

CSSA Committee Meeting

Agenda - Meeting #19

2015-07-27 - 16:00 - CSIT N101

#	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	Jan Z
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. Welcome with Sushi 4.2. Laser Tag 4.3. Open Day 4.4. Market Day 4.5. AGM	Hong Nick Ben
5	18:10 - 18:20 (10 mins)	5. Projects 5.1. ---	
6	18:20 - 18:35 (15 mins)	6. Discussions 6.1. Education Officer	
7	18:35 - 18:45 (10 mins)	7. Other Business 7.1. 7.2. Additional actions	
	18:45 - 18:50	Close Next Meeting	Cait

CSSA Committee Meeting

Minutes - Meeting #19

2015-07-27 - 16:00 - CSIT N101

Attendance

Present: Caitlin, Ben C., Nick, Jan, Martin

Apologies: Stuart, Chu, Hong, Omid

Absent: Nil

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 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 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 19.3.1: Caitlin to deal with PARSA.
- Action 19.4.1: Follow up with Hong. Creelman happy to help during event.
- Action 19.4.2: Nick to advertise in facebook and commonroom to get people to pay.
- Action 19.4.3: Caitlin to cancel the stall.
- Action 19.4.4: Get a slightly less fragile banner.
- Action 19.4.5.1: By-Laws need to be changed in terms of General Representatives, not clear enough. Clarify the role. Doesn't need to be done at general meeting.
- Action 19.4.5.2: Jan to organise food, mailout, posters, Roberts, proxy voting forms.
- Action: 19.7.1: Organise meeting with school

Minutes

Meeting opened at 16:12.

1. Minutes of Previous Meeting and Matters Arising

MOTION: That the minutes of meeting 13, 16 and 18 be accepted.

Moved: Jan Zimmer

Seconded: Ben Creelman

Approved

Motion carried (Resolution 2015/42)

1.1. Actions from Previous Meetings

- Action 2014.3: Jan to buy new lock for Common Room.
 - Still need to contact
- Action 2014.8: Jan to talk to James Fellows about getting IP access for robot again and other servers
 - Still need to contact
- Action 2.3.2: Stuart to contact Andrew and complete establishment of CSSA PayPal account
 - DONE! except for one thing which will make handover painful. Waiting on PayPal.
- Action 4.5.1.1: Keep track of Vote3 development as to how to run next election.
 - Keep it.
- Action 4.6.2.1: Track state of common room renovations (visit Phil)
 - still waiting on paint and router.
- Action 8.4.1.2: Nick to organise laser tag.
 - Done
- Action 11.3.4: Nick to look at food offers with other establishments.
 - Won't have time for it. Handover?
- Action 11.3.5: Work out times for tech talks. (received an email for potentially september)
 - Martin to look into this.
- Action 12.6.1.1: Martin to organise meetings for the Common room subcommittee.
 - On the list of things to do.
- Action 12.6.2.1: Track the implementation and effectiveness of CSSA office hours.
 - Drop it! Pfalzgraf's gone, el presidente couldn't care less.
- Action 13.3.2: Stuart to get the outstanding (IBM, BAE) payments for careers fair
 - DONE!

- Action 15.3.1 Chu to organise meeting for Advocacy subcommittee for next week.
 - Not here. Chu look at this!
- Action 17.3.1: Send email to school to clarify the plans between the new and old buildings.
 - Will be asked at next meeting.
- Action 18.7.1: Pass the actions from this meeting at the next meeting - Approve meetings 13 and 16
 - Done

2. Treasurer's Report

PayPal is done!

\$4,167.06 in bank

\$876.90 in PayPal

2014 grants totalling around \$1800 are still pending with GAC. More details in Stuart's report.

3. Update from Committee Members

Caitlin Macleod (President)

- No update.

Jan Zimmer (Vice-President & Acting-Secretary)

- No update.

Stuart Herring (Treasurer)

- Duplicate PayPal account has been closed. with the one-to-sign account now being linked to the account that has money in it.
- Emailed the ANUSA Bookkeeper about last years GAC Grants with the Sophia saying she will look in to it.

