

CSSA Committee Meeting

Agenda - Meeting 04

2015-10-13 - 18:00 - CSIT N101

#	Time	Details	Lead
	18:00 - 18:05	Welcome	Pat
1	18:05 - 18:10 (5 mins)	1. Minutes of Previous Meeting and Matters Arising 1.1. Actions from Previous Meetings	Amy
2	18:10 - 18:20 (10 mins)	2. Committee Report 2.1. President Report 2.2. Vice President's Report 2.3. Treasurer's Report	All
3	18:20 - 18:35 (15 mins)	3. Events 3.1. New Event Forms 3.1.1. COMP1110/COMP1140 Study Event 3.2. Previous Event Debriefs 3.2.1. CYCSA Competition 3.2.2. Compcon 3.2.3. 4330 Study Event 3.2.4. 2600 Study Event 3.2.5. Dance Central Night 3.2.6. Short Notice BBQ 3.3. Upcoming Events 3.3.1. CSSA Sports 3.3.2. Blokus Night 3.3.3. 2310 Study Event 3.3.4. ASD Tech Talk + BBQ 3.3.5. DIY Sushi 3.3.6. EGN X 3.3.7. 2600 Study Event 3.3.8. OGM 3.3.9. EOS Party	All
4	18:35 - 18:45 (10 mins)	4. Projects, Discussions and Updates 4.1. Trampoline Event 4.2. Event Protocol	All
5	18:45 - 18:55 (10 mins)	5. Other Business 5.1. Email Access 5.2. Suggestions Box 5.3. ANUSA 5.4. Slack Education 5.5. Additional actions	Pat

	18:55 - 19:00	Close Next Meeting	Pat
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CSSA Committee Meeting

Minutes - Meeting 04

2015-10-13 - 18:00 - CSIT N101

Attendance

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

Apologies: Chris Chow,

Absent: Nil

Action Summary

Carried over

- Action 2014.3: Get new lock for common room from school
 - school is working on it
- Action 2015.2.3.2: Stuart to finish PayPal account.
 - will happen after assignment is handed in
- Action 2015.11.3.5: Work out times for ASD tech talk.
 - going smoothly
- 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.
 - closed
- 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
- Action 2015.3.1: Pat answer questions for compcon and run through committee decide if public or private response.
 - working on
 - will be private
- Action 2015.4.2 : Abbie to email All Applicants
 - completed
- Action 2015.4.3 : Abbie or Pat to induct new CRO People
 - Completed

- Action 2015.4.4 : Abbie to update CRO Posters
 - Completed
- Action 2015.4.5 : Chris CL get website stuff from Jan
 - Completed
- Action 2015.5.1: Make sure CROs know to call noise issues early
 - Completed
- Action 2015.5.2: Inform the CROs of paper in the recycling bin
 - still to do
- Action 2015.5.3: Remove the mac address and no cables to be unplugged in common room ethernet cable issue
 - still to do
- Action 2015.7.5.1 Chris CL will get incontact with ASD with Chris Chows email
 - Completed
- Action 2015.7.5.2 Chris CL set up the tech talk
 - Completed
- Action 2015.7.5.3 Give Jan details for posters
 - Completed
- Action 2015.7.5.4 Pat set up BBQ \$75 for 1pm-2pm
 - still to do
- Action 2015.7.5.5 Abbie promotion from Facebook event
 - Completed
- Action 2015.9.1.1: Get whiteboard cleaner and Microfibre Cloth
 - Not Completed
- Action 2015.9.1.2: Talk with ben and John and see how he feels about cleaning
 - Complete
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Actions arising

- Action 2015.1.1 Chrish CL Get more ethernet cables
- Action 2015.2.2.1 Abbie possibility of the two people working together (for student experience)
- Action 2015.2.2.2 email Pfalzgraf about the tracking attendance as well as his plans for next year (he might be coming back next semester)
- Action 2015.2.2.3 get interested students in security course to contact **Ramesh** directly
- Action 2015.3.1.1: Nick to talk to Probie to get it organised
- Action 2015.3.2.1 Stuart to follow up Grisha
- Action 2015.3.2.2 Pat to fill out debrief form for CompCon
- Action 2015.3.2.3 Chris to fill out debrief form for COMP4330
- Action 2015.3.2.4 Probie to fill out debrief form for COMP2600
- Action 2015.3.2.6.1: Pat to fill out debrief form for BBQ
- Action 2015.3.2.6.2 Pat to hand in receipts
- Action 2015.3.3.8.1 Have Probie email sent out by thursday
- Action 2015.5.3.1 tickets to be purchased CSSA will Pay for Abbie and Volis, Nick, Yaya and Amy will pay for themself.

