# CSSA Committee Meeting
## Agenda - Meeting 16
### 2015-05-12 - 18:30 - CSIT N101

<table>
<thead>
<tr>
<th>#</th>
<th>Time</th>
<th>Details</th>
<th>Lead</th>
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<tr>
<td></td>
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<td><strong>17:30 - 17:35</strong> 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></td>
<td>(5 mins)</td>
<td>1.1. Actions from Previous Meetings</td>
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<td>2</td>
<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></td>
<td>(10 mins)</td>
<td>4.1. OGM2</td>
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<td>4.2. EGN 9: Time Travel</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>
<td>5.1.</td>
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<td>(3 hours)</td>
<td>6.1. Selection of further Common Room Officers</td>
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<td>6.2. Executive Revaluation</td>
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<td>7</td>
<td>21:20 - 21:30</td>
<td>7. Other Business</td>
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<td>(10 mins)</td>
<td>7.1. CS All Staff Meeting</td>
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<td>7.2. Alistair Meeting</td>
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<td>7.3. Additional actions</td>
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<td>21:30 - 21:45</td>
<td>Close</td>
<td>Cait</td>
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<td>Next Meeting</td>
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CSSA Committee Meeting
Minutes - Meeting 16
2015-05-12 - 18:30 - CSIT N101

Attendance
Present: Caitlin, Stuart, Martin H, Ben C., Jan, Nick, Chu, Hong, Omid
Apologies:
Absent: Pfalzgraf

Action Summary
Carried over

- Action 2014.3: Jan to buy new lock for Common Room.
- 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 12.6.1.1: 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 14.3.2: Jan to remove previous signatories from the one-to-sign.
- Action 14.3.3: Jan to put new signatories onto the one-to-sign.
- Action 15.3.1 Chu to organise meeting for Advocacy subcommittee for next week.

Actions arising

- Action 16.3.1: To attempt a tech talk in the next two days for end of next week. Caitlin to organise one of the two talkers by friday.
Minutes
Meeting opened at 18:37.

1. Minutes of Previous Meeting and Matters Arising
MOTION: That the minutes of the previous meeting be accepted.

Moved: Jan Zimmer
Seconded: Caitlin Macleod

Motion carried (Resolution 2015/37)

1.1. Actions from Previous Meetings
- Action 2014.3: Jan to buy new lock for Common Room.
  o Still need to contact Janette
- Action 2014.4: Jan to Email Paul Melloy (Natalie Young) at Student services for Caitlin meeting (Important/Urgent)
  o Done
- Action 2014.8: Jan to talk to James Fellows about getting IP access for robot again and other servers
  o No progress
- Action 1.1.2: Ben C to finish minutes of SGM and OGM and distribute to GAC (Important)
  o Still pending
- Action 2.3.2: Stuart to contact Andrew and complete establishment of CSSA PayPal account
  o Getting there
- Action 4.5.1.1: Keep track of Vote3 development as to how to run next election.
  o Keep on there
- Action 4.6.2.1: Track state of common room renovations (visit Phil)
  o Ben visited Phil. Whiteboard is up and door has been reinforced. Phil now knows that there is a missing triangle of paint
- Action 4.6.2.3: Nick to buy a new fridge
  o No progress. Ben had a fridge with 390L which is a bit small.
- Action 6.4.1.1: Have the CSSA’s new fridge tagged and tested.
  o Need fridge first
- Action 8.4.1.2: Nick to organise laser tag.
  o We missed the reply they sent on the 27th (FB chat with ESA). Probably next semester at this point.
- Action 8.4.1.3: Caitlin to receive Facebook message from Jim about potential Barracks/Reload bar events.
  o No progress
- Action 9.3.1: Write Coffee machine instructions and cleaning schedule
Possibly in exam period

- Action 11.3.3: Caitlin and Chu to talk to CECS representatives about gender-focused/inclusive events.
  - Advocacy meeting happening soon
- Action 11.3.4: Nick to look at food offers with other establishments.
  - No progress
- Action 11.3.5: Work out times for tech talks. (received an email for potentially september)
  - September sounds decent. But probably try to organise another one before that (maybe next Friday or Friday after that)

- Action 12.1.2: Martin to get Tom Gedeon to contact the CSSA about ACSW
  - It won’t have any involvement with us. Possibly us helping to advertise it.
- Action 12.6.1.1: Martin to organise meetings for the Common room subcommittee.
  - All have been spoken to, to introduce them to the role. But actual meeting never happened. Will have another attempt.
- Action 12.6.2.1: Track the implementation and effectiveness of CSSA office hours.
  - Don’t have them yet
- Action 13.3.1: Stuart and Jan to get unauthorised 1-to-sign cards cancelled.
  - Have yet another set of minutes to add Martin to the account as well
- Action 13.3.2: Stuart to get the outstanding (IBM, BAE) payments for careers fair.
  - Sent another reminder. IBM asked to pay with Amex.
- Action 14.3.1: Jan to cut various key.
  - All cut
- Action 14.3.2: Jan to remove previous signatories from the one-to-sign.
  - Going to do with rest of bank stuff
- Action 14.3.3: Jan to put new signatories onto the one-to-sign.
  - Going to do with rest of bank stuff.
- Action 15.3.1 Chu to organise meeting for Advocacy subcommittee for next week.
  - 7 people have been asked. Only 3 replied. No overlaps in available times. Might happen Thursday. Highest priority to make sure is there is Emily (CECS Rep)

2. Treasurer’s Report

In Bank: $6287.58
About $1800 in receivable income
More reimbursement requests to come.
PayPal has $585, with $600 of invoices pending.

