

CSSA Committee Meeting

Agenda - Meeting #6

2014-11-03 - 17:30 - 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	Ben R
2	17:40 - 17:45 (5 mins)	2. Treasurer's Report	Stuart
3	17:45 - 18:00 (15 mins)	3. Update from Committee Members 3.1. Past Events 3.2. Upcoming Events 3.3. Items for Escalation	All
4	18:00 - 18:10 (10 mins)	4. Major Events 4.1. EGN8	Ben C & Pat
5	18:10 - 18:20 (10 mins)	5. Projects	
6	18:20 - 18:35 (15 mins)	6. Discussions 6.1. Behaviour in the Common Room (Redacted) 6.2. Plans for 2015 6.3. ANU Union Grant 6.4. ANUSA CECS Reps Common Room Grant	Cait
7	18:35 - 18:45 (10 mins)	7. Other Business 7.1. Resignation of Jen Taylor (Redacted)	Cait
	18:45 - 18:50	Close Next Meeting	Cait

CSSA Committee Meeting

Minutes - Meeting #6

2014-11-03 - 17:30 - CSIT N101

Attendance

Present: Jan Zimmer, Stuart Herring, Omid Rezvani, You Hong, Benjamin Roberts, Nicholas Mobbs, Caitlin Macleod, Ben Creelman

Apologies: Martin Henschke, Jen Taylor

Absent: Ben Martin

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
- 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 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: Ben R to finish minutes of Special General Meeting
- 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: Buying a new fridge
- Action 5.3.1: Ben Roberts 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.

Actions arising

- Action 6.4.1.1: Determine the ANU requirements for tagging and testing of appliances used at EGN and in the common room.
- Action 6.4.1.2: Ben C or Patrick to facebook poll about the scheduling of EGN (Week 12 vs. 13).
- Action 6.4.1.3: Purchase a gift for Patrick in thanks of coordinating EGN8
- Action 6.6.1.1: Ben Roberts to contact ANU Security and ANUSA regarding appropriate response to inebriation in public spaces and liability of associations.

Minutes

Meeting opened at 17:51.

1. Minutes of Previous Meeting and Matters Arising

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

Moved: Ben Roberts

Seconded: Caitlin Macleod

Motion carried (Resolution 2015/15)

1.1. Actions from Previous Meetings

- Action 2014.3: Fix the door sensor and lock
 - Don't have network access to run door sensor.
 - Jan to ask school for new lock mechanism.
- Action 2014.4: Arrange meeting with Paul Melloy (Natalie Young) at Student services (Important/Urgent)
 - No Progress, will need to schedule before First Semester 2015.
- Action 2014.5: Tutoring Website
 - Caitlin to check if the requester is still interested.
 - Could provide positive contact with negative year students.
- Action 2014.7: Andrew and Caitlin to follow up Robert Fuller (CECS Alumni Manager)
 - Robert Fuller no longer the CECS Alumni contact. Closed.
- Action 2014.8: Benjamin Roberts to talk to James Fellows about getting IP access for robot again
 - Bob Edwards wants to meet with Ben R to discuss networking and servers this week.
- Action 2014.14: Caitlin to arrange meeting with Alistair and Janette (Important/Urgent)
 - Meeting scheduled for Friday afternoon.
 - The agenda is available on Google drive.
- Action 1.1.2: Ben C to finish minutes of AGM and distribute to GAC (Important)
 - Not completed. However GAC has finished for the year and not noticed.
- Action 1.7.4.3: Review food prices at a future meeting
 - There is now a spreadsheet on the Google drive with current prices, cost prices and quantities. Closed.
- Action 2.3.1: Stuart to invoice Microsoft for careers fair
 - Will be done after Stuarts exams.
- Action 2.3.2: Stuart to complete establishment of CSSA PayPal account
 - Commonwealth Bank had an incorrect name on our accounts which blocked the establishment of a PayPal account.

- The name has been changed and Stuart will finish establishing the PayPal account after his exams.
- Action 2.3.3: Get Special General Meeting things finalised.
 - Not completed. GAC finished for the year without noticing though.
 - Ben Roberts has a copy of Chu Bing's notes from the night.
- Action 3.2.1: Organising Minecraft Event/Licenses
 - No progress, Get Martin's opinion on them.
- Action 4.5.1.1: Keep track of Vote3 development
 - Nothing to report.
- Action 4.6.2.1: Track state of common room renovations.
 - Still need to get furniture and the compactor moved. Caitlin is meeting with Philip Tweedie on Friday.
 - James Fellows is taking back 3 of his tables we have been using in the common room.
- Action 4.6.2.3: Revisit buying fridge when new common room established.
 - No progress. Committee members to keep eye out for second hand fridges over the break.
 - A new fridge will need to be tagged and tested.
- Action 5.3.1: Caitlin will open an ITS ticket to establish a Common Room Subcommittee mailing list.
 - No progress. Ben Roberts will complete.
- Action 5.3.2: Investigate and decide on purchase of coffee machine using ANUSA CECS Representative budget.
 - The ANUSA CECS reps offered to purchase the machine so long as we agree to supply it with pods and have someone to clean it.
 - We will accept this offer and confirm how much of the cost the CECS reps will be covering.
 - Will need to write an instruction sheet for the machine and keep a cleaning log.

