

# CSSA Committee Meeting

## Agenda - Meeting 16

2015-05-12 - 18:30 - 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 4.1. OGM2 4.2. EGN 9: Time Travel	
<b>5</b>	18:10 - 18:20 (10 mins)	5. Projects 5.1. ?	
<b>6</b>	18:20 - 21:20 (3 hours)	6. Discussions 6.1. Selection of further Common Room Officers 6.2. Executive Revaluation	
<b>7</b>	21:20 - 21:30 (10 mins)	7. Other Business 7.1. CS All Staff Meeting 7.2. Alistair Meeting 7.3. Additional actions	
	21:30 - 21:45	Close Next Meeting	Cait

# 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.
  - Still need to contact Janette
- Action 2014.4: Jan to Email Paul Melloy (Natalie Young) at Student services for Caitlin meeting (Important/Urgent)
  - Done
- Action 2014.8: Jan to talk to James Fellows about getting IP access for robot again and other servers
  - No progress
- Action 1.1.2: Ben C to finish minutes of SGM and OGM and distribute to GAC (Important)
  - Still pending
- Action 2.3.2: Stuart to contact Andrew and complete establishment of CSSA PayPal account
  - Getting there
- Action 4.5.1.1: Keep track of Vote3 development as to how to run next election.
  - Keep on there
- Action 4.6.2.1: Track state of common room renovations (visit Phil)
  - 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
  - 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.
  - Need fridge first
- Action 8.4.1.2: Nick to organise laser tag.
  - 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.
  - 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 refreshments 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