

CSSA Committee Meeting

Agenda - Meeting #08 PUBLIC

2016-02-03 - 18:00 - CSIT N101 CSSA Committee Meeting

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Minutes - Meeting #8

2016-02-03 - 18:02 - CSIT N101

Attendance

Present: Abbie Wade, Pat Paton, Amy Blunt, Chris CL, Probie Offner, Nick Sifniotis, Yaya Lu, James Volis, Tyrus Caldeira,

Apologies: Chris Chow, Stuart Herring,

Guests: Jan, Ben

Absent: You Hong,

Action Summary

Carried over

Abbie

- Action 2016.7.2.2 : Abbie : nomination form -- **DONE**
- Action 2016.7.4.3.2.1 : Abbie: email tony to see if we are doing this again -- **DONE**
- Action 2016.7.5.2.1 : Abbie: get the card made and ordered -- **DONE**
- Action 2016.7.5.10.1 Abbie : order shirts -- **DONE**
- Action 2015.19.4.5.1: Abbie : By-Laws modification
- Action 2016.7.2.4 : Abbie announce past resignation and announce what we are doing about it
 - written (
https://docs.google.com/document/d/1n-i-ABzRxlqg5a_29180qkrJDLtF5qlxZflm1x1bz6k/edit) but not published yet.

Pat

- Action 2015.5.5.5 : Pat : Spent 2 hours writing up what you do for your role (what you wish you had been told)
 - Working on it.
- 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)
 - Not done yet.
- Action 2015.5.3.3 : Pat : or someone create a how to to set up the rooms such as projectors for EGN
 - Not done yet.
- Action 2015.3.3.1.1 : Pat : Make A3 poster advertising the Trivia Night
 - Not done yet.
- Action 2015.6.5.4 : Pat : ask Liam magrath if he would like to talk photos before O-Week -- **DONE**

Amy

- Action 2015.5.5.5 : Amy : Spent 2 hours writing up what you do for your role (what you wish you had been told)
 - Will upload to the drive
 - mostly done
- Action 2015.6.4.3.2.4 : Amy : Organise CSSA Scavenger Hunt -- **DONE by Yaya**
- Action 2015.4.2.1 Amy to set up the database -- **DONE**
- Action 2016.7.4.3.1.2 : Amy : Update the database so ready for new year and members -- **Done just need to empty table**
- Action 2016.7.5.8.1: Amy : go through emails daily and sort into folders regarding different roles
 - Created Folders might be nice if maybe when people read the emails in impos put them in corresponding mailbox or mark as unread?

Stuart

- Action 2015.2.3.2: Stuart : Stuart to finish PayPal account.
- Action 2015.3.2.1 : Stuart : to follow up Grisha about event CySCA
- 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 2015.5.3.7: Stuart : use slack to find volunteers for the joint society BBQ drinks
- Action 2015.6.4.3.2.2 : Stuart : Organise with ANUSA O-Week Board Games
- Action 2016.7.3.1.1 : Stuart: write up an asset list of all items and values
- Action 2016.7.4.3.2.2 : Stuart order pizzas for first year event
- Action 2016.7.5.7.1 Stuart : complete a draft budget detailing all spending plans for CSSA 2016

Yaya

- 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 2015.5.5.5 : Yaya: Spent 2 hours writing up what you do for your role (what you wish you had been told)
- 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 from November
- Action 2016.7.5.9.1: Yaya : create new CRO slack -- **DONE**

- Action 2016.7.5.11.1 Yaya fix up/ create rosters
- Action 2016.7.5.6.2 Yaya set up rule for purchasing things for costco - **DONE**

ChrisCL

- Action 2015.3.4.1: Chris CL : draft up specifications for website -- Still in progress
- Action 2015.1.1 : Chris CL : Get more ethernet cables -- Not needed?
- Action 2015.5.5.6 : Chris CL : update website -- Done
- 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) -- still in progress
- Action 2015.3.3.1.2 : Chris : Come up with 10 trivia questions which are in the CS theme -- not done
- Action 2016.7.2.3 : chrisCL: get website ready for election -- DONE
- Action 2016.7.4.3.1.1 ChrisCL : Draft up the flyer for market day -- in progress
- Action 2016.7.5.6.1 ChrisCL: costco sign explaining how much money was lost --
DONE: <https://drive.google.com/open?id=0BymGEEK-NLaRbGJKTUdfQU5fN2c>

