# CSSA Full Committee Meeting
## Agenda - Meeting #2

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

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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_XuBOvw2SbmDzvC6gLJ2Urf6ikonJCJOOG4/edit

Exec meeting minutes
https://docs.google.com/document/d/1P9wGtD32_6JaHQ8BGVscwCHsMji0eABkLnWblPhxt6l/edit

Event form
https://docs.google.com/document/d/1-VyPH73Qq7W894IkynvKJf1ftzb5D8g7bye8alsGHQ/edit

CS Feedback
https://drive.google.com/open?id=1RepZpXpAareKPVP_YYx6sxedxHi4BsAk5al4PR6Ihxk
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 inderest
   - 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

Propose 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](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