

# CSSA Committee Meeting

## Agenda - Meeting #21

2015-08-22 - 17:00 - 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. EGN 4.2. OpenDay 4.3. AGM 4.4. Study events 4.4.1. COMP2600 4.4.2. COMP2310 4.4.3. COMP3600 4.5. CySCA	
5	18:10 - 18:20 (10 mins)	5. Projects 5.1. ---	
6	18:20 - 18:35 (15 mins)	6. Discussions 6.1. ---	
7	18:35 - 18:45 (10 mins)	7. Other Business 7.1. leeextreme 7.2. Additional actions	
	18:45 - 18:50	Close Next Meeting	Cait

# CSSA Committee Meeting

## Minutes - Meeting #21

2015-08-22 - 17:00 - CSIT N101

### Attendance

*Present:* Caitlin, Chu, Ben C, Jan, Hong, Omid

*Apologies:* Stuart

*Absent:* Nick, Martin

### 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 4.6.2.1: 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 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 20.4.7.1: find the person who wanted to run IEEE in the facebook group.

*Actions arising*

- Action 21.1.1: Chu to create advocacy meeting in N101
- Action 21.3.1: Jan to send out AGM nominations deadline reminder.
- Action 21.3.2: Garbage situation: topic of discussion for the common room discussion event.
- Action 21.3.3: Make a point of telling people off to carry out their rubbish.
- Action 21.3.4: Make sure the committee and common room officers carry out the trash when full.
- Action 21.3.5: Raise garbage discussion at the AGM and try to move it to before elections.
- Action 21.4.4: Action: Jan to chase up Orgsync for study events.
- Action 21.4.5: Jan to check with Roberts and Bob about CySCA organisation.

# Minutes

Meeting opened at 17:52.

## 1. Minutes of Previous Meeting and Matters Arising

**MOTION: That the minutes of the previous meeting be accepted.**

**Moved: Jan Zimmer**

**Seconded: Caitlin Macleod**

**Majority**

**Motion carried (Resolution 2015/49)**

### 1.1. Actions from Previous Meetings

- Action 2014.3: Jan to buy new lock for Common Room.
  - They are on Phillip Tweedy's desk. Hotspot's for the system have been installed. Just need the actual sensors and network.
- Action 2014.8: Jan to talk to James Fellows about getting IP access for robot again and other servers
  - Handover
- Action 2.3.2: Stuart to contact Andrew and complete establishment of CSSA PayPal account
  - Stuart not present.
- Action 4.6.2.1: Track state of common room renovations (visit Phil)
  - Wireless router is still awaiting to be plugged in.
  - Still missing paint.
- Action 11.3.4: Nick to look at food offers with other establishments.
  - Handover
- Action 11.3.5: Work out times for tech talks. (received an email for potentially september)
  - Martin not present.
- Action 12.6.1.1: Martin to organise meetings for the Common room subcommittee.
  - Replaced with the event for the common room discussion / BBQ.
- Action 15.3.1 Chu to organise meeting for Advocacy subcommittee for next week.
  - Will sent the email today, but don't know exactly who will attend.  
Cait: Possibly make it more open by advertising it in the facebook group, some posters, explaining what the subcommittee does.  
ACTION: Make meeting in N101
- Action 17.3.1: Send email to school to clarify the plans between the new and old buildings.

- Will be covered in Caitlin's section.
- Action 19.4.4: Get a slightly less fragile banner.
  - Handover!
- 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.
  - Not done.
- Action 19.4.5.2: Jan to organise food, mailout, posters, Roberts, proxy voting forms.
  - Working on it.
- Action 20.3.1: Omid to put everything in one place (Google Drive).
  - Did it. (~~84MB out of 99MB~~) 99MB Completed in 'Postgrad Stuff' folder.
- Action 20.4.4.1: Should questions to the old committee be before or after elections? Discuss with Probie and returning officer.
  - Determined by the standing ordered to be after the elections
- Action 20.4.7.1: find the person who wanted to run IEEE in the facebook group.
  - Talked to Snigdha Brahma. She is running it. Just needs us to promote it. Caitlin asking for clarification.

## 2. Treasurer's Report

\$8,656.94 in account

GAC has paid \$5031.6 between the 19th and 20th of August. Need to check with treasurer about this.

## 3. Update from Committee Members

**Caitlin Macleod** (President)

- Summary of meeting with school (Alistair and Janette):
  - Made them aware that they should have a feedback system for degrees.
    - Currently there is something in place, but you can only fill it in once you are graduated. Which, if you dropped out of a degree, you never get a chance to fill this survey.
  - Tried to get a student onto the curriculum review committee. School does not agree.
    - Curriculum review committee was stopped this year because of a lack of attempts to get feedback from students.
    - This committee was partly responsible for the creation of the Art and Craft of Computing.
  - New Building
    - The new building which we will share with Mathematics will be roughly replacing the cold chemistry building. Plans are to have tutorial and similar rooms on the ground floor, but the building will be majoritively mathematics as maths is moving out of John Deadman.
    - Not likely for there to be a CSSA space. They want it to be a bit more communal.
    - The old CSIT building will get a rebuilding of the foyer.
  - Ideas about more effective lab space usage.