- Action 2015.5.4.1 Amy follow up and remove payed slack
- Action 2015.5.5.1 have someone go to belco have a copy of keys cut for Nick

Minutes

Meeting opened at 18:13.

Abbie hands chair to Pat

1. Minutes of Previous Meeting and Matters Arising

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

Moved: Amy Blunt

Seconded: Abbie Wade

Motion carried (Resolution 2016/04)

1.1. Actions from Previous Meetings

Action 2015.1.1 Get more ethernet cables

2. Committee Updates

2.1. President's Report

- Met with School (Pat will tell you about this in a sec)
- Made all facebook events - Didn't individually go through and invite everyone so please share the events and invite your friends to the event too.
- Jan said he is happy to make all the posters if you email him the details
- Emailed out CRO and Industry outcomes
- Did costco run + price list

2.2. Vice president's report

- Compcn happened last weekend, currently organising a what we learnt session possibly tuesday week 13 more details to be discussed in events section of agenda
- Facilities and Services emailed back today and EGN is now approved, tomorrow posters are being printed all we have left besides the posters are some organisational things as well as costco run.
- Last friday Abbie and Pat met with Alastair and Janette and had a discussion about
 - Changes in student experience. Ben Swift (who looks more after the international students) some of these people will be coming over here and anu might send people over there. Qing Wang(focuses more on domestic students)
 - **Action 2015.2.2.1 Abbie possibility of the two people working together (for student experience)**

- EGN which covered the same as mentioned before
- Study events we ran, ones that we ran by students without lecturer or tutor participation as well as ones with intend to run in the future
- Pfalzgraf has been in contact with Janette he is currently considering options on better survey for study events
- Discussed the events of 2016 and whether PAL will be next year as well as smaller study events next year the small events won't be funded by the college but will assist in running them. we need to make sure we keep track of numbers of participants to any study events (the school would like these numbers)
- **Action 2015.2.2.2 email Pfalzgraf about the tracking attendance as well as his plans for next year (he might be coming back next semester)**
- Abokey first thing there was a critical review the school has sent out some surveys and are currently writing up some more about the critical review. they are sending surveys out to existing students and other areas if ANU
- Security major or course the school is currently looking into a single course which is likely to be introduced in semester two next year
- **Action 2015.2.2.3 get interested students in security course to contact Ramesh directly**
- Information day held sometime second semester which is run by Engineering where they give information about majors you can choose for your degree, we realized we don't have this Alastair and Genet didn't realize this was being done in Engineering but liked the idea and we/the school is probably going to do this next year
- Get people to network before they go into honors possibly not achievable but can be paired on other events
- A few other thing which can be read from the document these concern the locks we have talked about, the lab space using more effective and feedback, after hours group study areas looking to see if we can keep n108 and n109 open for general use and also discussed building maintenances to see if things are going wrong and get us to send it to the right people
- There is a staff meeting on friday which Amy and Pat will be attending things to be discussed will be added to slack

2.3. Treasurer's Report

- Bank Balance = \$8592.10
- \$2,500.00 of that is held in trust for the Compcn scholarship and are currently waiting on instructions from Pat so know how it is being distributed
- A/c Rec = >\$442.50 as GAC approved some grants yesterday
- EGN receipts need to be ready by sunday 25/10
- Had people come for aircon yesterday that had cleaned all the filters and we now have air flowing

3. Events

3.1. New Events Forms

3.1.1 COMP1110/COMP1140 Study Event

- Run by Nick to be a pre exam study event could be run with or without tutors if we have tutor we will need to get uni to pay for it
- Could we fund for pizza if it is a large cohort we may not have enough money in GAC we can do it like a snack or possible run a BBQ instead more cost efficient
- Could start at 6 stop at 7 for break

Action 2015.3.1.1: Nick to talk to Probie to get it organised

Approved Study event unanimous approval

3.2. Previous Event Debriefs

3.2.1 CYCSA Competition

- See the Debrief

Action 2015.3.2.1 Stuart to follow up Grisha

3.2.2 Compcon

- Will be filled out later

ACTION 2015.3.2.2 Pat to fill out debrief form for CompCon

3.2.3 COMP4330 Study Event

- Will be filled out later

ACTION 2015.3.2.3 Chris to fill out debrief form for COMP4330

- Had overall of 12 people attend out of 32 had expected a bit more
- Uwe turned up to most of it to help push things along
- Everyone that attended got a lot out of it

3.2.4 COMP2600 Study Event

- Attended by about 35 people lowest so far possibly due to lack of advertising it was also held two days before the assignment was due so possibly ran a bit too late
- Next one on the 21st higher attended expected (has already been announced on the forums)

ACTION 2015.3.2.4 Probie to fill out debrief form for COMP2600

3.2.5 Dance Central Night

- Not many people showed up till one and a half hours after event started due to clash with XSA movie night income less than \$10 from drink sales 18 for box of drink rest went to fridge

