

CSSA Committee Meeting Public Agenda - Meeting #6

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CSSA Committee Meeting

Minutes - Meeting #6

2015-11-19 - 18:18 - CSIT N101

Attendance

Present: Abbie Wade, Amy Blunt, Pat Paton, Chris Claoue-Long, Tyrus Caldeira, Probie Offner, James Volis, Stuart Herring,

Apologies:

Guests:

Absent: Chris Chow, Yaya Lu and Nick Sifniotis

Action Summary

Carried over

- Action 2014.3: **Yaya** : Get new lock for common room from school Yaya confirm if everyone has their card set up
- Action 2015.5.2: **Yaya** : Inform the CROs of paper in the recycling Bin
- Action 2015.5.5.3: **Yaya** : to write up specifications for the current CSSA App
- Action 2015.5.5.1: **Yaya** : set up the room access (email new CRO)

- Action 2015.2.3.2: **Stuart** : Stuart to finish PayPal account.
 - Letter of Authority only thing left
- Action 2015.3.2.1 : **Stuart** : to follow up Grisha about event CySCA
 - Complete Forgot
- Action 2015.5.3.1: **Stuart** : Follow up on reimbursement from GAC regarding sports event (talk to kathy)
 - All of last years GAC Stuff finished

- Action 2015.5.5.8 : **Stuart** : have handout ready for OGM
 - Complete

- Action 2015.5.4.1: **Amy** : follow up and remove paid slack
 - Have been told to hold off on it for now until a final decision has been reached as it is more effort to reorganise slack education than remove.
- Action 2015.5.3.5: **Amy**: put up Facebook event for OGM
 - Done (by Abbie)
- Action 2015.5.3.8 : **Amy** : change date on calendar for Voting Hackathon
 - Done
- Action 2015.5.5.4: **Amy** : follow up with Nick in two weeks about App
 - Still need to follow up

- Action 2015.19.4.5.1: **Abbie** : By-Laws need to be changed in terms of General
 - Minor updates have been done by Ben Creelman so far but I will not be starting work on this until December. Should be ready for review by the first meeting of 2016

- Action 2015.2.2.1 : **Abbie** : possibility of the two people working together (for student experience) Been in contact with Ben Swift
 - Meeting is in the process of being organised
 - Will be achieved and reported on in the first meeting of 2016
- Action 2015.5.5.1 : **Abbie** : have someone go to belco have a copy of keys cut for Nick S
 - Yet to do. Will talk to Nick about whether he would like keys now or when Pfalzgraf gets back
- Action 2015.3.4.1: **Chris CL** : draft up specifications for website
 - drafted but not available yet
- Action 2015.3.5.6.1: **Chris CL** : can buy some wood and build the shelf for the food table
 - not yet
- Action 2015.1.1 : **Chris CL** : Get more ethernet cables
 - not yet
- Action 2015.5.5.6 : **Chris CL** : update website
 - still need to update form
- Action 2015.3.1: **Pat** : answers to questions for compcon to be emailed to committee members
 - email them when he gets home
- Action 2015.2.2.2 : **Pat** : email Pfalzgraf about the tracking attendance as well as his plans for next year (he might be coming back next semester)
 - Still need to email
- Action 2015.3.2.2 : **Pat** : to fill out debrief form for CompCon
 - Not yet
- Action 2015.3.2.6.1: **Pat** : to fill out debrief form for short notice BBQ and ASD BBQ
 - Done
- Action 2015.5.3.2 : **Pat** : has everyone had their items missing from the EGN returned
 - completed
- Action 2015.5.3.3 : **Pat** : or someone create a how to to set up the rooms such as projectors for EGN
 - Not Yet
- Action 2015.5.3.4 : **Pat** : email stuart numbers in regards to income for EGN
 - Not Yet
- Action 2015.5.3.6: **Pat** (and Stuart): Pick up snacks for OGM
 - Done
- Action 2015.5.5.8 : **Pat** : have meeting organised over slack
 - Done
- Action 2015.2.2.3 : **Probie** : get interested students in security course to contact Ramesh directly
 - Will be sent out
- Action 2015.5.5.2: **Volis** : Book N115-N116 from 7pm-11pm for every wednesday for 2016 for Video Game Nights
 - will send email to Janette

