# CSSA Committee Meeting
## Agenda - Meeting #2

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

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

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