friday.
- Looking at a Civ V night Week 10 Friday. Will probably use Bob's magic router and have people bringing their own machines.
- Trivia Night: Potentially. Friday Week 11
- I have started to form my subcommittee:
  - Patrick Paton
  - Clare
  - John Riggs
  - Abby
  - Chris
- Seeing whether there is interest from students to do talks. Collaborate with Martin.

**MOTION: Approve \$100 for Civ V for about 10-15 people.**

**Moved: Nick**

**Seconded: Cait**

**Unanimous**

**Motion carried unanimously (Resolution 2015/32)**

**Omid Rezvani** (Postgraduate Rep.)

- Not present

**Hong You** (International Rep.)

- Not present

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

- Not present

**Chu Bing** (General Rep.)

- Talked with other associations about food safety.
- <https://docs.google.com/document/d/1GG4ibgQVDaT3C9EFnhJoN7HpvCbC2DL0dlcAqxpr2KM/edit>
- Gender event: We haven't been getting any updates from the people originally planning this and the CSSA might think about doing their own. Probably planning for next semester.

**ACTION: Chu to organise meeting for Advocacy subcommittee for next week.**

People present last time were Cait, Jan, Andrew, Creelman, Jen Taylor  
contact cecs people Cait available most on Thur mornings  
personal email and cc anucssa

## 4. Major Events

### 4.1. EGN9 Time Travel

Document on Google drive with current updates and what needs to be done.

Currently two people on the subcommittee: Jan and Martin

3 sponsors confirmed, 4 which haven't responded to emails yet (Gametraders, coop, barracks, another one)

Poster has been designed (person needs to be paid)

Date is set as 29th of May.

Event application to security to be handed in the next day or so.

Should be able to get someone to tag and test on the morning of the event (this requires people to bring in their equipment the day before, and we need to find a secure site (N238?).

### 4.2. OGM 2 for week 11

Want to call a meeting for Week 11. Thursday night.

**MOTION: To call a Ordinary General Meeting for Thursday Night Week 11.**

**Moved: Jan Zimmer**

**Seconded: Stuart**

**Unanimous**

**Motion carried unanimously (Resolution 2015/33)**

## 5. Projects

## 6. Discussions

### 6.1. Selection of Common Room Officers (only results to be documented) (discussion confidential)

Applications as of 2pm 27/4/15 (joke submissions (grumpy cat and fridge) removed):

Applicants:

- Jack Adamson
- Leon Sheldon
- Faizan Siddiqui
- Alex Mascolo
- Andrew Maxwell
- Chris Claué-Long
- David Quarel
- James Volis
- Stephen Waring
- Sheece Gardezi
- Jay Hansen
- Abbie Wade

Yes list:

- Abbie
- Chris
- Volis
- Maxwell

For Next time:

- Sheece
- Quarel
- Jay
- Jack
- Stephen

People for next time will be discussed at next committee meeting.

## 7. Other Business



## 7.1. Resignation of Secretary Benjamin Roberts

Interest by Jan, Martin, and Chu.

We should attempt to continue to have variety on the executive. Further discussion about Martin's potential interest will be done when he is around.

**Motion: That Benjamin George Roberts be removed as a signatory on the account 062-902 1071 3223.**

**That Benjamin George Roberts be removed as a signatory on the account 062-903 1071 3231.**

**That Benjamin George Roberts be unauthorised to hold Debit MasterCard on the account 062-903 1071 3231.**

**Proposed: Stuart Herring**

**Seconded: Caitlin**

**Yay: Unanimous**

**Nay:**

**Abstain:**

**Motion carried unanimously (Resolution 2015/34)**

**Motion: That Jan Zimmer take up the post of Secretary**

**Proposed: Stuart Herring**

**Seconded: Ben Creelman**

**Yay: Stuart, Cait, Creelman, Chu, Nick, Pfalzgraf**

**Nay: --**

**Abstain: Jan**

**Motion carried carried (Resolution 2015/25)**

## 7.2. CSSA to purchase consoles/games

**MOTION: \$200 To purchase Boardgames**

**Proposed: Nick**

**Seconded: Stuart**

**Unanimous**

**Motion carried unanimously (Resolution 2015/36)**

## 7.2. Additional actions

## Close

Meeting closed at 21:08.

The next meeting is scheduled for Monday 11th May 2015, 18:15.

Jan Zimmer  
Acting Secretary

Caitlin Macleod  
President