

# CSSA Full Committee Meeting

## Agenda - Meeting #3

2015-10-01 - 18:05 - CSIT N101

#	Time	Details	Lead
	18:00 - 18:05	Welcome	Abbie
1		1. Minutes of Previous Meeting and Matters Arising 1.1. Actions from Previous Meetings	Amy
2		2. Treasurer's Report	Stuart
3		3. Compccon funding	Ben [Guest]
4		4. CRO and Industry Applications (Confidential)	All
5		5. Suggestion Box	
6		6. Event forms	
7		7. Upcoming Events 7.1. Comp Con 7.2. 2600 Study Event 7.3. Sports Event (5-10min) Tyrus 7.4. Voting Hackathon 7.5. ASD Tech Talk 7.6. EGN X	
8		8. Bank Card Protocol	
9		9. Other Business 9.1. Common Room Cleaning Roster 9.2. Bank Cards 9.3. Approval Process 9.4. Additional actions	
	19:45 - 19:50	Close Next Meeting	Abbie

# CSSA Committee Meeting

## Minutes - Meeting #3

2015-MM-DD - 18:05 - CSIT N101

### Attendance

*Present:* Abbie Wade, Chris Claoue-Long, Stuart Herring, Amy Blunt, Christopher Claoue-Long, Tyrus Caldeira and Robert Offner

*Apologies:* Chris Chow, James Volis, Yaya Lu

*Guests:* Benjamin Creelman, Jan Zimmer

*Absent:* Hong You

### Action Summary

*Carried over from Previous Meeting (Completed)*

- 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”.
  - Completed by Caitlin
- Action 2016.2.1: Print new code of conduct - Probie
  - Completed
- Action 2015.2.2: Abbie write up a form for industry application and send it out after evaluation in Slack
  - Completed by Abbie
- Action 2015.3.1.1 : email out new date to old committee, new committee
  - completed by Jan
- Action 2015.3.5.1.1: Buy Mail box for suggestions when we have card access
  - Completed
- ACTION 2015.3.5.2.1: Volis generate the set of instruction on what to do (can post on slack to check availability )
  - Completed
- Action 2015.3.5.2.2 : Yaya create the cleaning roster (can post on slack to check availability )
  - Completed
- ACTION 2015.3.5.2.3: Probie print off code of conduct, pictures, cleaning roster and instructions
  - Completed
- Action 2015.3.5.4.1: Probie hanging up posters.
  - Completed
- Action 2015.3.6.1: Abbie get form updated and printed out and put up in common room
  - Completed
- Action 2015.4.2.1: Probie make up posters.
  - Completed
- Action 2015.4.2.2: Volis set up FaceBook event and post to volunteer page asking for some

- Completed
- Action 2015.5.1: Abbie what time is good to find out when in the week we will hold fortnightly meetings
  - Completed
- Action 2015.6.1: Abbie fine photos for common room from FB or LinkedIn with permission
  - Completed
- Action 2015.5.2: Put events into CSSA Calendar
  - Completed

### *Actions to Carry Over to Next Meeting*

- Action 2014.3: Get new lock for common room from school
  - Nothing done
- Action 2015.2.3.2: Stuart to finish PayPal account.
  - Nothing done
- Action 2015.11.3.5: Work out times for tech talks. (possibly Week 9 or Week 10)
  - Chris Chow has organised a week (11 or 12?). Still confirming 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.
  - Nothing done further.
- ACTION 2015/2016 Joint Meeting.4.1: New committee to discuss better advertisement methods.
  - Nothing done further.
- Action 2015.3.4.1: Chris CL draft up specifications for website
  - Nothing done further.
- Action 2015.3.5.6.1: Chris CL can buy some wood and build the shelf
  - Nothing done further.