Ben Creelman (Industry)

- No update.

Nick Mobbs (Social Rep.)

- Running zone 3.
- Want another costco run.
- Want approval for BBQ.

MOTION: Request \$2k approval for Costco

Moved: Nick
Seconded: Creelman
Approved

Motion carried (Resolution 2015/43)

MOTION: Request \$200 approval for BBQ

Moved: Nick
Seconded: Caitlin
Approved

Motion carried (Resolution 2015/44)

Omid Rezvani (Postgraduate Rep.)

- Monthly Munchies this week
- PARSA isn't giving money or something?

ACTION: Caitlin to deal with PARSA.

Hong You (International Rep.)

- In 2310.

Martin Henschke (General Executive)

- Tech talk to discuss.
- Working on communication with commonroom officers.
- Want to work with Omid for a HDERP.
- CommonRoom policy has been updated on GitHub to include more contact details.
- Bob Edwards is a chair on some primary school and Martin wants to try some project to explore CS teaching possibilities.

Chu Bing (General Rep.)

- In 2310.

4. Major Events

4.1. Welcome with Sushi

This thursday. Hong in lecture.

ACTION: Follow up with Hong. Creelman happy to help during event.

4.2. Laser Tag

Only two people have paid. 25 people have stated interest to go.

ACTION: Nick to advertise in facebook and commonroom to get people to pay.

4.3. Open Day

29th August

Sports hall is going to be taken over by student ambassadors.

Martin might do something with Minecraft.

12:30pm - 1:30pm BBQ lunch with ESA, at the same time the Design Studio has CECS displays.

CSSA currently has a stall booked in Union Court. We would need volunteers to run this, though there may simply not be enough people to accommodate a stall for 8am to 4pm.

Creelman will need another person in the design studio.

Courtney is leaving CS Marketing.

ACTION: Caitlin to cancel the stall.

4.4. Market Day

Due to rain, it was in sports hall.

20-ish new members

Gave away about \$8 of lollies.

Didn't have fliers

Don't have a banner

A little list of things to cover when talking to people has been written by Creelman, will upload to drive.

Didn't have WLAN access due to concentration of people.

ACTION: Get a slightly less fragile banner.

4.5. AGM

MOTION for Ben Roberts to be returning officer.

Moved: Caitlin

Seconded: Jan

Unanimous

Motion carried (Resolution 2015/45)

ACTION: By-Laws need to be changed in terms of General Representatives, not clear enough. Clarify the role. Doesn't need to be done at general meeting.

- OGM2 minutes still need to be finalised. SGM and OGM1 need to be approved at this AGM.
- Roberts to organise how long people can talk for.
- Life membership for Caitlin might come up as she isn't running again.

ACTION: Jan to organise food, mailout, posters, Roberts, proxy voting forms.

Caitlin won't be there at the beginning due to tutorial.

Common Room Officer's term will end 4 weeks after AGM. New committee to deal with new Common Room Officer's after that. But new elected common room officers will start their term with the committee handover.

For people advertising themselves:

- Voices only in room
- Posts can be made on the facebook AGM event page.

- Code of conduct should extend to our events and digital spaces.

5. Projects

This space is empty.

6. Discussions

6.1. Resignations

Andrew resigned as he has graduated and therefore resigned his position as commonroom officer.

Pfalzgraf Martin resigned as he's taking a semester off in America. Education Officer?

There were going to be study events for COMP2310 and COMP2600.

Might get Uwe to organise the COMP2310 study sessions, we'll donate rooms and food.

COMP1110 had people which wanted the study events. Again, happy to book and provide food. Caitlin to keep in touch with students.

Asking Chu and Hong about COMP2600 study event.

7. Other Business

ACTION: Organise meeting with school.

7.2. Additional actions

Close

Meeting closed at 17:25.

The next meeting is scheduled for Monday 10th August 2015, 18:00.

Jan Zimmer
Secretary