2. Treasurer's Report

The current combined balance of the CSSA accounts is \$5354.18. Will finalise the outstanding careers fair payments after exams have finished.

3. Update from Committee Members

Caitlin Macleod (President)

- Our scheduled meeting with Janette and Alistair was cancelled.
- Will be meeting with Philip Tweedie about furniture in the common room this week
- EGN8 happened on Friday to an overall good response.
 - CECS marketing took photos of the event which we will get later this week.
 - Nathan Kelly and Chanakya Goli took photos which are now on the Google drive.
- The Reading Room tech talk went well, however this is attributed to the gathering of post grads for the event.

- We can't get turkish pizza delivered during the day (before 5/6pm).
- We gave a conditional yes about the publishing of photos.
- Will need to invoice them for the event.
- Ruxmon has booked CHEM T2 for a seminar on the 24th of November. Caitlin will manage this.

Jan Zimmer (Vice-President) ← Got to here.

- Out of the country from the 15th of November till the 1st of December
 - Will be in China visiting the school we will be starting an exchange program with.

Benjamin Roberts (Secretary)

- Got Chu Bings SGM notes for writing up minutes. Will start after exams.
- Bob Edwards wants to have a meeting about the CSSA's servers and networking. Ideally will meet this or next week.

Stuart Herring (Treasurer)

- All of the GAC budget requests for the year have been done.
- Outstanding payment requests will be processed after exams are completed.
- Commonwealth have corrected the error in our account names that blocked PayPal accounts being established.
- Invoicing for Careers Fair is complete with the exceptions of ASD and Microsoft.
- Will be in Sydney from December 5th till 19th.
- Would like committee members to scan a copy of their receipts for GAC as well as stapling them to the submission form.
- Looking to organise a dinner for the previous and interim committee once returned from Sydney.

Ben Creelman (Industry)

- An Accenture event is coming up.
- Need to mail sponsorship information to the mailing list.
- Will send sponsorship interest emails to to the prospective 2015 sponsors.
- Looking to set the date for the next careers fair.
 - Typically its once per year, maybe we could look at running a mini mid-year fair as this is when graduate programs usually open.
- Need to revisit sponsorship from non industry partners including:
 - RSCS/CECS
 - The Coffee Grounds
- Put in a budget request for laser tag if we choose to run it.

Pfalzgraf Martin (Education Rep.)

- Absent.

Nick Mobbs (Social Rep.)

- Completed a CostCo run this week. The costs of items was documented and is available on the Google drive.
- A price list of items (for sale) is also available on the drive.
- Will have limited availability over the summer break. Ideally will need two weeks notice if plans need to be made.
- Will organise laser tag if there is enough notice to book with Zone 3.
 - Can subsidise roughly \$10 per attendee.
 - Will hold sometime between the 18th and 21st of November. Exams officially finish on the 21st .
 - May need another committee member to attend on the night as potentially unavailable

Omid Rezvani (Postgraduate Rep.)

- Monthly Muncies happened this week with Engineering covering the cost. We will be covering the cost next time.
 - Might need to get more beer as it ran low/out this time.
 - The timing overlap with EGN was not an issue.

Jennyfer Taylor (General Rep.)

- Absent.

Hong You (International Rep.)

- Nothing to report. Will focus on organising things for next semester.
- Looking to run a Week 1 event focused on international students.
- Will be away from the 16th of January till the week before O-week
- Of the ~33% of members who declared their nationality status in the database 15% are international.

4. Major Events

4.1. EGN8-bit (Pat Paton)

Approximately 104 people attend EGN8. This is less than usual but some attendees referred to it as “intimate”.

In the future we will need to clear everything with the school and get explicit permission from the school manager. We will also need to confirm that equipment such as TVs and projectors are appropriately tagged and tested before the night. The ANU policy appears to be risk based with all appliances tagged but not necessarily tested. There is also a distinction in the requirements between fixed appliances and personal portable equipment (laptops etc). We will need to clarify this policy with the school.

