

The Australian National University Computer Science Students' Association Committee Meeting Agenda - Meeting #5

2014-10-20 - 18:00 - CSIT N101

#	Time	Details	Lead
	18:00 - 18:05	Welcome	Cait
1	18:05 - 18:20 (15 mins)	1. Minutes of Previous Meeting and Matters Arising 1.1. Actions from Previous Meetings	Ben R
2	18:20 - 18:25 (5 mins)	2. Treasurer's Report	Stuart
3	18:25 - 18:45 (20 mins)	3. Update from Committee Members	All
4	18:45 - 18:55 (10 mins)	4. Major Events 4.1. EGN8	Pat
5	18:55 - 19:05 (10 mins)	5. Projects 5.1. Common Room ICT	Ben R
6	19:05 - 19:15 (10 mins)	6. Other Business 6.1. Paypal 6.2. Advocacy 6.3. Common Room 6.4. Additional actions	Stuart
	19:15 - 19:20	Close Next Meeting	Cait

The Australian National University Computer Science Students' Association Committee Meeting Minutes - Meeting #5

2014-10-20 - 18:00 - CSIT N101

Attendance

Present: Ben Creelman, Hong You, Stuart Herring, Nick Mobb, Jen Taylor, Jan Zimmer, Ben Roberts, Caitlin Macleod, Ben Roberts, Ben Pfalzgraf, Omid Rezvani

Apologies: Martin Henschke

Absent: Nil

Guests: Emily Campbell

Action Summary

Carried over

- Action 2014.3: Fix the door sensor and lock
- Action 2014.4: Arrange meeting with Paul Melloy (Natalie Young) at Student services (Important/Urgent)
- Action 2014.5: Tutoring Website [Currently Unassigned]
- 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: Stuart to invoice Microsoft for careers fair
- Action 2.3.2: Stuart to complete establishment of CSSA PayPal account
- Action 2.3.3: Get Special General Meeting things finalised.
- Action 3.2.1: Organising Minecraft Event/Licenses
- Action 4.5.1.1: Keep track of Vote3 development
- Action 4.6.2.1: Track state of common room renovations.
- Action 4.6.2.3: Revisit buying fridge when new common room established.

Actions arising

- Action 5.3.1: Caitlin will open an ITS ticket to establish a Common Room Subcommittee mailing list.
- Action 5.3.2: Investigate and decide on purchase of coffee machine using ANUSA CECS Representative budget.

Minutes

Meeting opened at 18:09.

1. Minutes of Previous Meeting and Matters Arising

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

Moved: Ben Roberts

Seconded: Ben Creelman

Motion carried (Resolution 2015/12)

1.1. Actions from Previous Meetings

- Action 2014.1: Industry Rep to write new sponsorship brochure (Important/Urgent)
 - The brochure will be updated as a communications tool but is no longer relevant due to the new industry relations strategy.
 - Closed.
- Action 2014.3: Fix the door sensor and lock
 - Action blocked until room is open.
- Action 2014.4: Arrange meeting with Paul Melloy (Natalie Young) at Student services (Important/Urgent)
 - No progress. Will complete before Semester 1 2015.
- Action 2014.5: Tutoring Website [Currently Unassigned]
 - No progress.
- Action 2014.6: Stuart to follow up GAC (Important)
 - GAC caught up on a handful of events this week. No major updates. Stuart will update when things change. Stuart will update if anything changes.
 - Closed.
- Action 2014.7: Andrew and Caitlin to follow up Robert Fuller (CECS Alumni Manager)
 - No progress. Will complete before Semester 1 2015
- Action 2014.8: Benjamin Roberts to talk to James Fellows about getting IP access for robot again
 - Blocked until room secure. Ideally 3 tutors machines, a router and robot.
- Action 2014.14: Caitlin to arrange meeting with Alistair and Janette (Important/Urgent)
 - Meeting scheduled for Thursday the 23rd of October.
- Action 1.1.2: Ben C to finish minutes of AGM and distribute to GAC (Important)
 - Minutes were due last week. Ben Creelman to resolve this week.
- Action 1.7.4.3: Review food prices at a future meeting
 - No progress.
- Action 2.3.1: Stuart to invoice Microsoft for careers fair
 - Invoices made but blocked until paypal account established.

