# CSSA Committee Meeting
## Agenda - Meeting #18

**2015-07-16 - 16:00 - CSIT N102**

<table>
<thead>
<tr>
<th>#</th>
<th>Time</th>
<th>Details</th>
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<tbody>
<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   (5 mins)</td>
<td>Minutes of Previous Meeting and Matters Arising</td>
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<td>1. Actions from Previous Meetings</td>
<td>Jan Z</td>
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<td>2</td>
<td>17:40 - 17:45   (5 mins)</td>
<td>Treasurer's Report</td>
<td>Stuart</td>
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<td>3</td>
<td>17:45 - 18:00   (15 mins)</td>
<td>Update from Committee Members</td>
<td>All</td>
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<td>4</td>
<td>18:00 - 18:10   (10 mins)</td>
<td>Major Events</td>
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<td>4.1. Bush Week - July 20th to 27th</td>
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<td>4.2. Welcome Party</td>
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<td>4.3. Install Fest</td>
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<td>4.4. Careers Fair - week 6?</td>
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<td>4.5. AGM - August 27th</td>
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<td>4.6. Open Day - August 29th</td>
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<td>18:10 - 18:20   (0 mins)</td>
<td>Projects</td>
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<td>6</td>
<td>18:10 - 18:35   (25 mins)</td>
<td>Discussions</td>
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<td>6.1.</td>
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<td>7</td>
<td>18:35 - 18:45   (10 mins)</td>
<td>Other Business</td>
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<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 #18
2015-07-16 - 16:00 - CSIT N102

Attendance
Present: Jan, Caitlin, Stuart, Creelman
Apologies: Hong, Omid, Martin, Pfalzgraf,
Absent: Chu, Nick

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 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 8.4.1.2: Nick to organise laser tag.
- 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 13.3.2: Stuart to get the outstanding (IBM, BAE) payments for careers fair
- Action 15.3.1 Chu to organise meeting for Advocacy subcommittee for next week.
- Action 17.3.1: Send email to school to clarify the plans between the new and old buildings.

Actions arising

- Action 18.7.1: Pass the actions from this meeting at the next meeting - Approve meetings 13 and 16

Minutes
Meeting opened at 16:25.
1. Minutes of Previous Meeting and Matters Arising

MOTION: That the minutes meeting number 13 be back approved and minutes for meeting number 16 be approved.

Moved: Jan Zimmer
Seconded:

Motion carried (Resolution 2015/XX)

1.1. Actions from Previous Meetings

- Action 2014.3: Jan to buy new lock for Common Room.
  ○ Haven’t heard anything from school
- Action 2014.8: Jan to talk to James Fellows about getting IP access for robot again and other servers
  ○ Haven’t done
- Action 1.1.2: Ben C to finish minutes of SGM and OGM and distribute to GAC (Important)
  ○ Done ✔
- Action 2.3.2: Stuart to contact Andrew and complete establishment of CSSA PayPal account
  ○ Contact Andrew Complete
  ○ Going through the process
- Action 4.5.1.1: Keep track of Vote3 development as to how to run next election.
  ○ No progress.
- Action 4.6.2.1: Track state of common room renovations (visit Phil)
  ○ Waiting on the triangle on the wall to get painted.
  ○ Waiting on new wireless AP closer to room.
- Action 4.6.2.3: Nick to buy a new fridge
  ○ Done (Ben bought it) ✔ ✔
- Action 6.4.1.1: Have the CSSA’s new fridge tagged and tested.
  ○ Done
- Action 8.4.1.2: Nick to organise laser tag.
  ○ Week 2? Advertising needed
- Action 8.4.1.3: Caitlin to receive Facebook message from Jim about potential Barracks/Reload bar events.
  ○ Never responded. Not following up.
- Action 9.3.1: Write Coffee machine instructions and cleaning schedule
  ○ Put a postit note not to leave milk out. Seems to be surviving without.
- Action 11.3.3: Caitlin and Chu to talk to CECS representatives about gender-focused/inclusive events.
  o Not going to happen.
- Action 11.3.4: Nick to look at food offers with other establishments.
  o Haven’t done anything.
- Action 11.3.5: Work out times for tech talks. (received an email for potentially september)
  o Up to martin for when he gets back.
- Action 12.6.1.1: Martin to organise meetings for the Common room subcommittee.
  o Not here.
- Action 12.6.2.1: Track the implementation and effectiveness of CSSA office hours.
  o Caitlin and Pfalzgraf. Not likely to happen.
- Action 13.3.1: Stuart and Jan to get unauthorised 1-to-sign cards cancelled.
  o Done
- Action 13.3.2: Stuart to get the outstanding (IBM, BAE) payments for careers fair
  o Almost.
- Action 14.3.2: Jan to remove previous signatories from the one-to-sign.
  o Done
- Action 14.3.3: Jan to put new signatories onto the one-to-sign.
  o Done
- Action 15.3.1 Chu to organise meeting for Advocacy subcommittee for next week.
  o Not here.
- 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.
  o That happened.
- Action 17.3.1: Send email to school to clarify the plans between the new and old buildings.
  o Hasn’t happened.