Probie

- Action 2015.2.2.3 : Probie : get interested students in security course to contact Ramesh directly
- 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 2015.3.3.1.2 : Probie : Come up with 10 trivia questions to a single non-CS Theme
- Action 2016.7.2.1 : Probie : create voting hashing to stop people voting more than once

Volis

- Action 2015.5.5.2: Volis : Book N115-N116 from 7pm-11pm for every wednesday for 2016 for Video Game Nights **Abbie to book for even term weeks**
- Action 2015.5.5.5 : Volis : Spent 2 hours writing up what you do for your role (what you wish you had been told) **Havent done it yet**

Hong

- Action 2015.5.5.5 : Hong : Spent 2 hours writing up what you do for your role (what you wish you had been told)

ChrisChow

- 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)

Nick

- Action 2015.3.3.1.2 : Nick : Come up with 10 trivia questions to a single non-CS theme **DONE**.
<https://drive.google.com/open?id=1bBzeo8PwXcYGtWB4Nkn6PdUjLqUbaTXHEAtzSe5I9yk>
NON-CS? WHOOPS
- Action 2016.7.5.6.3: Nick: Work out a simple stocktake system **READY TO DEPLOY**

Tyrus

- Action 2015.5.3.2 : Tyrus : but the alcohol wipes/disinfectant and tweezers from St John's in Deakin over the break
 - **Done**
- Action 2015.6.4.3.2.5 : Tyrus : Organise BBQ + Sport Event
 - **Sports event organised + confirmed booking. BBQ not yet.**
- Action 2015.5.5.5 : Tyrus : Spent 2 hours writing up what you do for your role (what you wish you had been told)
 - **Still not done, have written up a bit though.**

Group

- 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
 - Will be done after the 21st

Minutes

Meeting opened at 18:02.

1. Minutes of Previous Meeting and Matters Arising

Completed next Meeting

2. Leave of Absence & Complaints Handling

2.1. Leave of Absence Policy

- A leave of absence was defined as taking leave from your position including all responsibilities that come with this role for an extended period of time.
- ANUSA's advice was that committee members can not take leave of absence but we can personal leave where appropriate (where personal is defined as death of family, serious illness, etc.)
- Leave of absence is not defined in both the CSSA constitution and the ANUSA constitution for societies. As such, it is meant to be treated as it is not allowed.
- The committee had a discussion of how the CSSA should handle CSSA leave of absence complaints. The final conclusion about the discussion was the following definition below:

Leave of absence will be reviewed on a case by case basis for committee members who are not considered trustees to the club, where committee will discuss and vote on the application dependent on all sides of the situation.

- A vote was unanimously passed for the definition above

Action 2016.8.2.1.1 : **Abbie** : Formally record what was decided regarding Leave of Absence Policies for CSSA

Action 2016.8.2.1.2 : **Abbie & new VP** : Update the constitution to reflect the holes that have occurred in this situation

2.2. Leave of Absence Application & Outcome (CONFIDENTIAL)

Action 2016.8.2.2.1 : <REMOVED FOR CONFIDENTIALITY>

2.3. Complaint & Outcome (CONFIDENTIAL)

- An anonymous complaint was received at the end of November, via our Anonymous Complaint form.
- A vote was passed to inform the general members about the general situation with no names mentioned and some ambiguity if necessary

Action 2016.8.2.3.1 : <REMOVED FOR CONFIDENTIALITY>

Action 2016.8.2.3.2 : Abbie : Write up a blurb detailing a generalised version of the outcome for the newsletter

Action 2016.8.2.3.3 : <REMOVED FOR CONFIDENTIALITY>

2.4. Anonymous Complaint Form

- ANUSA suggested we completely remove this for the time being
- For the time being, suggest people talk to either Yaya and Abbie to talk about their complaints

Action 2016.8.2.4.1 : Yaya : Update the complaint form to reflect the discussion above

Action 2016.8.2.4.2 : Chris CL: remove the anonymous complaint form -- **DONE**

3. Committee Report

3.1. Presidents Report

- Clearly from above I have had a meeting with ANUSA this week.
- The membership cards have been **ORDERED** and **PAID** for
- The shirts have been **ORDERED** and **PARTIALLY PAID** for
- Tony approved the welcome event starting at 17:30 on monday wk1
- Got Salto access card for N101. Still need to put on keychain when I get a card holder for it.
- Purchased furniture for the room.
- Cleaned up the CSSA Folder on google drive.