- Action 2.3.2: Jan to investigate and possibly create a CSSA PayPal account
 - Almost established. Need to provide motion to Commonwealth Bank.
- Action 2.3.3: Get Special General Meeting things finalised.
 - No progress. Ben Roberts to resolve this week.
- Action 3.2.1: Organising Minecraft Event/Licenses
 - Robert Probie Offner investigates prices for eduminecraft. These licenses would only be useful for academic purposes and could not be used for recreational events. Blocked as Martin Henschke is away.
- Action 4.3.1: Make a poster for Reading Room Guest Talk
 - Poster being completed by Ben Creelman.
 - Closed.
- Action 4.3.2: Costco membership to be transferred to Nick Mobbs
 - Membership was transferred.
 - Closed.
- Action 4.5.1.1: Keep track of Vote3 development
 - No progress.
- Action 4.6.2.1: Escalate incomplete state of common room renovations.
 - Progress was made on common room renovations. Currently waiting on electricians to finish their work. Not currently allowed in the room.
- Action 4.6.2.2: Buy a microwave by next committee meeting.
 - New microwave purchased this past week.
 - Closed.
- Action 4.6.2.3: Revisit buying fridge when new common room established.
 - Committee members to be on lookout for new fridge.
- Action 4.6.4.1: Omid to look into ACM ICPC
 - Event would be locally run with problem design/servers provided by us. Finals are in June 2015. Will revisit if we run this event in 2015.
 - Closed

2. Treasurer's Report

Current account balance is \$5937.25.

A couple of approvals are waiting on receipts to be scanned. Ideally our budget requests will be in by Wednesday the 22nd for safety but this date could (dangerously) be pushed to the following Wednesday.

3. Update from Committee Members

Emily Campbell (ANUSA CECS Rep 2015)

- Would like to know what we need and any ideas we have for funding and support.

Caitlin Macleod (President)

- Made a meeting with Janet and Alistair for the coming Thursday.
- Currently in communications with Phillip regarding the room renovations
- Removed Andrew Donnellan and added self as admin on the mailing list.
- Made budget requests for EGN and Weekly Boardgames. Also added them to the ANUSA calendar.

Jan Zimmer (Vice-President)

- Cut more keys for committee.
- Phillip took one of the compactor keys. Will spend up to \$75 on curring compactor keys for entire committee. Maybe cut extra for Common Room Subcommittee members in the future.

Benjamin Roberts (Secretary)

- Secured Bob Edward's router for EGN.
- IEEEExtreme 8.0 happened on the weekend. Went rather well with 4 teams participating. Will buy Weifa Liang a gift for proctoring this week.
- Created a list in personal email client for CSSA members interested in receiving approved committee minutes.

Stuart Herring (Treasurer)

- Looking for money from executive to reimburse Hong You.

Ben Creelman (Industry Rep, previously Communications Rep and EGN)

- Looking to open a Common Room Subcommittee mailing list.
- Jan Zimmer will take over role as Communications Rep.
- Is in the process of developing a new strategy for Industry Portfolio in 2015.
 - Currently a large source of association income comes from GAC. There is a likelihood that SSAF (the funding source for GAC) will be abolished in the coming Federal Budget.
 - Looking to acquire sponsorship of up to 5 companies. The target companies include Orion Health, Jane Street, Palantir and Australian Signals Directorate (ASD)
 - Other companies to consider include Oracle, IBM, Intel and Atlassian.
 - One of the Big 4 consulting firms would be a useful sponsor for their relevance to Information Systems majors
 - 2013-2014 document of potential sponsors (with desirability)
<https://docs.google.com/spreadsheet/ccc?key=0A15a8vICZUzWdHlzYnNPN3IQVGt5WkNSQ3BlakYya1E#gid=0>
 - Looking to increase the ratio of sponsorship dollars to events with a target of \$1,500 to \$3,000 per sponsor.
 - Also investigate sponsorship opportunities from the school; especially regarding educational study events.

Action 5.3.1: Caitlin will open an ITS ticket to establish a Common Room Subcommittee mailing list.

Pfalzgraf Martin (Education Rep.)

- Ran the COMP2310 study event. Well received with roughly 30 students in attendance.
- COMP2600 study event running next week. Will make sure to make Facebook event.

- Looking to offer rewards for completing SELT reviews at the COMP2600 event. This is similar to the CECS Stuvac event run by Jen Taylor. Will make a combined list of students who have received rewards and cross promote for Jen's event.
- Will purchase the surplus drinks ANUPCG offered us (\$98.29 for 159 cans)
- Will attend CECS staff meeting on Thursday. Will listen for news regarding any new COMP2600 prerequisites.