### *Actions arising*

- Action 2015.3.1: Pat answer questions and run through committee decide if public or private respon.
- Action 2015.4.2 : Abbie to email All Applicants
- Action 2015.4.3 : Abbie or Pat to induct new CRO People
- Action 2015.4.4 : Abbie to update CRO Posters
- Action 2015.4.5 : Chris CL get website stuff from Jan
- Action 2015.5.1: Make sure CROs know to call noise issues early
- Action 2015.5.2: Inform the CROs of paper in the recycling bin
- Action 2015.5.3: Remove the mac address and no cables to be unplugged in common room ethernet cable issue
- Action 2015.7.5.1 Chris CL will get incontact with ASD with Chris Chows email

- Action 2015.7.5.2 Chris CL set up the tech talk
- Action 2015.7.5.3 Give jan Details for posters
- Action 2015.7.5.4 Pat set up BBQ \$75 for 1pm-2pm
- Action 2015.7.5.5 Abbie promotion from Facebook event
- Action 2015.9.1.1: Get whiteboard cleaner and Microfibre Cloth
- Action 2015.9.1.2: Talk with ben and John and see how he feels about cleaning

## Minutes

Meeting opened at 18:05.

### 1. Minutes of Previous Meeting and Matters Arising

**MOTION: That the minutes of the previous meeting 1 and meeting 2 be accepted.**

**Moved: Amy Blunt**

**Seconded: Stuart Herring**

**Motion carried (Resolution 2015/03)**

#### 1.1. Actions from Previous Meetings

### 2. Treasurer's Report

- Bank Balance \$8,351.92
- Accounts Receivable \$616.20
- Will be holding \$2,500 in trust for CompCon 2015 Scholarships

### 3. Compcon Funding

- From Ben Creelman and Ben Roberts Questions about compcon funding and concerns
  - First concern raised while originally requested that it would be advertised to all CS students, but this was only done to CSSA Facebook page once.
  - Around the traspenance of selection of people Facebook group saying four people for delegation but had already been selected raising concern
  - Was not done on a means basis, but was already distributed to those who were already planning on going.
  - Was not made clear for how much the scholarship was for
  - Appropriateness of funding based off cost and if students could pay for this.
- Would like a written response in the next few days.
- Noting that the school does not sponsor the CSSA and when it does it's usually around \$1000-\$2000 a year.

**Action 2015.3.1: Pat answer questions and run through committee decide if public or private respon.**

Ben and Jan leaves at 6:15

#### 4. CRO and Industry Applications (only results to be documented) (discussion confidential)

Applications as of 6pm 01/10/15 (joke submissions removed):

Industry Applicants:

- Nick Sifniotis
- Nick Mobbs
- Grisha O

CRO Applicants:

- Jack Adamson
- Jay Hansen
- John Hartman
- Nick Mobbs
- Neal
- Ben Creelman

CRO Yes list:

- Ben
- John

CRO Next time:

- Jay
- Neal

People for next time will be discussed at wk13 committee meeting.

**Action 2015.4.2 : Abbie to email All Applicants**

**Action 2015.4.3 : Abbie or Pat to induct new CRO People**

**Action 2015.4.4 : Abbie to update CRO Posters**

**Action 2015.4.5 : Chris CL get website stuff from Jan**

jan returns 7:00

## 5. Suggestion Box

- Meat pies
  - We will get more possibly less churros
- More industry contacts
  - Working on it
- No watermelon tea
  - Will do
- 24 hour access to all members installing a scanner similar to the XSA
  - Not possible due to school rules at this time
- More ice creams
  - Freezer will be meat pies and ice creams and once box or no filling churros
- Buy more bin bags
  - Done
- Reduces the amount of lol in day in groups
  - Call people up for noise not just for lol
  - **Action 2015.5.1: Make sure CROs know to call noise issues early**
- Buy more mother and real food
  - Will do on costco run
- More muesli bars
  - Yes
- More uwe
  - N/A
- More space for icecreams
  - Reduce/remove churros to achieve this
- Calculate the price of each food
  - Done and will be updated soon
- More pocky and schedule for open times
  - Can do more pocky
  - Will discuss at a later date if required after we have the new CROs appointed
- A rule about not blocking paths to exit in common room
  - Will be discussed with CROs
- Bring back label maker
  - It still exists?
- Chromecast for tv
  - Leave it for now we see this as not assisting the common room environment
- Recycle bin
  - Remind CROs of paper in the recycling bin

