

The Australian National University Computer Science Students' Association Agenda - Meeting #4 (Handover #2)

2014-10-06 - 17:30 - CSIT N101

#	Time	Details	Lead
	17:30 - 17:35	Welcome	Cait
1	17:35 - 17:55 (20 mins)	1. Minutes of Previous Meeting and Matters Arising 1.1. Actions from Previous Meetings	Ben R
2	17:55 - 18:00 (5 mins)	2. Treasurer's Report	Stuart
3	18:00 - 19:00 (45 mins)	3. Update from Committee Members 3.1. Past Events 3.2. New Committee Makeup	All
4	18:20 - 18:30 (10 mins)	4. Major Events 4.1. EGN8 4.2. IEEEExtreme 8.0	Ben C Ben R
5	18:30 - 18:35 (5 mins)	5. Projects 5.1. CSSAVote3	Ben R
6	18:35 - 18:45 (10 mins)	6. Other Business 6.1. Making an Educational subcommittee 6.2. Common Room 6.3. SysAdmin 6.4. Additional actions	Pfalzgraf
	18:45 - 18:50	Close Next Meeting	Cait

The Australian National University Computer Science Students' Association Minutes - Meeting #4 (Handover #2)

2014-10-06 - 17:30 - CSIT N101

Attendance

Present: Ben Creelman, Jan Zimmer, Jennyfer Taylor, Benjamin Pfalzgraf Martin, Nicholas Mobbs, Omid Rezvani, Caitlin Macleod, Benjamin Roberts, Stuart Herring

Apologies: Martin Henschke, You Hong, Robert Offner

Absent: Nil

Action Summary

Carried over

- Action 2014.1: Industry Rep to write new sponsorship brochure (Important/Urgent)
- Action 2014.3: Fix the door sensor and lock
- Action 2014.4: Arrange meeting with Paul Melloy/Student services (Important/Urgent)
- Action 2014.5: Tutoring Website [Currently Unassigned]
- Action 2014.6: Stuart to follow up GAC (Important)
- Action 2014.7: Andrew and Caitlin to follow up Robert Fuller (CECS Alumni Manager)
- Action 2014.8: Benjamin Roberts to talk to James Fellows about getting IP access for robot again
- 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)
- Action 1.7.4.3: Review food prices at a future meeting
- 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: Get Special General Meeting things finalised.
- Action 3.2.1: Organising Minecraft Event/Licenses

Actions arising

- Action 4.3.1: Make a poster for Reading Room Guest Talk
- Action 4.3.2: Costco membership to be transferred to Nick Mobbs
- Action 4.5.1.1: Keep track of Vote3 development
- Action 4.6.2.1: Escalate incomplete state of common room renovations.
- Action 4.6.2.2: Buy a microwave by next committee meeting.
- Action 4.6.2.3: Revisit buying fridge when new common room established.
- Action 4.6.4.1: Omid to look into ACM ICPC

Minutes

Meeting opened at 5:41pm.

1. Minutes of Previous Meeting and Matters Arising

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

Moved: Benjamin Roberts

Seconded: Ben Creelman

Motion carried (Resolution 2015/10)

1.1. Actions from Previous Meetings

- Action 2014.1: Ben R to write new sponsorship brochure (important, urgent)
 - Assigned to new Industry Rep
- Action 2014.3: Fix the door sensor and lock
 - Waiting for common room renovations
- Action 2014.4: Arrange meeting with Paul Melloy/Student services (Important/Urgent)
 - Paul Melloy on leave, Natalie Young is new contact. Try for meeting in next fortnight.
- Action 2014.5: Benjamin Roberts, Tutoring Website
 - Not assigned to anyone.
- Action 2014.6: Stuart to follow up GAC (Important)
 - Will attend final meeting of GAC period.
- Action 2014.7: Andrew and Caitlin to follow up Robert Fuller (CECS Alumni Manager)
 - Haven't made meeting
- Action 2014.8: Benjamin Roberts to talk to James Fellows about getting IP access for robot again
 - Talked to Bob Edwards. He proposed running a machine as a router on the current robot port (using the cssa.anu.edu.au domain) and switching club services. More lab machines can be provided. Will follow up following common room renovations
- Action 2014.13: Ben Creelman to organise induction for the two new CRSC members and email all 7 people with background information
 - Will send an email to CRSC members. Closed.
- Action 2014.14: Caitlin to arrange meeting with Alistair and Janette (Important/Urgent)
 - Haven't made meeting yet. Pfalzgraf and Stuart expressed interest in attending relevant to their portfolios.
- Action 1.1.2: Ben C to finish minutes of AGM and distribute to GAC (Important)
 - Will be completed this week
- Action 1.7.4.2: Remove 2013-14 committee from mailing list