Nick Mobbs (Social Rep.)

- Will do small Costco run this week of \$750 as there is uncertainty availability of the common room.
- Has established Costco membership
- Looking to run either bowling or laser tag as a post exams event.

Omid Rezvani (Postgraduate Rep.)

- Established a shared Coles online account with the ESA postgrad representative.

Jennyfer Taylor (General Rep.)

- Discussed advocacy work with Jan Zimmer, Andrew Donnellan, Caitlin Macleod and Ben Creelman, the outcome of which was to establish an advocacy subcommittee.
- Met with the college, ANUSA CECS Representatives and ESA about maintaining and attracting attendance of women in the college. Looking for feedback by the coming Friday. Meeting again on on Tuesday 5pm till 6pm
- (As CECS Representative) Event coming up on the 3rd and 13th of November for study break. Pushing for students to fill out SELT surveys by providing lolly bags to participants. Will be funded by ANUSA and are looking for volunteers for event preparation.

Action 5.3.2: Investigate and decide on purchase of coffee machine using ANUSA CECS Representative budget.

Martin Henschke (No current role)

- Absent

4. Major Events

4.1. EGN8-bit

- EGN Coordinator role was handed over to Patrick Paton. Much work remains to be completed.
- Ben Creelman will provide an event debrief following EGN potentially regarding the benefits and future of the event.

5. Projects

5.1. Common Room ICT

- Looking to deploy 3 tutors machines dual booting the RSCS and CECS standard images.
- Blocked until room is reopened

6. Other Business

6.1. Paypal

In order to establish the PayPal account the association must provide authorisation.

MOTION: That the Stuart Herring is authorised to create a PayPal account for the CSSA, linked to the account 062-903 1071 3231.

Moved: Stuart Herring

Seconded: Caitlin Macleod

Motion carried unanimously (Resolution 2014/13)

6.2. Advocacy

A meeting was held to discuss the CSSA's advocacy priorities. This resulted in the following proposal for a CSSA Advocacy Subcommittee:

<https://drive.google.com/open?id=0B7qEk5eD0Ki3RDA5b1IqRnFjblU&authuser=0>

Motion: To establish an Advocacy Subcommittee to determine the CSSA's advocacy priorities and implement its advocacy projects and initiatives.

Moved: Jen Taylor

Seconded: Ben Roberts

Motion carried unanimously (Resolution 2014/14)

6.3. Common Room

Alot of suggestions for the new common room were submitted. These can be found here

https://docs.google.com/document/d/1ePyKR9h1_Vr_h1yIIehjroiWlicj3zzarLRKGEZVCws/edit?usp=drive_web

Furniture for the new room should include:

- Chairs
- Powerboards
- Shelves

- Second whiteboard (potentially on the angled wall)
- Additional couch

Possible uses and arrangements of the room include:

- Use of the room as an events space similar to the upcoming CECS Study Break event.
- Creating separate spaces for socialising/food and study
 - The social/food space should be near the door for approachability.

Over the interim period where the room was unlocked there was positive feedback. More permanent opening of the room could be comparable to the resulting loss of food and items. The compactors/filing cabinets provide some level of security for items but (particularly the compactor) is vulnerable to forced opening. Maintaining access control on the room also provides means to enforce acceptable behaviour. As there has been a considerable change in the space this item will be discussed further at a future meeting.

Currently instances of unsuitable comments, language and behaviour are occurring in the room. There is currently difficulty in enforcing acceptable behaviour policies among the members. Some members claim that enforcement is inconsistent and as such ignore it. The policy around acceptable behaviour needs to be worked on and will be discussed at the next meeting.

There are concerns about the approachability of the common room. Several people have made complaints that entering the space makes them feel uncomfortable, by a combination of noise, behavior and language, and as such they avoid entering. Other people find themselves left out when they visit as regular members do not greet or involve them and they don't know what else to do. Some of the recommendations regarding this issue include:

- Visible posters outlining expectations and behaviour requirements.
- Posters of current committee members and names.
- Logically partitioning the space into separate social and learning spaces

6.4. Additional actions

The plans for the CSSA in 2015 will be discussed at the next meeting.

Close

Meeting closed at 20:01.

The next meeting is scheduled for Monday 3 November 2014, 5:15PM.

Ben Roberts
Secretary

Caitlin Macleod
President