

# CSSA Committee Meeting

## Agenda - Meeting #2

2014-09-20 - 14:00 - CSIT N101

#	Time	Details	Lead
	14:00 - 14:05	Welcome	Jan
1	14:05 - 14:10 (N mins)	1. Minutes of Previous Meeting and Matters Arising 1.1. Actions from Previous Meetings	Chu
2	14:10 - 14:15 (5 mins)	2. Treasurer's Report	Stuart/ Jan
3	14:15 - 14:30 (15 mins)	3. Update from Committee Members 3.1. Past Events 3.2. Upcoming Events 3.3. Items for Escalation	All
4	14:30 - 14:40 (10 mins)	4. Major Events 4.1. EGN8-bit	Ben C
5	14:40 - 14:50 (10 mins)	5. Projects 5.1. Minecraft 5.2. CSSAVote3	
6	14:50 - 15:05 (15 mins)	6. Special General Meeting	Caitlin
7	15:05 - 15:20 (10 mins)	7. Schedule of events for Term 4	
8	15:20 - 15:40 (25 mins)	8. Other Business 8.1. ACSF 8.2. Larger Common Room 8.3. Costco Run 8.4. Additional actions	Ben C
	15:30 - 15:40?	Close Next Meeting	Jan

# CSSA Committee Meeting

## Minutes - Meeting #2

2014-09-20 - 14:00 - CSIT N101

### Attendance

*Present:* Caitlin Macleod (via teleconference), Jan Zimmer, Bing Chu, Stuart Herring, Ben Roberts, Ben Creelman, Nick Mobbs, Ben Martin, Omid Rezvani

*Apologies:* Robert Offner

*Absent:* Hong You

### Action Summary

*Carried over*

- Action 2014.1: Ben R to write new sponsorship brochure (important, urgent)
- Action 2014.3: De-fuck the door (not important, not urgent)
- Action 2014.4: Arrange meeting with Paul Melloy/Student services (important, urgent) -- after #votegate2014
- Action 2014.5: Ben R, Tutoring Website
- Action 2014.6: Stuart to follow up GAC (important, urgent)
- Action 2014.7: Andrew and Caitlin to follow up Alumni guy (medium importance, medium urgency)
- Action 2014.8: Ben R to talk to James Fellows about getting IP access for robot again [Ben R] (medium importance, not urgent)
- Action 2014.13: Ben C to organise induction for the two new CRSC members and email all 7 people with background information
- Action 2014.14: Caitlin to arrange meeting with Alistair and Janette (important, urgent)
- Action 1.1.2: Ben C to finish minutes of AGM and distribute to GAC (important, not urgent)
- Action 1.7.4.2: Remove 2013-14 committee from mailing list -- after #votegate2014
- Action 1.7.4.3: Review food prices at a future meeting (keep track by Nick)
- Action 1.7.4.4: Arrange for shirts for new committee -- after #votegate2014

*Actions arising*

- Action 2.3.1: Jan to invoice Microsoft for careers fair
- Action 2.3.2: Jan to investigate and possibly create a CSSA PayPal account
- Action 2.3.3: Special General Meeting get everything prepared.

### Minutes

Meeting opened at 14:19.

## 1. Minutes of Previous Meeting and Matters Arising

**MOTION:** That the minutes of the previous meetings on the following dates be accepted:

- 5 July 2014
- 10 August 2014
- 17 August 2014
- 2 September 2014
- 8 September 2014

**Moved:** Chu Bing

**Seconded:** Ben Creelman

**Motion carried (Resolution 2015/3)**

### 1.1. Actions from Previous Meetings (24 in total)

- Action#1 2014.1: Write a new sponsorship brochure [Ben R] I , / U
- Action#2 2014.2: Update signup app and process - recovering information and adding new members to the mailing list
  - Closed
- Action#3 2014.3: De-fuck the door (not urgent, not important)
  - ongoing?
- Action#4 2014.4: Arrange meeting with Paul Melloy/Student services (**important, urgent**)
  - after #votegate2014
- Action#5 2014.4: Get accurate international student stats to ISD
  - Closed
- Action#6 2014.5: Tutoring Website (cont.)
  - This one is nice, been Cait's responsibility so far. Dig up email chain again and find a server and a forum framework.
- Action#7 2014.6: Stuart to follow up GAC (important, urgent)
  - Still waiting
- Action#8 2014.7: Andrew and Caitlin to follow up Alumni guy (medium important, medium urgency)
- Action#9 2014.8: Talk to James Fellows about getting IP access for robot again [Ben R] (medium, not urgent)
- Action#10 2014.9: Martin to investigate the lifetime of the minecraft licenses: how to inform future committees, how to maintain them.
  - Closed
- Action#11 2014.10: Form EGN8 subcommittee. (urgent, important)
  - Not yet...
- Action#12 2014.11: Document corrections in Treasurer's report for recognition at the next OGM/AGM.
  - Filed under the next OGM folder, closed

- Action#12 2014.12: Arrange a change in bank account signatories (not urgent, important)
  - after #votegate2014
- Action#13 2014.13: Ben C to organise induction for the two new CRSC members and email all 7 people with background information
  - Induction done for 2 new members, yet to email all 7
- Action#14 2014.14: Arrange meeting with Alistair and Janette (important, urgent) [Cait]
- Action#15 1.1.1: Ben to finish minutes of remaining 2013-14 Committee meetings
  - Done
- Action#16 1.1.2: Ben to finish minutes of AGM and distribute to GAC (important, not urgent)
  - Not done, will distribute with SGM minutes to avoid confusion [Ben C]
- Action#18 1.3.1: Ben C to organise food for Accenture BBQ
  - Done
- Action#19 1.7.3.1: Let school know of new key owners - Caitlin for both N101 and N101A
  - Done
- Action#20 1.7.4.1: Add people to access lists (keys, orgsync, facebook, google calendar)
  - Done, committee members need to accept google and orgsync invite emails.
- Action#21 1.7.4.2: Remove 2013-14 committee from mailing list, following new election
  - after #votegate2014
- Action#22 1.7.4.3: Review food prices at a future meeting (keep track by Nlck)
  - after next costco run, create a table with actual and selling price
- Action#23 1.7.4.4: Arrange for shirts for new committee
  - after #votegate2014
- Action#24 1.7.4.5: Update committee details on website, following new election
  - Closed