- See the Debrief for more info

3.2.6 Short Notice BBQ

- It when well more than 20 people came up
- We purchased mustard bread and vegetarian approx of \$35
- Advertising on Stalkerspace this time but people may have not known where it was and if it was free

ACTION 2015.3.2.6.1: Pat to fill out debrief form for BBQ

ACTION 2015.3.2.6.2 Pat to hand in receipts

3.3. Upcoming Events

3.3.1 CSSA Sports

- Have contacted Mike Rethmann regarding payment for the booking in ANU Sport. Resulted him in not knowing about 'free' booking. Price is \$27.00 per hour for a full basketball court. Total = \$81.00
- In this case have contacted the anusa admin regarding GAC handbook, page 46 which states that clubs and societies that are affiliated with them are allowed to the following entitlements which include Room bookings on ANU campus including sporting rooms.
 - Still waiting on a response on this
- Will confirm booking tonight.
- Haven't bought balls yet. We will be buying 12 balls at \$3.00 per ball. Total will be \$36.00
 - The balls will be reusable
- Total expenditure for event will be \$117.00
- Can deflate balls and use them for later

3.3.2 Blokus Night

- Not very well defined if you not a 1140 student might need to make more clear
- Currently have 8 confirmed 1140 students
- The event has been mentioned in lecture today
- We estimate 30 1140 students and 10 non 1140 students (for catering purposes)

3.3.3. 2310 Study Event

- It is happening has been advertised and rooms booked on this friday from 5:00 till late in hancock west
- Material is being written

3.3.4 ASD Tech Talk + BBQ

- Got into contact with Sue (which is our contact at ASD) just need to set up the room for talk as well as VVQ organisation.

3.3.5 DIY Sushi

Stuart leaves the room at 18:56

- Some help next thursday morning from 12 - 2pm approx expenditure below \$200
- location: CSIT second floor
- Tyrus will help with event

3.3.6 EGN X

- Was talked about earlier
- list of some of the things to be done will be sent to subcommittee tonight

3.3.7 COMP2600 Study Events

- going to be held 21 OCT 5pm-11pm signs are currently wrong need to be fixed
- expect approx 50 people to turn up
- currently don't know exactly how will be run due to assignment not being posted up yet

Stuart returns at 18:59

3.3.8 OGM

- Currently set for 29/10/15 at 6pm (when we were going to have our next committee meeting)
- Good practice to have one so everyone else can bring up problems or hear what we have been working on.
- Potentially a good place to make a public statement for all the suggestions received.
- Maybe we want to do the committee meeting a little earlier and then run the OGM.
- Needs to be advertised heavily if this is going to be run starting tomorrow.
- Need meeting held before the OGM need to be on tuesday or wednesday
- Will be held tuesday 2 weeks time

Action 2015.3.3.8.1 Have Probie email sent out by thursday

3.3.9 EOS Party

- Currently no plans have talked to for deals only one was cheaper jumbo pizza
- To be held directly after OGM we will say we will be going to this after
- Open for ideas

4. Projects, Discussions and Updates

4.1. Trampoline Event

- called the trampoline place 12 for an hour relatively started deal it will be cheaper to do normal deal for students just mean we can't book it
- could change date for after exams as exam relief date to be decided

4.2. Event Protocol

- Study events must have attendance taken (university numbers included) and recorded in the event folder - requirement from school
- All events need to have the three documents filled out both before and after the event. There is a template folder that you can copy when you start organising an event.

5. Other Business

5.1. Email access358994

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5.2. Suggestions Box

- running a AOE II night
 - Probie is working on it

5.3. ANUSA Clubs and Societies Ball

- Ball in happening thursday week, because we are one of the biggest acting society on campus we feel we should attend, this is a formal event and there currently no limit of number of people that can attend. The event will be held the night before EGN and tickets aren't transferable. The Ball starts 7pm
- Abbie and Voils will be attending under CSSA funding.

Chris CL leave the room at 19:19

Chris CL returns at 19:21

Action 2015.5.3.1 tickets to be purchased CSSA will Pay for Abbie and Volis, Nick, Yaya and Amy will pay for themself.

5.4. Slack Education

- Would we like to pay for Slack?
- It will give us unlimited backlog to messages
- We can have restricted members advantage for notifying CROs
- currently costs \$300 a year

Vote for majority

0 for

4 against

7 abstentions

Action 2015.5.4.1 Amy follow up and remove payed slack

5.5. Additional actions

- **Action 2015.5.5.1 have someone go to belco have a copy of keys cut for Nick**
- We will deal with CRO submission in week 13

Close

Meeting closed at 19:36.

The next meeting is scheduled for Tuesday 27 10 2015, 18:00.

Amy Blunt
Secretary