

CSSA Full Committee Meeting

Agenda - Meeting #2

2015-09-17 - 18:26 - CSIT N101

#	Time	Details	Lead
		Welcome	Abbie
1		1. Reassigning Previous action Items	All
2		2. Concerning portfolios	Abbie
3		3. General business 3.1. previous committee dinner 3.2. communication tools 3.3. CS feedback 3.4. CSSA website 3.5. Common room 3.5.1. Suggestion 3.5.2. Cleaning common room 3.5.3. Expectations 3.5.4. Decorating 3.5.5. Board Games 3.5.6. Furniture 3.6. Events Form	Abbie
4		4. Upcoming event 4.1. EGN X 4.2. BBQ week	Abbie
5		5. Future planning	Abbie
6		6. Portfolios 6.1. Expectations	Abbie
7		7. Other Business 7.1.	Abbie
		Close Next Meeting	Abbie

CSSA Committee Meeting

Minutes - Meeting #2

2015-09-17 - 18:26 - CSIT N101

Attendance

Present: Abbie Wade, Patrick Paton, Stuart Herring, Amy Blunt, Christopher Chow, You Hong, Christopher Claoue-Long, James Volis, Tyrus Caldeira, Yaya Lu and Robert Offner

Guests: Benjamin Creelman, Jan Zimmer

Apologies:

Absent: Nil

Action Summary

Carried over

- Action 2014.3: Get new lock for common room from school
 - No Update.
 - Reassigned to Amy
- 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 9 or Week 10)
 - 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 Finished
 - Needs to be printed
- ACTION 2015/2016 Joint Meeting.4.1: New committee to discuss better Advertisement methods.
- Action 2016.2.1: Print new code of conduct - Probie

Actions arising

- Action 2015.2.2: Abbie write up a form for industry application and send it out after evaluation in Slack
- Action 2015.3.1.1 : email out new date to old committee, new committee
- Action 2015.3.4.1: Chris CL draft up specifications for website
- Action 2015.3.5.1.1: Buy Mail box for suggestions when we have card access

- ACTION 2015.3.5.2.1: Volis generate the set of instruction on what to do (can post on slack to check availability)
- Action 2015.3.5.2.2 : Yaya create the cleaning roster (can post on slack to check availability)
- ACTION 2015.3.5.2.3: Probie print off code of conduct, pictures, cleaning roster and instructions
- Action 2015.3.5.4.1: Probie hanging up posters.
- Action 2015.3.5.6.1: ChrisCL can buy some wood and build the shelf
- Action 2015.3.6.1: Abbie get form updated and printed out and put up in common room
- Action 2015.4.2.1: Probie make up posters.
- Action 2015.4.2.2: Volis set up FaceBook event and post to volunteer page asking for some
- Action 2015.5.1: Abbie what time is good to find out when in the week we will hold fortnightly meetings
- Action 2015.6.1: Abbie fine photos for common room from FB or LinkedIn with permission
- Action 2015.5.2: Put events into CSSA Calendar

Links

- CSSA ideas
https://docs.google.com/document/d/1xQb9HI_XuBOvw2SbmlDzvC6gLJ2Urf6ikonJCCJOOG4/edit
- Exec meeting minutes
https://docs.google.com/document/d/1P9wGtD32_6JaHQ8BGVscwCHsMji0eABkLnWbIPhxt6I/edit
- Event form
<https://docs.google.com/document/d/1-VyPH73Qg7W894IKynvKJflftzbsYD8g7bye8alsGHQ/edit>
- CS Feedback
https://drive.google.com/open?id=1RepZpXpAreKPVP_YYx6sxedxHi4BsAk5aI4IPR6lhxk

Minutes

Meeting opened at 18:26.

1. Reassigning Previous action Items

- Action 2014.3: Get new lock for common room from school
 - To Amy Blunt

2. Concerning portfolios

- Execs met up yesterday document has been linked
- See if anyone is interested in doing careers fair, EGN 11-12, Industry,
- Ben briefly explains the role
- No person seems interested
- Possibly introduce 3 new Gen reps dedicated to these roles
- Expand careers fair to careers
 - Maybe internships
 - Expand to careers
 - Could introduce two people and have careers fair as part of interest
- Industry is an important income for the CSSA, we also feel that we need a named person to be responsible for this role which we currently do not have
- Volis is willing EGN
- If problem arises with interest leave for later discussion

