

# CSSA Committee Meeting Public Agenda - Meeting 05

2015-10-27 - 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 - 18:15 (5 mins)	2. Committee Report 2.1. Treasurer Report	Pat
3	18:15 - 18:40 (25 mins)	3. Events 3.1. New Event Forms 3.2. Previous Event Debriefs 3.2.1. CSSA Sports 3.2.2. Blokus Night 3.2.3. 2310 Study Event 3.2.4. ASD Tech Talk + BBQ 3.2.5. 2600 Study Event 3.2.6. DIY Sushi 3.2.7. EGN X 3.3. Upcoming Events 3.3.1. OGM 3.3.2. Monthly Munchies 3.3.3. Study Sessions 3.3.4. BBQ + Sports 3.3.5. Exam Relief 3.3.6. Voting Hackathon 3.3.7. O-Week	Pat
4	18:40 - 18:45 (5 mins)	4. Projects, Discussions and Updates 4.1. Board Games Borrowing System	Pat
5	18:45 - 19:05 (20 mins)	5. Other Business 5.1. CRO Applications [Confidential] 5.2. Summer Work 5.2.1. Door Sensor 5.2.2. Website Specifications 5.2.3. Setting up Video Game Nights 5.2.4. CSSA App Specifications 5.2.5. Documentation of Roles 5.3. Website Update 5.4. Using Bank Cards 5.5. Professional Photos	Pat

		5.6. Slack Education 5.7. Suggestions Box 5.8. OGM running 5.9. Cleaning Common Room 5.10. Desktops in the common room 5.11. Magic's Desktop in the common room 5.12. Additional actions	Ben (Guest)  Probie Probie
	19:05 - 19:10	Close Next Meeting	Pat

# CSSA Committee Meeting

## Minutes - Meeting #5

2015-10-27 - 18:00 - CSIT N101

### Attendance

*Present:* Patrick Paton, Amy Blunt, Stuart Herring, Tyrus Caldeira, Robert Offner, James Volis, Yaya Lu and Nick Sifniotis

*Late:* Christopher Claoue-Long and Hong You

*Apologies:* Abbie Wade and Chris Chow

*Absent:* Nil

Guests: Jan Zimmer and Benjamin Creelman

### Action Summary

*Carried over*

- Action 2014.3: Get new lock for common room from school
  - Yaya confirm if everyone has their card set up
- Action 2015.2.3.2: Stuart to finish PayPal account.
  - Happening next week
- Action 2015.11.3.5: Work out times for ASD tech talk.
  - Complete
- Action 2015.19.4.5.1: By-Laws need to be changed in terms of General
  - Working on it
- Action 2015.3.4.1: Chris CL draft up specifications for website
  - ?
- Action 2015.3.5.6.1: Chris CL can buy some wood and build the shelf
  - ?
- Action 2015.3.1: Pat answer questions for compcon and run through committee decide if public or private response.
  - Sent to Ben and Ben
  - need to sent to other committee members
- 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 left unplugged
  - common room ethernet cable issue
  - removed one label will discuss later if we want to remove both
- Action 2015.7.5.4 Pat set up BBQ \$75 for 1pm-2pm
  - Complete
- Action 2015.9.1.1: Get whiteboard cleaner and Microfibre Cloth
  - Complete

- Action 2015.1.1 Chris CL Get more ethernet cables
  - ?
- Action 2015.2.2.1 Abbie possibility of the two people working together (for student experience)
  - Been in contact with Ben Swift
- 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)
  - Pat will email
- Action 2015.2.2.3 get interested students in security course to contact Ramesh directly
  - Probie will
- Action 2015.3.1.1: Nick to talk to Probie to get it organised
  - Have conformation for Uni paying tutor
- Action 2015.3.2.1 Stuart to follow up Grisha about event CySCA
  - will be done latter
- Action 2015.3.2.2 Pat to fill out debrief form for CompCon
  - not yet
- Action 2015.3.2.3 Chris to fill out debrief form for COMP4330
  - Complete
- Action 2015.3.2.4 Probie to fill out debrief form for COMP2600
  - Complete
- Action 2015.3.2.6.1: Pat to fill out debrief form for short notice BBQ and ASD BBQ
  - not yet
- Action 2015.3.2.6.2 Pat to hand in receipts Compcon
  - Complete
- Action 2015.3.3.8.1 Have Probie email sent out by thursday
  - Complete
- Action 2015.5.3.1 Tickets to be purchased CSSA will Pay for Abbie and Volis, Nick, Yaya and Amy will pay for themself.
  - Completed
- Action 2015.5.4.1 Amy follow up and remove paid slack
  - Have been told to hold off on it for now.
- Action 2015.5.5.1 Have someone go to belco have a copy of keys cut for Nick S
  - Not yet