Equipment borrowed from the school was returned correctly. We now own the Wii and PS2 left by James Fellows at the previous EGN. Projects are college managed with Bob Edwards as the main contact. TVs on the other hand are school managed. In the future we should be going through CECS IT (Andrew Wilkinson and Bob Edwards) regarding their

hire. We may also have to pay for and have approved hours during which CECS and LITS staff do work for us.

Advertising was left too late for this event. , with posters being put up only a half week before the event. Impact comics were unable to sponsor us as their sponsorship budget for the semester had already been exhausted. Most of our other sponsors had no issues. We will look into a standing sponsorship with The Barracks. There is also the potential for Games Capital to run some of the events at future EGNs; potentially with our event acting as the finals for one of their tournaments.

For future EGNs we should look into splitting the organisation between ANU PC Gaming and the boardgames society. If larger spaces were needed we could book out Melville Hall or the Sports Union gym. The 2nd floor tea room could host the boardgames and act as a relief zone with food for sale. This would require approval from the school as the room can't officially be booked. Finally clear masking tape should never be used for postering in the future.

There is some question about whether second semester EGNs be run in week 12 or week 13. Regardless the event must be run on a Friday for cleaning reasons. As a week 13 event it could be run as an end of semester celebration. This decision needs to be made well in advance as, if we waited for the final exam timetable to be released, there would not be enough time for proper organisation.

Teeworlds was not well attended this EGN, potentially due to an overlap of genre with Quake. We do need to offer a casual FPS such as Quake/Urban Terror as they are popular. Licensing of these games can be covered by tallying how many licenses CSSA members personally own. Age of Empires could also be run during the night by providing a set timetable of when new games are beginning. We can also offer multiple games per machine by deploying an image via netboot. This will require coordination with LITS.

Patrick Paton (Coordinator) said that the night went well overall with all gear accounted for on the night. He flagged that organisation of the event needs improving but also that the interim committee reelection saga caused some of the issues. He is interested in coordinating EGN again next year.

Action 6.4.1.1: Determine the ANU requirements for tagging and testing of appliances used at EGN and in the common room.

Action 6.4.1.2: Ben C or Patrick to facebook poll about the scheduling of EGN (Week 12 vs. 13).

Action 6.4.1.3: Purchase a gift for Patrick in thanks of coordinating EGN8

5. Projects

6. Discussions

6.1. Behaviour in the Common Room (Redacted)

There is a question of the Duty of Care, if any, we have to our members. There may exist an untested liability held by the executive and this may need to be reflected in how future members of the subcommittee are chosen. A policy regarding sobriety in the common room for regular members and the member presently responsible for the room would lie on a spectrum between outright/quantified bans or appropriate judgement and self assessment.

There still exists the issue of how to deal with inebriated members who are already in the common room. If someone is inebriated, at risk to themselves or others then ANU security should be called. We will write to ANU Security and ANUSA regarding the appropriate response to this sort of situation. ANU currently has a policy which begins to address these issues (Document: ANUP_000620). ANUSA Legal will be contacted regarding the liability of the executive and duty of care of the association. Future discussions of these policies will be held.

Action 6.6.1.1: Ben Roberts to contact ANU Security and ANUSA regarding appropriate response to inebriation in public spaces and liability of associations.

Motion: Redacted

Moved: Benjamin Roberts

Seconded: Stuart Herring

Motion carried unanimously (Resolution 2015/16)

There have been reports that the code to the common room has been determined by unauthorised members by brute force searching.

There exist several solutions to this problem:

- Installing a RFID card access lock
 - If this is managed by ANU security we expect there to be delays when members are added and when configurations need to be updated.
 - A self-managed RFID lock system could potentially be installed.
- Key based lock
 - Distributing physical keys can have result in loss and need to repin the lock.
- Stronger combination based lock
 - Electronic combination locks with greater keyspaces exist. This may deter unauthorised individuals.

This issue will be raised with Jannete Rawlinson at the upcoming meeting.

6.2. Plans for 2015

- This item will be discussed at a future meeting.

6.3. ANU Union Grant

- Will be discussed at future meeting following discussion with Philip Tweedie about furniture.

6.4. ANUSA CECS Reps Common Room Grant

Motion: That the CSSA approves an expenditure of up to \$250 for the initial purchase of a pod-based coffee machine as proposed and funded by the ANUSA CECS Reps, and commits to upkeep of the machine until otherwise decided.

Moved: Caitlin Macleod

Seconded: Stuart Herring

7. Other Business

7.1. Resignation of Jen Taylor (Redacted)

- Jen Taylor announced her resignation to the mailing list.
- This opens a casual vacancy on the committee, the filling of which will be discussed and resolved before semester 1 2015.

Close

Meeting closed at 21:11.

The next meeting is scheduled for Friday 14th November 2014, 5:30PM.

Ben Roberts
Secretary