- Old committee removed from mailing list and Google drive. Closed
- Action 1.7.4.3: Review food prices at a future meeting (keep track by Nick)
 - Will review after common room renovations
- Action 2.3.1: Jan to invoice Microsoft for careers fair
 - Blocked until Stuart is account signatory
- Action 2.3.2: Jan to investigate and possibly create a CSSA PayPal account
 - Blocked until account signatories changed.
- Action 2.3.3: Special General Meeting get everything finalised.
 - Minutes to be done by Tuesday 14th October.
- Action 3.2.1: Organising Minecraft Event/Licenses
 - Not Addressed
- Action 3.4.1.1: Caitlin to book SGM turkish pizza
 - Closed

2. Treasurer's Report

- Current account balance: \$6,335.66
- GAC reimbursed \$3068.71 for the following 15 events: Installfest, Boardgames, Comp1100 Study Event, Crypto Keysigning, BBQ Week 8, OGM 1, International Potluck, OGM 2, Comp1100 Study Event 2, Game Jam Opening, Graduate Application Day, BBQ Week 4, AOE 2 Night and EGN7.
- Still ~\$2,000 of outstanding requests.

3. Update from Committee Members

Caitlin Macleod (President)

- Reading Room Guest Talk (23 Oct. 12:30)
 - Event moved to 23rd of October. Will not be present and will require someone to open the door and organise pizza.
 - Event needs a poster made.

Action 4.3.1: Make a poster for Reading Room Guest Talk

Jan Zimmer (Vice-President)

- Nothing to report.

Benjamin Roberts (Secretary)

- ACS contacts reported back and said that the UC computing society mirrored our concerns. They are bringing it up with a more important ACS member soon.

Stuart Herring (Treasurer)

- Will chase up invoices this coming week.

- Will establish PayPal accounts following the change of signatories.
- All GAC Budget Requests should be submitted by Wednesday 22nd October (Week 12) to GAC. This will allow them 2 meetings to process the requests and avoid repeating this years GAC issues.

Ben Creelman (Communications Rep and EGN)

- Writing the minutes for the AGM

Pfalzgraf Martin (Education Rep.)

- Four more study events to run this year
- Waiting for COMP2310 study event funding, Peter Strazdins mentioned this shouldn't be a problem.
- Working on the responsibilities of the Education Subcommittee. Draft posted to the mailinglist

Nick Mobbs (Social Rep.)

- Civilization 5 Mark 2 went well, the only issues involved participants who hadn't pre installed game.
- Our events potential conflict with those of other clubs and societies. We may need to consult with them to better organise/schedule events.

Action 4.3.2: Costco membership to be transferred to Nick Mobbs

Omid Rezvani (Postgraduate Rep.)

- Monthly Munchies overlaps with EGN8
- Looking to organise meeting with the ESA postgrad representative and Paul Melloy

3.2. New Committee Makeup

3.2.1 Executive

- President (Caitlin Macleod)
 - Responsible for Advocacy
- Vice-President (Jan Zimmer)
- Secretary (Benjamin Roberts)
- Treasurer (Stuart Herring)

3.2.2 Elected General Rep positions

- Postgraduate (Omid Rezvani)
- International (Hong You)