- Action 2015.5.5.5 : **Abbie** : Spent 2 hours writing up what you do for your role (what you wish you had been told)
- Action 2015.5.5.5 : **Pat** : Spent 2 hours writing up what you do for your role (what you wish you had been told)
- Action 2015.5.5.5 : **Amy** : Spent 2 hours writing up what you do for your role (what you wish you had been told)
- Action 2015.5.5.5 : **Stuart** : Spent 2 hours writing up what you do for your role (what you wish you had been told)
- Action 2015.5.5.5 : **Hong** : Spent 2 hours writing up what you do for your role (what you wish you had been told)
- Action 2015.5.5.5 : **Chris Chow** : Spent 2 hours writing up what you do for your role (what you wish you had been told)
- Action 2015.5.5.5 : **Chris CL** : Spent 2 hours writing up what you do for your role (what you wish you had been told)
- Action 2015.5.5.5 : **Probie** : Spent 2 hours writing up what you do for your role (what you wish you had been told)
- Action 2015.5.5.5 : **Yaya** : Spent 2 hours writing up what you do for your role (what you wish you had been told)
- Action 2015.5.5.5 : **Tyrus** : Spent 2 hours writing up what you do for your role (what you wish you had been told)
- Action 2015.5.5.5 : **Volis** : Spent 2 hours writing up what you do for your role (what you wish you had been told)
- Action 2015.5.5.5 : **Nick** : Spent 2 hours writing up what you do for your role (what you wish you had been told)
- Action 2015.5.3: Remove the mac address and no cables to be left unplugged, currently have removed one label will discuss later if we want to remove both
- Action 2015.5.3.7: **Stuart** : use slack to find volunteers for the joint society BBQ drinks

Actions arising

Action 2015.6.4.3.2.1 : **Abbie** : Organise a Market Day Roster (including setup and pack-up)

Action 2015.6.4.4.1: **Abbie**: Get a quote for posters from Michael

Action 2014.5.3.1 : **Abbie** : Draft up a copy of the selection criteria over the summer holidays.

Action 2015.6.5.9.1 : **Abbie** : To email to all CRO Applicants

Action 2015.5.10.1 : **Abbie** : Redo Committee and CRO posters.

Action 2015.3.3.1.1 : **Pat** : Make A3 poster advertising the Trivia Night

Action 2015.6.4.4.2: **Pat**: Put up quote on Slack for Approval

Action 2015.6.5.4 : **Pat** : Ask Liam magrath if he would like to talk photos before O-Week

Action 2015.5.8.1 : **Pat** : Create a CSSA A4 advertisement page

Action 2015.5.8.6 : **Pat** : Ask Jack Adamson to complete a review of COMP2300

Action 2015.5.10.3 : **Pat** : Print of poster letting people know about the costco run

Action 2015.5.10.4 : **Pat** : Print of poster for EGN X

Action 2015.6.4.3.2.4 : **Amy** : Organise CSSA Scavenger Hunt

Action 2015.5.8.3 : **Amy** : Complete a review of COMP2400

Action 2015.4.2.1 **Stuart** to set up the database

Huh?

Action 2015.6.4.3.2.2 : **Stuart** : Organise with ANUSA O-Week Board Games

Going

Action 2015.6.4.3.2.3 : **Stuart** : Organise Joint-Societies BBQ

i forgot

Action 2015.4.1.1 : **Nick** : Start seeking sponsorship

Action 2015.4.1.2 : **Nick** : Start organising the Careers Fair

Action 2015.5.8.5 : **Nick** Complete a review of COMP1130 and COMP1140

Action 2015.5.3.2 : **Tyrus** : buy the alcohol wipes/disinfectant and tweezers from St John's in Deakin over the break

Action 2015.6.4.3.2.5 : **Tyrus** : Organise BBQ + Sport Event

Action 2015.5.8.2 : **Tyrus** : Complete a review of COMP1100, COMP1510

Action 2015.4.1.3: **Chris**: Talk with Nick about Careers fair, tech talks

Action 2015.5.3.3 : **Probie** : Sit and talk to <name> about the complaint

Action 2015.5.6.1 : **Volis** : Write the email then send it to committee to be approved

Action 2015.5.8.4 : **Volis** : Complete a review of COMP2600 and COMP1110

Action 2015.6.5.9.2 : **Yaya** : To email to all CROs about expectations and rules.

Action 2015.6.5.9.3 : **Yaya** : Induct new CROs in January

Action 2015.3.3.1.2 : **Nick, Probie, Chris** : Come up with 30 trivia questions (3 sets of 10), one set of questions related to computer science. One Round Each - chris will write compsci
Action 2015.3.3.1.3 : **Nick, Probie, Chris** : Check their question with each other and not the committee
Action 2015.5.10.2 : **Abbie, Pat, Tyrus, Volis** : Have a meeting about EGN Handover

Minutes

Meeting opened at 18:18.