2. Treasurer’s Report

- Bank Balance $3337.06
- Amount owing from GAC $1804.15
- Amount in PayPal $876.9
- BAE ows $300

3. Update from Committee Members

Caitlin Macleod (President)
● Market Day is booked
● Meetings coming soon:
  ○ Open Day - Tuesday 21st 3pm-4pm, others welcome but I need to know who.
  ○ Carl - CSIT OH&S officer (to be scheduled)
  ○ School - Pref Jan and Caitlin, others by request (to be scheduled)
● Handover project https://app.asana.com/0/35494686663377/35494686663377

**Jan Zimmer** (Vice-President & Secretary)

- Holidays

**Stuart Herring** (Treasurer)

- Began dealing with PayPal
- Emailed ANUSA about getting last years money
- Will have GAC up to date for 24th July Meeting

**Ben Creelman** (Industry)

- Nothing to report

**Pfalzgraf Martin** (Education Rep.)

- Not present

**Nick Mobbs** (Social Rep.)

- Laser Tag - will make event and give details to Jan for poster

**Omid Rezvani** (Postgraduate Rep.)

- Not present

**Hong You** (International Rep.)

- cant attend
- Help me to add a "welcome party: sushi fun" on 24th or 23th of July. I will be back on 17th
- Instead on the 30th as ISD is holding a welcome party on the 23rd. Estimates around 100 people if old students allowed as well.

**Martin Henschke** (Executive)

- Not present
Chu Bing (General Rep.)
- Not present

4. Major Events

1. Bush Week - July 20th to 27th
   a. Market day 22nd 9am to 3pm (set up and pack up half hour before and after)
      i. Stuart happy to do last hour and packup - 2pm-3:30pm
   ii. 
2. Welcome Party - July 30th
   a. 100 people expected
   b. no budget yet
3. Install Fest
   a. not needed for COMP1110
   b. Scripts available on gitlab for each course - vms?
   c. Not needed this year.
4. Careers Fair - week 6?
   a. Asana task https://app.asana.com/0/37078733876263/37078733876263
5. AGM - August 27th
   a. Returning officer required - maybe Roberts
   b. Asana task https://app.asana.com/0/37086185398787/37086185398787
6. Open Day - August 29th
   a. Ben and Martin are manning a stall through lunch
   b. Meeting about Open Day on Tuesday 21nd

5. Projects

6. Discussions

7. Other Business

7.1. Additional actions
ACTION: Pass the actions from this meeting at the next meeting - Approve meetings 13 and 16
Close
Meeting closed at 17:02.

The next meeting is scheduled for Monday 27th July 2015, 16:00.

Jan Zimmer
Vice-President & Secretary