Propos Action Item single spot for industry position advertised in newsletter

Action 2015.2.1.1: Abbie write up a form for industry application and send it out after evaluation in Slack

3. General business

3.1. previous committee dinner

- not many people were aware of the event
- should we move the date because we haven't got confirmation?
 - Keep date Monday week 9 21st September 5:30
-

Action 2015.3.1.1 : email out new date to old committee, new committee

3.2. communication tools

- we will move away from emails and use only slack
- can everyone check slack once a week day

3.3. CS feedback

- passed on by caitlin, ben
- propose open it up and give the option to make it a competition
 - free cssa memberships
 - vouchers
- would like people reviewing it adding and changing it
- get coffee vouchers for people doing slat reviews?

3.4. CSSA website

- take the cssa website design a set of specifications and contract the website out to techlaunch (comp sci course taken by 3rd year students)

Action 2015.3.4.1: Chris CL draft up specifications for website

3.5. Common room

3.5.1 suggestion

- <https://docs.google.com/spreadsheets/d/1YnBB1MuLASN70eAS5spNx0hplt0tz52FRQoGrXZ0qkg/edit#gid=0>
- everything is added to a excel spread sheet ^^
- some suggestions
 - blanket pricing
 - more real food
- paper form of suggestions seems to be working maybe also have online version aswell
- would like to make this more official with a letter box which also improves security feelings

Action 2015.3.5.1.1: Buy Mail box for suggestions when we have card access

3.5.2 cleaning common room

- we would like to have a roster and have the room cleaned everyday make it
- Stuff to clean
 - Cleaning spills
 - Stock fridge/table/everything
 - Sink area
 - Vaccum
 - Coffee machine

- have this set up including CROs

ACTION 2015.3.5.2.1: Volis generate the set of instruction on what to do (can post on slack to check availability)

Action 2015.3.5.2.2 : Yaya create the cleaning roster (can post on slack to check availability)

ACTION 2015.3.5.2.3: Probie print off code of conduct, pictures, cleaning roster and instructions

3.5.3 expectations

- how much time we should spend in common room?
 - should be none? not have set hours people start abusing committee
 - We believe that everyone one should be known and a simple way to do so is to say hello to new people or unfamiliar faces
 - we have CROs for keeping the room open
- outcome we should be known (recognise us), there also shouldn't be an expectation for us to be there every time and we need to make this known

3.5.4 decorating

- room is boring
 - posters? make it more colorful
 - open up for members to decorate the room (remember that anything that is left in the room is not CSSA responsibility)

Action 2015.3.5.4.1: Probie hanging up posters.

3.5.5 board games

- spreadsheet whose board games are whose
- we have \$200 a semester from budget for board games
- Suggestion possibly buy game keys as well as boardgame?
- discuss budgets further at latter date

3.5.6 furniture

- build shelf for food
- put TV above the fridge
 - may not reach OH and S regulation for to heavy weight above the fridge

Action 2015.3.5.6.1: ChrisCL can buy some wood and build the shelf

3.6. Events Form

- Have printed out
- If event is free and no committee member need approval for rest to run event as long as the committee member approves of this event and is involved

- Any event the requires users more needs to be ticked off by two Execs
- If over \$100 must be brought up to committee

Action 2015.3.6.1: Abbie get form updated and printed out and put up in common room

4. Upcoming event

4.1. EGN X

- Poster design is happening not much else
 - friends of Rose Hamlet currently doing it being drawn this time
 - very rough draft has been posted on slack
- Approx cost up to \$200 for poster
- Form to get equipment will be organised

4.2. BBQ week 8

- we want to hold bbq we already have the food
- 24th Thursday 12:30-2pm welcome back theme
- Tyrus, Chris CL, Volis and Probie will run the BBQ

Action 2015.4.2.1: Probie make up posters.