Action 2016.8.3.1.1 : Stuart : Clean up the Finance folder

Action 2016.8.4.1.2 : Nick : Clean up the industry folder -- **IN PROGRESS**

Action 2016.8.4.1.3 : ChrisChow : Clean up the postgrad folder

Action 2016.8.4.1.4 : Amy : Clean up the Meetings folder

Action 2016.8.4.1.5 : Volis : Clean up the Events folder

Action 2016.8.4.1.6 : Abbie : Clean up the Admin folder

Action 2016.8.4.1.7 : Abbie : Get card holder for N101 key

3.2 Industry Report

My report can be found here:

<https://docs.google.com/presentation/d/1BkoiOggEFEZ1yEPDPq2tIVc75KWdYCUr1c6Cb36j8o/edit#slide=id.p>

Action 2016.8.3.2.1.1: **TBA**: Help Nick set up the sponsorship register form scripts

Action 2016.8.3.2.1.2: **NICK**: Organise business cards for yourself.

Action 2016.8.3.2.1.3: **Tyrus**: Order Pizza for Atlassian Tech Talk

advertising for the event 3 weeks away will be using newsletter facebook etc..

The CSSA cannot defame our sponsors. we have agreed not to do this

\$ 50 for business cards with Nicks name

- draw up draft and present in next meeting

4. Events

4.1. New Event Forms

4.2. Upcoming Events

4.2.1 CECS Student Tour

- Can not be on Thursday of O-Week
- Can work with student services to do it in week one if we wanted too

4.2.2 O-Week Board Games

- Not aware of any progress so far

Action 2016.8.4.2.2.1 : **Tyrus** : Order and Pay for Pizzas for O-Week Board Games

Action 2016.8.4.2.2.2 : **Yaya** : Contact ANUSA about O-week advertising Board Games

Action 2016.8.4.2.2.3 : **Abbie** : Contact regular members about borrowing board games for the night

Action 2016.8.4.2.2.4 : **Probie** : Cancel Board games on Wednesday of O-Week

4.2.3 BBQ + Sports Event

- Sports event confirmed for 12th February at 1pm - 2pm
- Is held in the new hall, in the Sports Hall.
- Payment is to be made before the event
- I will need someone to cover for me as I won't be able to attend.
- A waiver form and a fee of \$2 must be signed by each person participating in the event.
- I haven't organised the BBQ yet, but my best guess is that it will be held at the BBQ's near CSIT (a walk but we can't do it any closer). Once again I will need helpers as I won't be able to attend.

Action 2016.8.4.2.3.1 : **Tyrus** : Order and Pay for BBQ Food

Action 2016.8.4.2.3.2 : **Tyrus** : Print of waiver forms

Action 2016.8.4.2.3.2 : **Tyrus** : Find someone to run event

4.2.4 COMP1100 Welcome Pizza

- Tony has given us the go ahead to run the welcome event
- 15th Feb @ 5:30pm
- budget is \$800

Action 2016.8.4.2.4.1 : **Tyrus** : Order and Pay for Pizzas at domino's for COMP1100 Welcome Pizza Event

4.2.5 Weekly Video Game Nights

- Going to make it every fortnight, instead of every week
 - Going to start with AOE2 because it worked well last time
 - Possibly connect with AOE2 society

- Aiming for wednesday same time as board games

Action 2016.8.4.2.5.1 : **Volis** : Provide abbie with time you want to run regular video game nights