### *Actions arising*

- Action 2015.5.3.1 : Tyrus/ Stuart Follow up on reimbursement from GAC regarding sports event (talk to kathy )
- Action 2015.5.3.2 : Pat has everyone had their items missing from the EGN returned

- Action 2015.5.3.3: Pat or someone create a how to to set up the rooms such as projectors for EGN
- Action 2015.5.3.4 : Pat email stuart numbers in regards to income for EGN
- Action 2015.5.3.5 : Amy put up Facebook event for OGM
- Action 2015.5.3.6: Pat and Stuart Pick up snacks for OGM
- Action 2015.5.3.7 : use slack to find volunteers for the joint society BBQ drinks
- Action 2015.5.3.8 : Amy change date on calendar for this event
- Action 2015.5.5.1 : Yaya set up the room access (email new CRO)
- Action 2015.5.5.2 : Volis Book N115-N116 from 7pm-11pm for every wednesday for 2016 for Video Game Nights
- Action 2015.5.5.3 : Yaya to write up specifications for the current CSSA App +
- Action 2015.5.5.4 : Amy follow up with Nick in two week about App
- Action 2015.5.5.5 : for everyone from committee to have spent 2 hours writing up what you do for your role (what you wish you had been told )
- Action 2015.5.5.6 : Chris CL update website
- Action 2015.5.5.7 : Stuart have handout ready for OGM
- Action 2015.5.5.8 : have meeting organised over slack

## Minutes

Meeting opened at 18:07.

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

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

**Moved: Amy Blunt**

**Seconded: Probie**

**Motion carried (Resolution 2016/05)**

#### 1.1. Actions from Previous Meetings

## 2. Committee Report

### 2.1. Treasurer Report

Bank Balance - \$7,403.45

Held in Trust = \$2,500 (for compcon waiting to be told how to distribute it )

A/C Rec = Unknown due to GAC Budget problems, they will have a meeting this Thursday

## 3. Events

### 3.1. New Event Forms

- No New Event Forms

### 3.2. Previous Event Debriefs

#### 3.2.1 CSSA Sports

- Event went well
- Around 25ish people came
- Note: Not to book for 3 hours - Book for one hour Instead possibly two
- Total Spent: \$117.45
- Still need to check on reimbursement from GAC according to the handbook - no response as of yet - Stuart checking up on it?

**Action item: Tyrus/ Stuart Follow up on reimbursement from GAC regarding sports event (talk to kathrin )**

#### 3.2.2 Blokus Night

- Went well 15 people showed up including steve
- a few technical difficulty
- spend a bit under \$200

#### 3.2.3. 2310 Study Event

- Chris not here

#### 3.2.4 ASD Tech Talk + BBQ

- Chris is absent so no info on ASD
- We had a oil drip problem maybe use paint bucket or something under the BBQ
- Hand sanitizer to have easy access for both people cooking and people eating

#### 3.2.5 DIY Sushi

- The event went well
- Had approx 40 people came

- there wasn't a stove where they were working but we managed to go use uni lodge instead to cook the food next time we will borrow a portable one