Action 2015.4.2.2: Volis set up FaceBook event and post to volunteer page asking for some

5. Future planning

- Meet up fortnightly run in odd weeks start week 9 1-2 hour meetings

Action 2015.5.1: Abbie what time is good to find out when in the week we will hold fortnightly meetings

- Events in order of occurrence YYYY/MM/DD
 - 2015/09/24 - Week 8 BBQ
 - 2015/09/25 - Monthly Munchies
 - 2015/10/01 - Reload
 - 2015/10/03 ~ 2015/10/04 - CompCon
 - 2015/10/07 - 2600 Study event \$165
 - 2015/10/07 - 2310 Study event
 - 2015/10/15 - Sports Event

2015/10/16 - Sky Zone / trampolines >\$100
2015/10/17 - Voting Hackathon \$0
2015/10/20 - DIY sushi \$200
2015/10/23 - EGN X \$1500
2015/10/28 -2600 Study Event \$165
2015/10/29 - OGM
2015/10/29 - Party
2015/10/30 - 2310 Study Event
2015/10/30 - Monthly Munchies
2015/11/03 - Exam Study Night
2015/11/05 - BBQ
2015/11/05 - Outdoor Games
2015/11/11 - Study Relief
2015/11/27 - Monthly Munchies
2015/12/11 - Monthly Munchies
2015/01/29 - Orgsync
2015/02/10 ~ 2015/02/12 - Scavenger Hunt
2015/02/11 - CECS Tour \$0
2015/02/11 - O-Week board games
2015/02/11 - After party
2015/02/12 - BBQ
2015/02/12 - Sports Event
2015/02/15 - COMP1100 Welcome
2015/02/19 - Install Fest
2015/02/19 - CSSA Welcome
2015/02/26 - Monthly Munchies
2015/03/02 - Party
2015/03/04 - Bowling
2015/03/05 - Game Jam
2015/03/11 - Pokemon Go Night Event \$0
2015/03/17 - Sports Event
2015/03/18 - Mini Video Game Night
2015/03/24 - OGM
2015/03/25 - 1100 Study Event
2015/03/25 - Monthly Munchies
2015/03/26 - Mini Golf
2015/03/31 - Trivia Night
2015/04/01 - 2300 Study Event
2015/04/19 - DIY Sushi \$200
2015/04/22 - Lazer Tag
2015/04/26 - Career Fair
2015/04/28 - Sports Event
2015/04/29 - Monthly Munchies
2015/05/06 - 1100 Study Event
2015/05/07 - Paintball
2015/05/19 - Sports Event

2015/05/20 - EGN XI \$1500
2015/05/26 - OGM
2015/05/27 - Monthly Munchies
2015/06/01 - Exam Study Night
2015/06/03 - 1100 Study Event
2015/06/24 - Monthly Munchies
2015/07/19 - CSSA Welcome Party \$400
2015/07/19 - Install Fest
2015/07/22 - Ice Skating
2015/07/28 - Sports Event
2015/07/29 - Monthly Munchies
2015/08/18 - Sports Event
2015/08/19 - Mini Video Game Night
2015/08/25 - AGM
2015/08/26 - Monthly Munchies
2015/09/01 - Trivia Night

Action Item: Put events into CSSA Calendar

Termly events

- Week 1
 - Wed
 - AEO II
 - Boardgames
 - Thu
 - Tech talk
 - BBQ
 - Fri
- Week 2
 - Wed
 - LOL
 - Boardgames
 - Thu
 - Work shop
 - Fri
 - Dance central night \$0
- Week 3
 - Wed
 - CIV 5
 - Boardgames
 - Thu
 - Tech talk
 - BBQ
 - Fri
- Week 4
 - Wed

- Counter strike
 - Boardgames
 - Thu
 - Workshop
 - Fri
 - Pokemon Night \$0
- Week 5
 - Wed
 - Xonotic
 - Boardgames
 - Thu
 - Tech talk
 - BBQ
 - Fri
- Week 6
 - Wed
 - Minecraft
 - Boardgames
 - Thu
 - Workshop
 - Fri
 - Dance central night \$0
- Week 7
 - Wed
 - Mystery
 - Boardgames
 - Thu
 - Fri

6. Portfolios

This is so people know who to talk to

- Christopher Claoue-Long, I <3 CS
- James Volis, Social/ EGN / video games
- Tyrus Caldeira, Sport Social
- Yaya Lu, Social/ Common room
- Robert Ofner, Education / I <3 CS / Communications
- Stuart Herring, Board Games

Action 2015.6.1: Abbie find photos for common room from FB or LinkedIn with permission

if you need to form a sub committee you can

6.1. Expectations

- if you need help ask asap

Close

Meeting closed at 20:47.

The next meetings are scheduled for:

- Thursday 01 October 2015, 18:00,
- Thursday 15 October 2015, 18:00,
- Thursday 29 October 2015, 18:00

Amy Blunt
Secretary