3.2.3 General Representative and Portfolios

- Industry (Cash acquisition, target \$15k)
 - Currently Vacant

- Will potentially become Ben Creelman's role if EGN handover is successful
- Communications
 - Currently Ben Creelman
 - Jan to take over
- Social
 - Nicholas Mobbs
 - Looking to establish a social subcommittee and recruit volunteers
- I ♥ CS (Extracurricular and projects)
 - Currently Vacant
- Education
 - Currently Pfalzgraf Martin
- EGN
 - Currently Ben Creelman
 - Looking to handover to Jess Tsimeris
- General Representative (No portfolio)
 - Jen Taylor

3.2.4 Miscellaneous Responsibilities

- Costco (Nicholas Mobbs)
- Pizza (Jan Zimmer)
- BBQ Supplies (Nick Mobbs)
- Legality (Shared by committee)
- Alumni-activism (Caitlin Macleod)

4. Major Events

4.1. EGN8

- Progressing well, waiting on confirmation on rooms
- Sponsorship needs work

4.2. IEEEExtreme 8.0 (Benjamin Roberts)

- Organisation started too late due to misunderstanding of registration dates/process.
- Currently 4 teams are registered of which Weifa Liang is the registered proctor.
- Will organise a second proctor, room reservation and food this week.

7:00pm Jen and Pfalzgraf leave.

5. Projects

5.1. CSSAVote3

- Nothing to update.

Action 4.5.1.1: Keep track of Vote3 development

6. Other Business

6.1. Subcommittees

- Subcommittee members may need additional powers. Examples include:
 - Posting of events to Facebook and Google Calendar. This could be coordinated via the Communications Officer.
 - Common room access during events.
- These additional powers can be discussed at the formation of the sub
- This will be dealt with at the formation of these subcommittees in line with their needs.
- Pfalzgraf Martin and Mobbs to look into makeup of the Education and Social/Events subcommittees respectively.

6.2. Common Room

6.2.1. Plans to utilise new space

- 3 tutors machines which dualboot the RCS lab image and CECS Windows Image (for engineering software).
- Will ask for suggestions in newsletter

6.2.2 Purchases of white goods

- Buy a reasonable microwave for around \$150

Action 4.6.2.1: Escalate incomplete state of common room renovations.

Action 4.6.2.2: Buy a microwave by next committee meeting.

Action 4.6.2.3: Revisit buying fridge when new common room established.

6.3. Network Ops/Sysadmin

- Benjamin Roberts to continue discussions around common room computer infrastructure.
- Bob Edwards wants us to appoint a sysadmin to be responsible for our network access. We may need to formalise an ITS policy (similar to the SAGE guidelines)

6.4. Additional actions

MOTION: That Caitlin Macleod, Jan Zimmer, Stuart Herring and Benjamin Roberts be authorised as signatories on the account 062-903 1071 3223, with any 2 signatories authorised to operate the account, and with Netbank access.

That Caitlin Macleod, Jan Zimmer, Stuart Herring, Benjamin Roberts and Nicholas Mobbs be authorised as signatories on the account 062-903 1071 3231, with any 1 signatory authorised to operate the account, and with Netbank access.

That Caitlin Macleod, Jan Zimmer, Stuart Herring, Benjamin Roberts and Nicholas Mobbs are authorised to hold Debit MasterCard on the account 062-903 1071 3231.

That the Debit MasterCard held by Andrew Donnellan, Robert Offner and Ben Creelman on the account 062-903 1071 3231 be revoked.

That Andrew Donnellan, Robert Offner and Ben Creelman be removed as signatories on the account 062-902 1071 3223.

That Andrew Donnellan, Robert Offner and Ben Creelman be removed as signatories on the account 062-903 1071 3231.

Moved: Caitlin Macleod

Seconded: Stuart Herring

Motion carried unanimously (Resolution 2014/11)

- Transfer of keys
 - We need to retrieve Robert Offner and Chu Bing's filing cabinet keys and redistribute to current committee
- Change of ATO details
 - Andrew Donnellan updated the ABN registration to reflect new committee executive. We will need AusKey to access it.
- Think about ACM ICPC
 - Programming contest, Omid to investigate.

Action 4.6.4.1: Omid to look into ACM ICPC

Close

Meeting closed at 19:30.

The next meeting is scheduled for Monday 20th of October 2014, 6PM.

Benjamin Roberts
Secretary

Caitlin Macleod
President