## 2. Treasurer's Report

Money in bank: \$4,187.11

- GAC money
- Next GAC meeting is on 25th Sep
- NICTA paid for Careers Fair
- Reimbursed Questacon to Reyes

## 3. Update from Committee Members

Caitlin [President]

- BBQ with Accenture, 25 September. Sharing a bit with Ben R
  - action carried over: Ben C to organise food

Jan Zimmer [Vice-President ]

- Advocate for comic sans

Bing Chu [Secretary ]

- (Andrew) uploaded files on drive, for sorting. (talk with Creelman after )
- Special thanks towards Ben C for the paperwork and guiding me.
- Suggestions from a current secretary's view.

Stuart Herring [Treasurer ]

- Scanned receipts to upload to Orgsync
- career's fair payment
- Updating Ledger

**Action 2.3.1: Jan to invoice Microsoft for careers fair**

**Action 2.3.2: Jan to investigate and possibly create a CSSA PayPal account**

Hong You [International Rep]

- Not present

Mojtaba Rezvani [Postgraduate Rep]

- Monthly Munchies
- talked to ESA people, will be our turn to pay this time.
- 300\$ chat with Jess afterwards

Nick Mobbs [Social Rep.]

- talked about Civ V
- going to chat with Bob about portor
- post details on facebook about new common room.
- Coles

Ben Roberts [Industry Rep.]

- Youth board communication
- career fair can for current students
- they are offering this for free for industry people might get people complain to pay us next year.

Ben Creelman [Communications Rep]

- Finished minutes for 2013-14 and #1 for 2014-15
- Finished SGM agenda
- Sorted food for Accenture BBQ including orgsync request. Will deliver 1030-1230 on the day, requested for 12pm.
- Liaised with school on new common room
- CRSC induction for the 2 new members (Pat Paton and Kaley Poole)

- Bought C&S awards night tickets for Ben Robert and Stuart Herring, will contact Annika and ask about additional tickets
- Sent Week 8 Newsletter
- Started EGN organising, will meet on an evening this week

Pfalzgraf Martin [Education Rep.]

- 2600 x3 all works fine
- 2310 x2 too many tutors at the moment,
- received email from cece rep from anusa (talk to Jan about cece budget)

Robert Offner [I ♥ CS Rep.]

- Not present

## 4. Major Events

### 4.1. EGN8-bit

Will be forming the EGN subcommittee this week. May have some issues with borrowing equipment from the school.

## 5. Projects

### 5.1. Minecraft

Not considered. We need to get more details on this from Martin / confirm that we still want to do this.

### 5.2. CSSAVote3

Interface not yet ready.

## 6. Special General Meeting

Agenda is prepared, need to upload onto website.

Ben C will create proxy vote form for election.

Jess Tsimeris will need to decide how to run the election include paper ballots.

## 7. Schedule of Events for Term 4

	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>	<b>Weekend</b>
Week 8	<b>SGM (1)</b>		BGN	Accenture BBQ	MonthlyM	
Week 9	<i>Publ. Hol</i> Minecraft	<b>SGM (2)</b>	BGN	<i>XSAC - Cait and maybe David</i>	Civ V	
Week 10	<i>Publ. Hol</i>		BGN			Laser Tag
Week 11		HDERP	BGN			IEEEExtreme
Week 12			BGN			
Week 13			BGN		<b>EGN</b> MonthlyM	
Exams 1	Break	Break	Break BGN	<i>Exams start</i>		
Exams 2		BBQ	BGN			
Exams 3			BGN		Bowling	
Post-exam			BGN			

### Required events:

- Accenture BBQ (week 10-12)
- Accenture Tech Talk

### Possible events:

- Tech Talks. Chu will contact oracle person if he want to give a talk. 4:30~ 25 min\* 3
  - possibly with nick barnes??
  - Reading Room?
- Trivia Night
- Education/skills - LaTeX, Git/Hg, etc
  - Term 1 2015
- XSA joint event
- MHV event
- Karaoke?
- Pokemon (event suggestion)
  - possibly combine with EGN
- For events in Term 1 2015, try to focus on events which are specifically targeted at first-years

<https://docs.google.com/spreadsheet/ccc?key=0Al5a8vICZUzWdEZtbl5c1U3V2VJMhZoVmZOdHVxY2c#gid=0>

## **8. Other Business**

### **8.1. ACSF**

Cait to look into it.

### **8.2. Larger Common Room**

Needs to be emptied by the end of Tuesday into the museum space. We should be left the compactus. There will be a shiny logo on the window and new carpet.

Giving N101 and N101a (Triangle room) key to Chu on Monday or Tuesday.  
Send her an SMS to get access: 0479 056 005

### **8.3. Costco Run**

After common room has been blockaded and brought together into a bigger piece.

### **8.4. Additional actions**

Nil.

## **Close**

Meeting closed at: 16:36

The next meeting is scheduled in one week: Saturday 27th September at 14:00.

Chu Bing  
Secretary