### 3.2.6 EGN X

- attendance over 100?? 56 members signed in 61 people were in the prize room possibility the some people didn't sign in might need to make sure everyone signs in and have a way of identifying that they have maybe something like the wrist bands from last egn
- approx 10-15 non members paid for entry
- incidence some of Caleb's items have not been returned we have a HDMI cable and a wii remote in the common room to be picked up , Stewart also had a missing cable
- common room cleanup could possibly be improved
- reflection setup have a plan/ how to set up everything because it seems to always have a problem with setting up things like the projector
- Improvement would be to Check the need for cables for next one (could pair projectors with consols)
- Abbie and Pat will meet up with Tyrus and Volis hopefully during the break in regards to EGN and informing them on things that will need to be done because they will be in charge of the next one
- Income: we got money from both pizza and people signing up/ paying to get in numbers are currently unknown but probably less than \$500
- expenditure
  - Spent about \$700 on pizza (would be nice to have some way to pick the pizza up this will reduce costs ) about \$102 on plushies we had \$1500 allocated so we stayed under
  - Concerns we already had approval from committee no need to check on slack again we possible could have reminded for the date
  - We had image for posters early but we didn't have time to print and put them up

**Action Item: Pat has everyone had their items missing from the EGN returned**

**Action Item: Pat or someone create a how to to set up the rooms such as projectors for EGN**

**Action Item: Pat email stuart numbers in regards to income for EGN**

### 3.2.7 COMP2600 Study Events

- Went well
- Attendance was lower compared to previous ones possibly due to a different course had an assessment due two days after the study event and was worth a lot. as well as the fact the lecturer released the assignment late and so the study event was done very shortly after it was released

### 3.3. Upcoming Events

#### 3.3.1 OGM

- Email went out on time
- Room has been booked
- Do we want to provide food We can pick up snacks \$70

Motion to have \$70 for snacks for OGM

**Move: Stuart**

**Seconded: Pat**

**unanimous**

**Action Item: Amy put up Facebook event for OGM**

**Action Item: Pat and Stuart Pick up snacks for OGM**

#### 3.3.2 O-Week

- Market Day Stall
  - Organise over slack to manage market day stalls should be folder on drive
  - Setup and packup
  - There is an old schedule document somewhere on the google drive we could possibly use that
- O-Week Board Games
  - Planning on \$400-500 on food. booked room 101 108 have it on thursday so we dont clash with toga
  - Still calculating budget
  - Will send emails out to people for board games

- Joint societies BBQ

- CSSA usually organises drinks

**Action Item: use slack to find volunteers for the joint society BBQ drinks**

- CSSA Scavenger Hunt

- Have something like Discovering Engineering one from first sem but better
- To discuss over slack
- Use it to help introduce first years to the cssa and events that we hold

- BBQ + Sports Event



- Not sure what sport to do for this event
- Possibility to get bubble soccer
- Will be a bit costly
- Total of 12 bubbles
- <http://www.anu-sport.com.au/social-sport/bubble-soccer>
- \$270 for the first hour, + \$60 for an extra 30mins or \$100 for an extra hour
- Minimum booking of 1 hour
- Needs 7 days in advance booking
- Could have people attending put in \$5-10 to attend to make up for expenses
- Other Things
  - Is there a way to bring more people into the common room?
    - The scav hunt to help people come in
  - Would it be worth running a TechTalk from someone awesome during O-Week? Like Google or someone really well known?
    - Have after O-week? discuss date for this latter

### 3.3.3. Monthly Munchies (October Edition)

- Meant to be this friday.. not positive what is happening with this one

### 3.3.4 Study Sessions

- N101 is booked for all three weeks on the days set to the calendar - just needs to be advertised
- Would be good to see everyone using this space during the year level times

### 3.3.5 BBQ + Sports

- Set for 12-2pm 5th November
- BBQs have been booked
- Sport is football
- Possibility of booking Futsal area in Sports hall
- Normal cost \$27.00 but with discount of booking before 12pm, is \$13.50 for minimum 1 hour (book only for 1 hour)
- Other option: Play outside CSIT building, or book oval near carpark \$43.00

- I've got a ball in the car
- We will use an actual soccer ball
- Frisbee or Vortex? could have these as well so people can play with those as well
- Could have in area between the engineering and chemistry building (University Ave)
- Use actual cones

### 3.3.6 Exam Relief

- Do something in the afternoon to destress students
- Could have bubble wrap

### 3.3.7 Voting Hackathon

- Have during first midterm break first semester
- 21st of november to be deleted