1. Minutes of Previous Meeting and Matters Arising

Completed next Meeting

2. Committee Report

N/A

3. Events

3.1. New Event Forms

- No New Event Forms

3.2. Previous Event Debriefs

3.2.1 OGM

- Attendance: 17 non-committee members
- Bought Costco snacks

3.2.3 COMP1110 Study Event

- Nick will debrief next meeting

3.2.4 BBQ + Sports

- Event went well
- Not a big turnout, expected 10, got 10
- Played a game of soccer, was good, no injuries
- Total cost was \$60.34
- Note to self: BBQ's require bread

3.2.5 Exam Relief

- Did not get run.

3.2.6 Study Sessions in N101

- Needed more advertisement only few people came
- Rooms were open everyday

3.3. Upcoming Events

3.3.1 O-Week

- Talk about later in the discussions section

3.3.1 Nerd Trivia Night

- Is to be done before nerd ball
- It will be held in week three

Action 2015.3.3.1.1 : **Pat** : Make A3 poster advertising the Trivia Night

Action 2015.3.3.1.2 : **Nick, Probie, Chris** : Come up with 30 trivia questions (3 sets of 10), one set of questions related to computer science. One Round Each - Chris will write compsci

Action 2015.3.3.1.3 : **Nick, Probie, Chris** : Check their question with each other and not the committee

4. Projects, Discussions and Updates

4.1. 2016 Sponsorship and Careers

- https://docs.google.com/presentation/d/1u4FP3u5HFJVzxNjpw42mJ_rdyPpg5SeZ0jn5Er3Lhwo/edit#slide=id.gd35d57f09_0_11

Action 2015.4.1.1 : **Nick** : Start seeking sponsorship

Action 2015.4.1.2 : **Nick** : Start organising the Careers Fair

Action 2015.4.1.3 : **Chris**: Talk with Nick about Careers fair, tech talks

4.2. Board Games Borrowing System

- Private message was sent to Abbie about implementing a system where any CSSA member who wants to participate in board games can upload their own board game collections where people can see. The idea of this is that people can then request board games which will be brought in by others for a board game night.
- Is there a way this could be implemented?
 - Could use google doc but there could be privacy issues with emails ect..
 - Could possibly use facebook document editor (notes) to receive requests then pass it on. could be a good temporary fix.

Action 2015.4.2.1 : **Stuart** : to set up the database

4.3. Summer Preparation

4.3.1 Weekly Video Game Nights

- Figure out how to get enough Legal Games Running
 - Either to have people bring their own key
 - Or have people bring in their own laptops
 - We are not able to get steam on the lab machines
- Must Be Legal
- Need to contact Bob about running games on there.

4.3.2 O-Week

- Sports event and bubble soccer
- Possible \$5 attending fee
- \$270 for 12 bubble for first hour then \$60 per additional hour
- Don't have to pay straight up if we book online
- Bubble Soccer Link: <http://www.anu-sport.com.au/social-sport/bubble-soccer>

Action 2015.6.4.3.6 : **Tyrus** : Book Bubble soccer

Action 2015.6.4.3.2.1 : **Abbie** : Organise a Market Day Roster (including setup and pack-up)

Action 2015.6.4.3.2.2 : **Stuart** : Organise with ANUSA O-Week Board Games

Action 2015.6.4.3.2.3 : **Stuart** : Organise Joint-Societies BBQ

Action 2015.6.4.3.2.4 : **Amy** : Organise CSSA Scavenger Hunt

Action 2015.6.4.3.2.5 : **Tyrus** : Organise BBQ + Sport Event

4.4. Advertising Posters

- Update posters so that they look better such as more colour and A3
- Possibly have someone like the EGN one and have them make 6 generic posters
- And ask someone to do this over the summer
- Must have an ABN
- Ask someone to make 6-7 poster the EGN ones and design for their card approx \$600?
- <http://armedrobot.deviantart.com/> -- Michael

Action 2015.6.4.4.1: **Abbie**: get a quote for posters from Michael

Action 2015.6.4.4.2: **Pat**: put up on Slack for Approval

5. Other Business

5.1. CSSA Cards

- Order 500 cards
- Will cost about \$300
- <http://front.com.au/>

Money Approved

5.2. Summer Cleaning Roster

- Cleaning every day is too much
- Needs to be reduced to twice a week
- Need more cleaning materials

Action 2015.6.5.2.1: **Abbie** : have one on Thursday and another day as well for holiday cleaning roster

5.3. Suggestions Box

- Suggestion : Add CRO's which aren't close friends of the committee
 - The committee will revisit our selection criteria that has been used.

