

CSSA Joint Committee Meeting

Agenda - Meeting 1

2015-09-03 - 18:00 - CSIT N101

#	Details	Lead
	Welcome	Cait
1	1. Common Room Officer Induction	Martin
2	2. Minutes of Previous Meeting and Matters Arising 2.1. Actions from Previous Meetings	Jan Z
3	3. Treasurer's Report	Stuart
4	4. Update from Committee Members	All
5	5. Major Events 5.1. COMP2600 5.2. BBQ & Discussion	Probie Nick/Martin
6	6. Projects 6.1. --	
7	7. New Committee 7.1. Portfolio Descriptions	
8	8. Other Business 8.1. Bank Signatories 8.2. Keys 8.3. Verify GDrive access, email 8.4. Additional actions	
	Close Next Meeting	

CSSA Joint Committee Meeting

Minutes - Meeting 1

2015-09-03 - 18:00 - CSIT N101

Attendance

Present: Ben C., Stuart, Nick, Jan, Omid, Martin, Caitlin

Apologies: Chu

Absent: Hong

Present from New Committee: Chris Chow, Tyrus, Chris CL, Abbie, Yaya, Patrick, Amy, Probie

Apologies from New Committee: Volis

Present from new CRO's: Robin, David Q., Chan, Erin, Martin

Others present: Alex Immig

Action Summary

Carried over

- Action 2014.3: Get new lock for common room from school
 - No update.
- Action 2015.2.3.2: Stuart to finish PayPal account.
 - No Change since last meeting
- Action 2015.11.3.5: Work out times for tech talks. (possibly Week 7 or Week 8)
 - Martin / Chris Chow: Will send another email with a solid date.
- Action 2015.19.4.5.1: By-Laws need to be changed in terms of General Representatives, not clear enough. Clarify the role. Needs to be done at general meeting. Creelman been in contact with Abbie.
 - Working on it
- Action 2015.22.6.1: Create and merge pull request to change "sexual images in public places" to "sexual or excessively violent images in public spaces".
 - Caitlin is doing it now

Actions arising

- ACTION 2015/2016JointMeeting.4.1: New committee to discuss better advertisement methods.

Minutes

Meeting opened at 18:15 by Ben Creelman

0. Welcome

Caitlin walks in 18:16

There are 11 people on committee, all which can open the room.

We have a small storage room next to N101 (N101a, aka. the triangle room).

1. Common Room Officers Induction

Usually a minimum of 5 people on door force, with no upper limit. These members have the same responsibilities as normal committee members when it comes to the common room.

Martin reads through part of Common Room Policy (hosted on <http://github.com/anucssa>)

It's only happened a few times that members have had to be ejected from the common room. Such an incident has only been emailed twice but has happened a few more times. It should however always be written to the anucssa.commonroom@anu.edu.au mailist list.

Contact ANU security if things go out of hand.

Specific things to look out for:

- Safety
 - Been contacted about this one in the past. (Incident with swords on swivel chairs. This was not in the common room but we could still be looking out for this kind of stuff)
- Harassment (probably the most important thing to look out for)
 - Slightly more common
 - CS in general does not have a particularly great reputation in being welcome. We have a responsibility to all of our members to make it a welcoming space.
 - Creelman reads bits and pieces of the code of conduct
 - Code of conduct encompasses all CSSA events and also the FB presences of the CSSA.
 - If any of the things on the code of conduct seem excessive, Creelman has witnessed every single one of them. The most obvious ones we see are related to gender (CSSA not well known as a welcoming space for women).
 - On things which may be taken lightly by some people and not by others, exercise good judgment but that can also be grounds to take the culprit aside.
 - Repetitive micro aggressions are also quite damaging. We can't snap our fingers and make it perfect, but we do still need to look out for these things. e.g. disability -> people throwing around the words "spastic" and alike.
 - The CSSA is a far better space than it was a few years ago.
- Disruption
 - Complicated. There are limits to what kind of disruptions are allowed in the common room (e.g. noise levels).
- Alcohol Ban
 - Effective in N102 (common room) and N101 (when opened by the CSSA).
 - Can't keep the room open when intoxicated. (Hopefully you can't remember the door code when you're too intoxicated).
- Sleeping
 - It's complicated. Fun new challenge for the new committee.