3. Update from Committee Members

Caitlin Macleod (President)

- Met with Paul Melloy and Natalie Young, minutes in drive
  - We have some statistics about international and gender numbers in CECS (also in drive)
- Suggestion for a permanent BoardGames poster on the second floor
- Meeting with Alistair and Janette planned for 19/5/15. Planning for Jan and Caitlin to attend, other attendees by request.

**Jan Zimmer** (Vice-President & Acting-Secretary)
- No progress out of the ordinary or not elsewhere covered.
- Have a new job and need time. So newsletters are being put on hold for now.

**Stuart Herring** (Treasurer)
- All progress in action items or treasurers report
- Once PayPal is perfected, we should attempt to go for using PayPal for all invoices.

**Ben Creelman** (Industry)
- Has not sent emails to new sponsors

**Pfalzgraf Martin** (Education Rep.)
- COMP2100 Study Event this Friday 15/5 6pm to 10pm. $150 approved last meeting.
- COMP1100 Study Event
  - 8 less than last time. (120 roughly)
  - Made a big difference to have stuff on the whiteboards beforehand.
  - Have definitely become more relaxed and easier to manage
- Met with Janette
  - Confirmed Budgets
  - Would like to create official position (potentially paid) in the school for these study events. (In the hope that this will continue to exist)
  - Become an integral part of COMP1100
  - The study sessions for 1100 happen a lot easier than the ones for 2100

**Nick Mobbs** (Social Rep.)
- Nothing to report.
- Civ V night might happen next week

**MOTION:** For $100 bucks for refreshements at Civ V night.
Moved: Nick Mobbs
Seconded: Stuart
Unanimous
**Motion carried (Resolution 2015/38)**

**Omid Rezvani** (Postgraduate Rep.)
- Left at 19:45
Hong You (International Rep.)
● Nothing to report.

Martin Henschke (I <3 CS Rep.)
● Effectively nothing to report this week
● Very keen for Hackerspace, perhaps can throw enough together for next week
● Member of exec as of this meeting.
ACTION: To attempt a tech talk in the next two days for end of next week. Caitlin to organise one of the two talkers by Friday.

Chu Bing (General Rep.)
● Advocacy meeting does not have a lot of replies in terms of availability. Hoping to have the meeting this week. Will attempt to get more availability.
● 26th - Meeting with College Marketing. Will mention the Advocacy stuff with them.

4. Major Events

4.1. OGM2 (Thu 6pm)
MOTION: Budget for $150 for refreshments for the OGM2
Moved: Caitlin
Seconded: Creelman
Unanimous
Motion carried (Resolution 2015/39)

4.2. EGN9
● Patrick is here!
● The Poster has mixed feedback.
● Currently booking rooms (from 15:00)
● Security can’t book N101, masters or software engineering.
  ○ Shayne Flint has approved for software engineering.
  ○ Masters: Lynette Johns-Boast is delegating to Janette whom we will meet on Tuesday.
● Jack Gaudie is helpful with the ABN rule on receipts, which we will probably need for EGN again.
● If we get MA/R rated games, we will need to have them in a separate room.
● Kids (in around year 9) from Tech-Launcher might come.
5. Projects
No current Projects

6. Discussions

6.1. Selection of further Common Room Officers
**Carried over from last meeting:**
- David Quarel - 4/0/5 - Yes/No/Abstain - Pass
- Sheece Gardezi - 4/2/4 - Undecided -> 6: Keep for election list in Sem 2
- Jay Hansen - 3/0/7 - Undecided -> 6: Keep for election list in Sem 2
- Jack Adamson - 4/3/3 - Undecided -> 5/2/3: Keep for election list in Sem 2
- Stephen Waring - 3/1/6 - Undecided -> 3/0/7 - Keep for election list in Sem 2

6.2. Executive Revaluation
Nominations for Exec on top of current duties: Martin

**MOTION:** For Martin to take over the vacant Exec position
Moved: Ben Creelman
Seconded: Stuart
Unanimous
Motion carried (Resolution 2015/40)

**MOTION:**
That Martin Henschke be added as a signatory on the account 062-903 1071 3223, with any 2 signatories authorised to operate the account, and with Netbank access.
That Martin Henschke be added as a signatory on the account 062-903 1071 3231, with any 1 signatory authorised to operate the account, and with Netbank access.
Moved: Ben Creelman
Seconded: Stuart
8/0/2: Pass
Motion carried (Resolution 2015/41)

Ben Creelman left 7:35pm

7. Other Business

7.1 Policy in terms of sleeping
- The building has a policy that you are not allowed to sleep in CSIT. However even security is occasionally lenient with this.
- Sleeping in the common room can make it uncomfortable for other people.
- We have no rule on this, and we probably shouldn't have an 'official' rule.
7.2. Additional actions

None

Meeting closed at 20:15.

The next meeting is scheduled for Monday 25 March 2015, 18:30.

Jan Zimmer
Acting Secretary

Caitlin Macleod
President