**Action Item: Amy change date on calendar for this event**

## 4. Projects, Discussions and Updates

### 4.1. Board Games Borrowing System

*Hey, w.r.t. CSSA games, I've only been along a couple of times (although will be along more and more, I suspect), would it make sense to have a list of games which people are also willing to bring so that certain things could be requested which CSSA doesn't actually have? I've just noticed that a lot of the games which are topping the poll for new games are games which I actually have and can bring with regularity, particularly if requested (Caverna; Race for the Galaxy; Five Tribes). What with there being a lot of board games out there, it might help with being more economical to have such a list. -- **Stephanie Hansen***

- PM sent to Abbie.
- Response Given was :
  - Hi Stephanie - It is an interesting idea, one which requires a lot of both talking and thinking about. I will bring this up at the next committee meeting in wk13. If you don't mind me asking, what is your opinion on looking after the games. Most of our board game collection currently is from people leaving their games in the room. Though because of heavy use, the games to the eye have seen their better day. This is one of those things which needs to be considered. The other thing to consider is how people would want to receive requests for games they owned, and how people would feel about having to bring in a game they requested when they weren't planning to make board games in that particular week. For some people it would be easy to just ask to bring it in the following week, but for others it would be hard to refuse.
- **Is there a way this could be implemented?**
- 
- **Stephanie Annemie Campbell Hanson**

- Hey, w.r.t. CSSA games, I've only been along a couple of times (although will be along more and more, I suspect), would it make sense to have a list of games which people are also willing to bring so that certain things could be requested which CSSA doesn't actually have? I've just noticed that a lot of the games which are topping the poll for new games are games which I actually have and can bring with regularity, particularly if requested (Caverna; Race for the Galaxy; Five Tribes). What with there being a lot of board games out there, it might help with being more economical to have such a list.

- 16 October



- 16/10/2015 12:09

- **Abbie Wade**

- Hi Stephanie - It is an interesting idea, one which requires a lot of both talking and thinking about. I will bring this up at the next committee meeting in wk13.
- If you don't mind me asking, what is your opinion on looking after the games. Most of our board game collection currently is from people leaving their games in the room. Though because of heavy use, the games to the eye have seen their better day. This is one of those things which needs to be considered.
- The other thing to consider is how people would want to receive requests for games they owned, and how people would feel about having to bring in a game they requested when they weren't planning to make board games in that particular week. For some people it would be easy to just ask to bring it in the following week, but for others it would be hard to refuse.



- 16/10/2015 13:22

- **Stephanie Annemie Campbell Hanson**

- Well I think ask people if they would be willing to put their games list available and be available to be contacted. Then if people feel like they couldn't refuse they just don't proffer the information. I guess requests could happen via Facebook messages or comments on posts or stuff like that. Essentially just making the information available and then letting people deal with the details themselves.
- For instance, I have 29 games (currently) so I wouldn't be able to bring even all the games I really like, so some suggestions from people might help me target different games in different weeks



- 16/10/2015 13:24

- **Stephanie Annemie Campbell Hanson**

- Sorry, that was splurged a little bit but I'm a little frazzled and hot today so I hope that was vaguely coherent

Will wait till abbie can help explain.

## 5. Other Business

Jan and Ben Leave the room at 19:21

### 5.1. CRO Applications - Confidential item 1 (only results to be documented) (discussion confidential)

CRO Applicants:

Yaya leave the room 19:22

- Jay Hansen

Yaya Returns 19:26

- Jack Adamson
- Neal
- Leon
- Lucy Yang
- Hana Ogilvie
- Nikita Bhatia

CRO Yes list:

- Jay Hansen
- Jack Adamson
- Leon
- Hana Ogilvie

CRO Next time:

- Nikita Bhatia

**Action 2015.5.5.1: Yaya set up the room access**

**Confidential item 2**

**Ben enters the room a 19:54**

**Confidential item 3**

**Jan enters Room at 20:25**

### 5.2. Summer Work

Things we would like to get done over summer

#### 5.2.1 Door Sensor

- We were thinking of spending \$90 for raspberry pi

## 5.2.2 Website Specifications

- Talk about later

## 5.2.3 Setting up Video Game Nights

- These are the ones we would like to have run during boardgames
- We will book the rooms at a later date
- Game we would like to have