- We are not technically a 'safe space'.
We can be under legal responsibilities (the committee) due to people's actions in the common room, but not if we have requested that person to leave.
- The code of conduct is a living document, constantly changing with new incidents happening.
- Feel free to make positive things in the positive room. We've been focusing quite a lot on the negative.
- Keep the common room clean. It would be nice if all members would take responsibilities for this but this should especially count for Committee members and common room officers.
The kitchenette is not technically part of the CSSA but used a lot by the CSSA members and the CSSA provides quite a few of the tools which are lying there.
Should also be kept clean.
There is a small and large vacuum cleaner.
Stocking the fridge puts you in everyone's good graces.
- A lot about keeping the common room open comes with practice.
Calling someone out can be hard the first time.
- With fights between committee members, the CSSA Exec is capable of taking power. Otherwise, ANUSA also provides mediation services.
- The CSSA is quite a small space, every centimetre counts.
- We are quite unique in that we have a common room that is actually managed by the students (Law has a similar room).

Common Room Officers have already been looking into attempting to welcome new members.

Chan, David Quarel, Alex Immig, Erin leave 18:51.

2. Minutes of Previous Meeting and Matters Arising

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

Moved: Jan Zimmer

Seconded: Stuart

Martin abstains.

Majority.

Motion carried (Resolution 2016/01)

2.1. Actions from Previous Meetings

- Action 2014.3: Get new lock for common room from school
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3. Treasurer’s Report

Bank Balance = \$6,137.20

A/c Receivables = \$442.50

Recent CostCo Trip = \$1,989.27

Vending machines sponsorship will be happening over the holidays.

We’re at about \$7.5k having claimed from GAC (more accurate figure in Stuart’s report). We can only claim \$10k in total from GAC over the year.

4. Update from Committee Members

Caitlin Macleod (President)

- Open Day and AGM happened.
- A couple of things we asked Janette
 - Mental health training to tutors (limited budget)
- Having been having meeting with Abbie.
- Next year I’ll be ANUSA CECS rep.
- I’ll probably become the Ben Roberts in that I’ll be asking for minutes. They are released publicly after being approved on the web page.

Jan Zimmer (Vice-President & Secretary)

- I’ve been writing minutes.

Stuart Herring (Treasurer)

- Over the break I will get the todo folder empty.
- PayPal will be done over the break.
- GAC reimbursements to date = \$6,834.39

Martin Henschke (General Executive)

- Haven’t heard from Tech Talk people.
- BBQ went reasonably well. More information from Nick.
- The turnout for the discussion was quite low so it was difficult to have a large discussion. Nothing to update in significance, only small things. Most of those being targeted at the committee, not at the common room.

Ben Creelman (Industry)

- AGM was good. Probably the best general meeting we ever had.
- Worked Open Day in the Design Studio on behalf of the CSSA.
- The filing cabinet lock broke, and a pain to get warranty on. Probably will break again.
- Last week was ANUSA elections. (Nobody dared to put up their hand as not knowing what ANUSA, Creelman gives short spiel anyway).
 - The part of ANUSA we care about the most is the Grants and Affiliations Committee (GAC, more details in Stuart's report)
 - Stalkerspace became a clusterfuck.
 - Creelman was a Property officer during the elections
 - Two candidates for CECS on the ANUSA committee. Caitlin is one of those.
 - Historically CECS doesn't show a lot of contribution with ANUSA (as can be seen in the number of votes cast by CECS).
 - Should get more engagement with potential candidates.

Nick Mobbs (Social Rep.)