**Action 2015.5.2: Inform the CROs of paper in the recycling bin**

**Action 2015.5.3: Remove the mac address and no cables to be unplugged in common room ethernet cable issue**

## 6. Events Forms

- Cysca
  - This event was approved by Amy and Abbie it was held yesterday with a grant of \$100 for pizza and drink
- Comp 4330 study event
  - This event was approved by Abbie and Stuart of \$100 for food. it will be a study event
- Comp 1140 Blokus Tournament \$200 plus prize support (no more than \$20-\$40) 15th OCT Requested by Nick Sifniotis it is a Social competition event held for the comp 1140 students the AI agents which they are creating for there Blokus assignment will compete over three hours with prizes given to team members the produce the winning player 20-30 comp1140 students to attend anyone is welcome to come no income expected. us to provide TV Projector and possible help out with the prize pool.
  - Could have for course 1140 only with prizes from steav
  - And a separate for everyone we get small prizes

**Approved by committee on OCT 1st for \$200 ,supplying projector and TV and cheap prized for general public**

## 7. Upcoming Events

### 7.1. CompCon

- Got money from school the issues mentioned earlier will be dealt with and response made
- People getting money for subsidies with standard reimbursements forms

### 7.2. 2600 Study Event

- Wednesday next week waiting on timetable to get back to probie the dates these will be held are wednesday 27th and 21st
- Approved of \$165 for pizza for both events

### 7.3. Sports Event

- Chosen Sport (deadline week 10)
- Chosen Day (deadline week 10)
- Booking for sport (and maybe payment done today?)
  - Either book individually or through the CSSA
  - Still need to work out pricing
  - Availability times are Mon Tues Thursday and Fri can chnge if we need to
  - If dodgeball is the chosen sport the venue will be either futsal areas or the basketball court
- Buying equipment depending on sport chosen
  - If dodge balls we can get them for about \$2 from kmart
- How would people like it run?
  - Bring everyone together the choose our teams

## 7.4. Voting Hackathon

- It was going to be held a week or two from now but people seem busy so maybe after exams a concern is people going home if there is a lack in interest we hold it next year.

## 7.5. ASD Tech Talk

- Will be held on Wed 21st OCT 12-1pm it will be a talk and demo for about an hour the BBQ and questions afterwards

**Action 2015.7.5.1 Chris CL will get incontact with ASD with Chris Chows email**

**Action 2015.7.5.2 Chris CL set up the tech talk**

**Action 2015.7.5.3 Give jan Details for posters**

Approved by committee of \$75 for BBQ

**Action 2015.7.5.4 Pat set up BBQ \$75 for 1pm-2pm**

**Action 2015.7.5.5 Abbie promotion from Facebook event**

IEEEExtreme

- Chris Chow has been approached by Parser and told that we can obtain discounts for students for this event can someone reach out to sygna to what they are up to and what has been discussed
- Someone is already running the event and organising it we are just being asked to advertise it and giving discounts

Chris Chow has been asked by the college to get a RSA for monthly munchies

Next monthly munchies will happen

## 7.6. EGN X

- Posters pretty much done waiting on some sponsors
- Reload and games capital
- We have plushies and are currently waiting on them to be delivered
- Need to pay for cleaning in the upcoming week

## 8. Bank Card Protocol

- Always purchase on credit so we can keep track on who gets what
- When we receive our new bank card give the last four digit to stuart

## 9. Other Business

### 9.1. Common Room Cleaning

- Create a new cleaning roster for daily, weekly and monthly jobs
- Add: Cleaning whiteboards to jobs
- Possibly invest in:
  - Microfibre Cloth
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**Action 2015.9.1.1: Get whiteboard cleaner and Microfibre Cloth**

**Action 2015.9.1.2: Talk with ben and John and see how he feels about cleaning**

## **9.2. Additional actions**

Reminder that we do have another approval method through slack  
make sure we check slack on a regular basis

We now have slack on the Discounted Education Standard Plan this allows us to have  
guest access unlimited service integration searchable archive with unlimited messages  
Individual user control over security policies and a few other things.

## **Close**

Meeting closed at 19:51.

The next meetings are scheduled for:

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

Amy Blunt  
Secretary