**Action Item: Volis Book N115-N116 from 7pm-11pm for every wednesday for 2016 for Video Game Nights**

## 5.2.4 CSSA App Specifications - TechLauncher request

Name List App:(to be made)

- Design specifications for an improved app to keep track of CSSA members
- App currently lacking in:
  - Search capability
  - Non-case-sensitive (currently lowercase names are distinguished from uppercase, making names hard to find)
  - Colour (less bland)
  - Intuitive interface
  - Improved “New Member” form
  - Yaya to organise specifications
  - Ask TechLauncher to create the application?
- We will start from scratch
- **Otherwise, check if there are any reasonable resources/ services online that can already deal with this**

**Action 2015.5.5.3: Yaya to write up specifications for the current CSSA App**

CSSA App:

- Abbie suggestion: create an automated degree plan for CS students (+ majors and double-majors) - ask TechLaunchers to do this over summer break as well?
- **Action 2015.5.5.4 : Amy follow up with Nick in two week about App**

## 5.2.5 Documentation of Roles

**Chris CL Arrive 20:38**

**Probie leave room at 20:39**

**Probie returns at 20:40**

- Currently a documentation folder in the 2015/2016 folder
- This document is meant to be a resource for anyone who steps into your role in years to come. It is meant to be updated as time goes on.
- If you feel that multiple documents are necessary, then please feel free to separate it out. (e.g. potentially multiple people want to share a “social” documentation, and there needs to be a separate one for sports).
- We are going to ask you to spend time updating these once a term.
- At least 2 hours per person over the break about what you have done, what you have learnt and what you would do differently
- Will make handover much cleaner and easier

- What you wish you had been told about your role

**Action 2015.5.2.5.1 : for everyone from committee to have spent 2 hours writing up what you do for your role (what you wish you had been told )**

### 5.3. Website Update

- Not updated such as not showing the new CRO ect..

**Action Item : Chris CL update website**

### 5.4. Using Bank Cards

- Deferred to next meeting

### 5.5. Professional Photos

- Deferred to next meeting

### 5.6. Slack Education

- Benjamin Creelman wasn't happy with the previous decision and would like it reviewed
  - Pros it will have message retention forever
  - Multiple channels be able to streamline on new committee members and eventually be able to bring on common room officers and temporary people such as people helping out with egn
  - To do this requires the standard plan instead of the free one
  - If we had an expanded committee with 15 on committee and then 10 CROs for the course of the entire year at current rates it will be no more than \$415
  - Billing is one a year in september
- Discussed by previous committee
- No way for CROS to communicate with committee more broadly
- Useful for a no fuss communication system
- Have already hit the free message limit
- Can't recall which meeting previous committee discussed

**Tyrus leave the room at 20:55**

**Chris CL leave the room at 21:01**

- Would like to be noted next meeting the concerns Ben for Slack
- Would like to be noted next meeting the concerns Stuart for Slack

**Motion Defer this discussion to next meeting**

**Moved : Nick**

**Seconded : Stuart**

### 5.7. Suggestions Box

- Sugarfree energy drink
  - Can't find any at costco but if we find them for cheap.
- Tablet stylus
  - Too easily lost not worth it.

## **5.8. OGM Running**

**ben leave the room at 21:07**

- Rooms have been booked
- Posters need to go up tonight
- Agenda sent out TONIGHT
- Need a list of apologies from committee members

**Action 2015.5.5.8 : Stuart have the handouts ready for OGM**

## **5.9. Cleaning Common Room**

- Need to get a new schedule up

## **5.10. Desktops in the common room**

## **5.11. Magic's Desktop in the common room**

- ChrisCL takes responsibility for this

## **5.12. Additional actions**

- Start thinking of new card design and about colour this year is bright

## **5.13. Next Meeting**

- We will hold a meeting after exam
- Organize time and date over slack

**Action 2015.5.5.13 : have meeting organised over slack**

## **Close**

Meeting closed at 21:11.

The next meeting will be scheduled over slack.

Amy Blunt  
Secretary