- There was a BBQ. There was food. Most people here participated (except the postgrads)
- Had at total around 35 people. There was an average of about 10 at any time. At peak about 20 people.
- Only 4 packs of sausages (22 per pack) were eaten out of the 10 we got bought.
- The document which has estimates for this kind of stuff isn't all too useful as attendance varies too much.
- Creelman: We have a lot left over. If anyone wants to run a BBQ in the near future.

Robin: Questions about holding a BBQ in Union Court. BBQ's should be a great way to try and advertise the students association to potential members. Event didn't seem to be well advertised.

ACTION: New committee to discuss better advertisement methods.

Tyrus: Should potentially change the room layout if we want to use the TV to advertise.

Omid Rezvani (Postgraduate Rep.)

- We had the monthly munchies at the end of last month. ChrisChow (Omid's successor) has already been getting involved.
- Been preparing some documents for ChrisChow.
- Planning to hold a games night (social deduction games) in graduate house common room. Trying to get them to organise the event but joined by the CSSA. Focused on postgraduates and residents of Graduate House.

Hong You (International Rep.)

- Not present

Chu Bing (General Rep.)

- Not present

5. Major Events

5.1. COMP2600

Burnt through \$38 of print credit in one day.

Attendance was lower than expected, possibly due to other courses also having mid-semesters. Pizza went really fast.

Peak of about 50 people.

For once security, didn't lock the rooms at 19:00

Planning to run another 2 study events after the break.

5.2 BBQ & Discussion

Already been covered in Martin and Nicks reports.

6. Projects

- Chris CL and Probie: The servers in the room.
- Door sensor

7. Discussions

7.1. New Portfolios

At 19:34 Ben Creelman moves that the meeting be adjourned till 20:00, seconded by Stuart Herring

Omid left while meeting was adjourned.

Meeting reopened: 20:24

Previously it was mentioned that we might want to change the roles of VP.

General comments:

Filing cabinet

- 1st Draw Treasury
- 2nd Draw Everyday Use
- 3rd Draw Miscellaneous
- 4th Draw Important Documents

We have two bank accounts (split up into an account that requires two people to access from the executive, and one which has debit cards distributed among certain members of the committee).

Funding is generally done by requesting a budget and then getting majority approval (same as quorum). GAC technically requires that budget approvals be done by two exec members. Stuart is a good source

Exec:

- President
 - Has the last word
 - Represents the students and the club throughout the school
 - Gets invited to lots of meetings, which they can delegate to others
 - Replies to emails like the devil wrote them.
- Vice-President
 - Assisting the president.
 - Someone who can take over the role of the president if the president needs a break.
 - Really struggles to be seen as doing the VP things to become a better leadership team.
- Secretary
 - Makes sure that paperwork reaches the correct places (basically anything non financial)
 - Part of the exec team.
 - Writes a lot of minutes.
- Treasurer
 - Can be overruled but makes the job really difficult in terms of keeping the club financially feasible.
 - Part of the exec team.

Elected general rep positions:

- Postgraduate
 - Run HDERP (Higher degree extremely rapid presentations) and monthly munchies.
 - In charge of postgraduate interests
 - Often the only postgraduate on the committee
 - Rather new role so still being defined
- International
 - Been doing welcome parties mostly
 - Promoting new people coming into the room
 - Also a fairly new role so still being defined.

Portfolios:

- Industry
 - Should potentially not have to deal with all the sponsorship.
 - Should look for companies who's goals actually align with those of the CSSA and its members. (e.g. similar fields to what is actually taught at the ANU?)
 - Would be easier to deal with companies that have a Canberra presence but we have had international sponsors as well.
 - Involvement with tech talks
 - Should potentially aim for having 4 sponsorship companies and being able to split these companies up between two people.
 - Careers fair
 - Have something like 12 companies which come
 - Didn't run in 2015
 - Should potentially raise the price from the \$300 we charged in the past.
 - Make sure this is done via the committee email address.
 - Treasurer for chasing up the money for various sources lines up by industry.
 - Potentially involve treasurer in searching for money sources as well
(*disputed*)
- Communications
 - Newsletters, Website, Facebook, Posterboy
 - Distributing Information
- Social
 - Run events
 - There is somewhat of a tradition of running laser tag (we've also run paintball in the past but this has far less interest) (previously has been paintball first semester and laser tag in the second semester)
 - Wednesday night board games
 - BBQ's around three times a semester
 - PC games events have become more difficult when hosted in the lab rooms (events which require people to bring their own computers tend to have a lot of issues including not even having the game installed)
 - Age of Empires II is an event which was really successful and is frequently asked for again
 - This role should be distributed amongst more than one committee member.
- I ♥ CS (Extracurricular and projects)
 - Extracurricular and Projects in one role (we are bad at naming)
 - External tech talks

- Targeted towards things which share postgraduate or industry experience.
 - Should be a reasonably good speaker
 - Trying a new format of having three speakers in a tech talk
 - Industry and or researchers/staff.
 - Postgraduate
 - Undergraduate
 - This will make the event more like an hour. Possibly something which we can follow up with a visit to the pub to keep it relaxed.
 - One per term would be good.
 - Early in the semester seems to work better (in terms of attendance). (Beginning of term also somewhat works, just so long as you stay away from final exams)
- Projects
 - We got minecraft licenses.
 - Large scale events like gamejams, IEEEExtreme, Govhack, Hackathons, trips to Hackerspace
 - Some of these had rather poor attendance in the past
 - CSSA has funding that can be provided for projects
- The person taking on both/either of these portfolios should probably be around campus a lot.
- Robin: Projects is something that the CSSA seems to have been lacking and possibly something for the new committee to focus on improving.
- Education
 - was mostly created for the study events the CSSA has been running recently
 - quite time consuming when managing study sessions for multiple courses
 - These events should possibly not be the CSSA's responsibility to run (school would love for these events to keep running)
 - Should potentially try to build a database of relevant study material to be used for future years.
 - Should potentially set up an education subcommittee.
 - has also included some education policy advocacy
- EGN
 - Hasn't been run primarily by committee but the current coordinator is now VP.
 - Takes far more time than Patrick will admit.
 - Lists have been made about how to run these by now.
 - Patrick currently organising current EGN happening at the end of this semester, but will be handing over.

Misc:

- Costco
 - Don't put it on the same person as social
 - Should be done on a weekend.
- Food things
 - Catering Events
 - Knowing quantities required for various events
 - There is a document to help with this:
<https://docs.google.com/document/d/112hpfZvAnlweJTW-9fzVf2cU-Y2yl6SxbvGdQfFgdO4/edit#heading=h.dh1qce3n7io6>
 - Dietary requirements we need to keep in mind (partly covered in above document)
 - Vegan
 - Gluten
 - Dairy
 - etc.
- Legality etc
 - Self declared non-profit (below thresholds relevant to tax)
 - Things that happen in the common room are legally the CSSA's responsibility
 - We need to keep \$1000 in the bank account at any time in case of insurance claims (CSSA is covered by ANUSA insurance)
 - CSSA can't show movies
 - Would have to spend \$380 which we can't claim on GAC
 - ANU Film society is special
- Alumni-activism
 - Weird thing.
 - CompCon.

8. Other Business

8.1. Bank Signatories

Will happen at later meeting.

We have two accounts:

- Two-to-sign: Holds the bulk of money and requires to exec to gain access
- One-to-sign: Kept at \$300 unless specific reasons.

8.2. Keys

Received from	Given to
Stuart	Abbie
Omid	Patrick
Caitlin	Amy
Roberts' Spare Keys	Stuart

8.3. Verify GDrive access, email, etc

Get in touch with previous committee to get access.

8.4 Additional Actions

Close

Meeting closed at 22:00.

The next meeting is scheduled for Thursday 17th September 2015, 18:00.

Jan Zimmer
Secretary