4.2.6 TechTalks/Workshops

- Tech talk for Git/GitLab primarily geared towards 1st years being written (wk1), setting up the documents. Poster templates?
- Venue -- N101, time: Thu 12-2pm / 1-3pm whichever is bookable (former preferable)
- Market day advertisement
- Need to write up Markup languages one run by chris CL (wk3)
- Atlassian tech talk on 24th (wk2) -- N101 then
- CEA -- wk4? Need Nick to contact them due to conflict of interest from working there

Action 2016.8.4.2.6.1 : **ChrisCL** : Provide abbie with time you want to run regular co-curricular education events -- Likely Thu 1-3PM
yaya leaves room 19:25

4.2.7 Atlassian Tech Talk

- Wednesday 24th February, 2:30pm - 3:30pm (week 2)
- Location TBA (Abbie is working on this). They require power, wifi and a projector.
- The topic will be "Intro to Atlassian and brief overview of Agile" - Nick to sexy it up a little
- We are charging them \$\$\$ for this but in so doing we cover the cost of pizza/food and promotion. Can we claim the costs back from ANUSA? Bearing in mind that the 'sponsorship' money that we are collecting is not for the event per se and that the event will run at a loss.
- Items for discussion:
 - Pizzas - how much, who is responsible for ordering and paying
 - Promotion strategy - they are spending \$\$\$, if three students turn up they will be *pissed off*.
 - Volunteer/s - to escort them from the careers fair, help set up the room, keep track of # of students who attend etc.

Action 2016.8.4.2.7.1 : **ABBIE** : Organise room for tech talk

Action 2016.8.4.2.7.2 : **CHRIS CL** : Organise catering for tech talk

Action 2016.8.4.2.7.3 : **NICK** : Orchestrate promotion strategy for tech talk

Action 2016.8.4.2.7.4 : **NICK** : Organise volunteers for tech talk

Action 2016.8.4.2.7.5 : **NICK** : Sexy up name for tech talk

4.2.8 Scavenger hunt

- Will we have Several challenges or just one?
- abbie and yaya have discussed some of the challenges they are
 - one challenge about the egn talk about what it is and get them to suggest a theme

- butchers paper on the the common room wall right a comment or something with their team name
- ask the student to take a selfie with the entire group and the points correspond with the number of computers in the background
- bonus points for CSSA logo visible
- guess how many computers on the ground floor of the csit building
- could have another separate scavenger hunt but we don't have enough time

Action 2016.8.4.2.8.1 : **Abbie** : Buy Butchers Paper for O-Week

4.2.9 Install Fest

- Chris has USBs with stuff from last Installfest.

Action 2016.8.4.2.9.1 : **Chris** : do USBs for installfest

Action 2016.8.4.2.9.2 : **Chris** : Book Room for installfest

4.2.10 Market Day

- everyone is on track and makes sure you action items are done by market day

Action 2016.8.4.2.9.1 : **Chris** : Email Andrew about CSSA dot matrix display program

5. Projects, Discussions, Updates & Other Business

5.1. Suggestions Box

Suggestion box is found here:

<https://docs.google.com/spreadsheets/d/1YnBB1MuLASN70eAS5spNx0hplt0tz52FRQoGrXZ0qkg/edit#gid=0>

pushed to next meeting due to common room officer's absence.

5.2. CS Welcome Lecture

- Thursday 11 Feb 2016 11-12pm and 1-2pm
- We are welcome to have people there to sign first years up
- Abbie has been asked to speak sometime between 11:15-11:45 but would love someone to be prepared to speak just in case PAL training stops her coming
- Nick is happy to attend as a representative of typical average university students who are typical and average.

5.3. Volis: Idea for EGN/Social subcommittee

- Idea is to have another slack channel for Social
- Main Objectives:
 - Establish CSSA a place in the social scene of ANU
 - Network with the ANU community of clubs and societies, as well as run joint events
 - Run events that appeal to Computer science students as well as students from other disciplines
 - Run events on small and large scale
 - Encourage friendship/relationships between Comp Sci students as well as any other members of the club
 - Involve the community in the running of events
- What this subcommittee would do:
 - Talks to other societies/ANUSA to
 - Run joint events
 - We are already part of the Small Inter-Committee Nerd Organising Group (SIGNOC)
 - For Nerd Trivia and Nerd Ball
 - Participate in their events
 - We have been invited to participate in ANU Rock Music Society ANUrovision
 - Basically we perform an act of some relevance to our society on the night, and we have a judge for the night from our committee
 - Get our name out there in the social scene of ANU
 - Maybe we could try go to some other people's events and network?
 - This committee will run EGN and other major social events
 - Recruit the volunteers for social events