- Over the summer break we will formalise the selection criteria we have been using when we're reviewing applicants for the CRO positions.
- Suggestion : Buy alcohol wipes/disinfectant and tweezers for the first aid kit
 - This has been actioned below.
- Suggestion : To get a container and make ice cubes in the Freezer :^)
 - Previously there have been concerns about hygiene with regards to food in a communal container. We feel that this extends to ice cubes.
- Suggestion : <name> pls b non-r00d
 - This has been actioned below.

Action 2014.5.3.1 : **Abbie** : Draft up a copy of the selection criteria over the summer holidays.

Action 2015.5.3.2 : **Tyrus** : but the alcohol wipes/disinfectant and tweezers from St John's in Deakin over the break

Action 2015.5.3.3 : **Probie** : Sit and talk to <name> about the complaint

5.4. Professional Photos

- Professional photos improve the posters in the common room
- Both Robin and Liam have offered to take photos for the CSSA posters

Action 2015.6.5.4 : **Pat** : ask Liam magrath if he would like to talk photos before O-Week

5.5. Slack Education

- This was briefly discussed in the previous two meetings.
 - Ben Creelman presented some of his opinions on Slack Education including:
 - No way for CROS to communicate with committee more broadly
 - useful for a no fuss communication system
 - have already hit the free message limit
 - Motion defer this discussion to meeting

5.6. Complaint - Confidential (Only giving brief outline of problem and actions we are taking)

- The situation arose where a person in the common room was not abiding by the code of conduct and made several people feel uncomfortable with some statements that they said. After a review of the complaint and talking to the person holding the room open at the time, the decision to give a formal warning to the person about not abiding by the code of conduct will be emailed out.

Action 2015.5.6.1 : **Volis** : Write the email then send it to committee to be approved

5.7. ANUSA First Year Guide

- the ANUSA college reps are all making a first year guide for their respective colleges.
- Would the CSSA be able to create an A4 promotion page for the CSSA to be published in a digital magazine format?

- Some help with introductions to first year courses and good electives for their early years would also be great. For the courses in looking for a small statement about the course, whether the textbook is worth it, and a small tip for doing well in it.

Action 2015.5.8.1 : **Pat** : Create a CSSA A4 advertisement page

Action 2015.5.8.2 : **Tyrus** : Complete a review of COMP1100, COMP1510

Action 2015.5.8.3 : **Amy** : Complete a review of COMP2400

Action 2015.5.8.4 : **Volis** : Complete a review of COMP2600 and COMP1110

Action 2015.5.8.5 : **Nick** Complete a review of COMP1130 and COMP1140

Action 2015.5.8.6 : **Pat** : Ask Jack Adamson to complete a review of COMP2300

5.8. CRO Application

Applicants

- Jan Zimmer
- Neil
- Lucy
- Nikita
- Magic

Accepted

- Jan Zimmer
- Neil
- Lucy
- Nikita
- Magic

5.8.1. CRO Expectations

- There will be a new rule introduced for CROs and Committee members whereby if you are the only person holding room open, then you are not to wear headphones or be plugged into any device that would stop you from supervising the room.
- All CROs are expected to clean the room 2 times every 3-4 weeks, completing every job on the list.
- The majority of committee members are expected to clean the room 1 times every 3-4 weeks, completing every job on the list. The committee members who do not participate in cleaning will be discussed by the committee based on commitment levels of the club at the time.
- CROs are expected to clean the common room 2 times for every one time the committee cleans the room.

Action 2015.6.5.9.1 : **Abbie** : To email to all CRO Applicants

Action 2015.6.5.9.2 : **Yaya** : To email to all CROs about expectations and rules.

Action 2015.6.5.9.3 : **Yaya** : Induct new CROs in January

5.9. Additional Actions

Action 2015.5.10.1 : **Abbie** : Redo Committee and CRO posters.

Action 2015.5.10.2 : **Abbie, Pat, Tyrus, Volis** : Have a meeting about EGN Handover

Action 2015.5.10.3 : **Pat** : print of poster letting people know about the costco run

Action 2015.5.10.4 : **Pat** : print of poster for EGN X

Close

Meeting closed at 19:36.

The next meeting is scheduled for Weekday 00 Month 2015, xx:00.(week before O-week discuss on Slack)

Amy Blunt
Secretary