- Janette has noticed that people have been using their laptops in the labs. The school is running out of space in the labs and would like ideas. Potentially even getting laptops which you can borrow for an afternoon from the school
      - Mental health for staff
        - \$50 per person.
        - Agreed that they should try to put a budget aside for this.
  - SRC Meeting
    - COMP2600 is still rather split between failing and HD's.
    - COMP2130 is too easy.
    - COMP2310 lectures are too long.
  - Industry
    - Xero has been emailing us about careers fair. They have a 4 week position they want us to advertise. They want to run an event with us (if yes, I'll run it with Andrew Maxwell which has shown interest in this portfolio).
    - An alumni from Palantir emailed to chat about engagement with the CSSA.

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

- Working on getting AGM organised.

**Stuart Herring** (Treasurer)

- Via slack: the money in the account is roughly what GAC owed us.

**Ben Creelman** (Industry)

- Busy with ANUSA stuff over the last two weeks.
- Maintaining cleanliness in the CSSA common room far too often.

**Nick Mobbs** (Social Rep.)

- Not here.

**Omid Rezvani** (Postgraduate Rep.)

- Had a meeting with GCRC of Graduate/University House about the games night.
  - Date: Saturday 12th of September (in three weeks), 18:00 - 22:00 and people can stay longer.
  - Probably going to print some of the games to make sure that we have no consequences to losing games.  
Cait: Potentially ask Creelman for his Werewolf game.
  - Our experience from EGN and Wednesday board games?
    - How Pizza orders work.
    - How to teach games.

- Can we have a trial game night?
  - Possibly try to use wednesday night board games as a trial.
- Jan: currently don't have postgrad nominations.
- Action: Jan to send out AGM nominations deadline reminder.

**Hong You** (International Rep.)

- Nothing to report

**Martin Henschke** (General Executive)

- Not here.

**Chu Bing** (General Rep.)

- COMP3600 Study Event Monday
- COMP2310 Study Event Friday
- Will meeting with Janette in the coming week to get the money.
  - Apparently Janette mentioned the number \$6k
  - Asking for advice on how money worked for it - PAL mentors are cheaper, and the whole night was not covered by paid employees
- COMP2310 is very difficult this semester. Hong and Chu report a lab where Tessa and Chris asked who needed help, and everyone went to the front. At the end of the lab they just type the code on the screen.  
Trying to find other students who could help out. Cait: Possibly ask Uwe for students who could help.
- COMP3600  
A lot of people need help and I don't have the time to help them one by one, I'm running a study session. Approval for \$70 for Pizza done on Slack.  
Chu will be helping, and hopefully Omid will come, but this session is a pure peer-assistance study session.  
If the study event goes well with good feedback, we should hopefully be able to convince the school to give us money for tutors.

**Bins:**

- Currently only have 1 bin in the common room, which means we have no recycling bin. It would be nice to get a green coloured bin for recycling.  
Solutions:
  - Get rid of bins. Force people to be not lazy.
  - Get a second bin.
- Previous committee had this discussion before which resulted in the bins being removed from the common room. It has been becoming an ongoing frustration of our members that either the bins are fulls, and that people are just leaving their rubbish around the room.
- Action: Garbage situation: topic of discussion for the common room discussion event.

- Possibly make a roster of the common room officers which clean up on certain week days.
- Rubbish does reduce in the common room with the addition of bins. It's just that the rubbish bin then overflows.
- Omid: possibly send emails and come up with some consequences for not carrying out rubbish.
- Hong: It should be the responsibilities of the common room officers to call people out for not taking out their trash.
- Cait: Get all of committee to carry out the bin.
- Action: Make a point of telling people off to carry out their rubbish.
- Action: Make sure the committee and common room officers carry out the trash when full.
- Action: Raise garbage discussion at the AGM and try to move it to before elections.

Ben C left 7:09pm

## 4. Major Events

### 4.1. EGN

(This section was written before quorum was reached)

Last EGN was \$30 over budget. So our budget for this EGN will probably be around \$1370 for this EGN.

\$800 for Pizza

\$200 for Poster

\$230 for Cleaning

\$140 for snacks and prizes

Going to seek out a new person for doing posters.

Chris CL and Jan have expressed interest. Cait: get some first years involved.

Cait: we should advertise this at AGM.

Patrick does not plan to be doing this next semester.

Pat requested help for CSSA goes to CompCon. Chu asked to be involved, has been added to the facebook chat

(End non-quorum section)

### 4.2 Open Day

Nothing changed.

### 4.3 AGM

Still being organised. Trying to get nominations pushed back by a day to monday.

### 4.4 Study Sessions

Covered in Chu's report.

COMP2600 seems to have worked like clockwork.

Action: Jan to chase up Orgsync thing.

## **4.5 CySca**

Ben Roberts is in the belief that Bob Edwards is organising the teams. Should check up on this and advertise.

Action: Jan to check with Roberts and Bob about CySCA organisation.

## **5. Projects**

## **6. Discussions**

## **7. Other Business**

### **7.1. IEEE Extreme**

Covered in actions from previous meetings.

### **7.2. Additional actions**

## **Close**

Meeting closed at 19:33.

The next meeting is scheduled for Monday 31st Month 2015, 18:00.

Jan Zimmer  
Secretary