- BBQs, Fortnightly Video Games, etc
- Possibly try to foster relationships with certain businesses for events, such as bars, restaurants, cafes, shops, whatever
- Contacting media for advertising/exposure
 - Woroni

Hold off on slack for now

Discuss more at a latter date

5.4.. Additional actions

Action 2016.8.5.4.1 : **Abbie** : Organise meeting with School

Action 2016.8.5.4.2 : **Abbie** : Organise with school the room bookings for video game nights and tech talks

Action 2016.8.5.4.3 : **Amy** : Organise flyers for upcoming events to put in common room (templates? - none)

Action 2016.8.5.4.4 : **Yaya** : Create suggestion box poster to put on mailbox

Action 2016.8.5.4.5 : **Pat** : Put up EGN posters

Action 2016.8.5.4.6 : **Abbie** : Create Mental and General Health posters to put up in room

Actions Arising

Action 2016.8.2.1.1 : **Abbie** : Formally record what was decided regarding Leave of Absence Policies for CSSA

Action 2016.8.2.1.2 : **Abbie & new VP** : Update the constitution to reflect the holes that have occurred in this situation

Action 2016.8.2.2.1 : **Abbie** : Email Stuart the outcome of the Leave of Absence Application after confirmation from ANUSA comes through

Action 2016.8.2.3.1 : **Abbie** : Email Stuart the outcome of the complaint and follow through actions

Action 2016.8.2.3.2 : **Abbie** : Write up a blurb detailing a generalised version of the outcome for the newsletter

Action 2016.8.2.3.3 : **Abbie** : Setup GAC mediator to deliver the news and talk about behaviour to Person

Action 2016.8.4.1.6 : **Abbie** : Clean up the Admin folder

Action 2016.8.4.1.7 : **Abbie** : Get card holder for N101 key

Action 2016.8.4.2.2.3 : **Abbie** : Contact regular members about borrowing board games for the night

Action 2016.8.4.2.7.1 : **ABBIE** : Organise room for tech talk

Action 2016.8.4.2.8.1 : **Abbie** : Buy Butchers Paper for O-Week

Action 2016.8.5.4.1 : **Abbie** : Organise meeting with School

Action 2016.8.5.4.2 : **Abbie** : Organise with school the room bookings for video game nights and tech talks

Action 2016.8.5.4.6 : **Abbie** : Create Mental and General Health posters to put up in room

Action 2016.8.4.1.4 : **Amy** : Clean up the Meetings folder

Action 2016.8.5.4.3 : **Amy** : Organise flyers for upcoming events to put in common room
Action 2016.8.4.2.3.1 : **Tyrus** : Order and Pay for BBQ Food
Action 2016.8.4.2.3.2 : **Tyrus** : Print of waiver forms
Action 2016.8.4.2.3.2 : **Tyrus** : Find someone to run event
Action 2016.8.4.2.4.1 : **Tyrus** : Order and Pay for Pizzas at domino's for COMP1100
Welcome Pizza Event
Action 2016.8.3.2.1.3: **Tyrus**: Order Pizza for Atlassian Tech Talk
Action 2016.8.4.2.2.1 : **Tyrus** : Order and Pay for Pizzas for O-Week Board Games
Action 2016.8.2.4.1 : **Yaya** : Update the complaint form to reflect the discussion above
Action 2016.8.4.2.2.2 : **Yaya** : Contact ANUSA about O-week advertising
Action 2016.8.5.4.4 : **Yaya** : Create suggestion box poster to put on mailbox
Action 2016.8.2.4.2 : **Chris CL**: remove the anonymous complaint form -- **DONE**
Action 2016.8.4.2.6.1 : **ChrisCL** : Provide abbie with time you want to run regular co-curricular education events -- Likely Thu 1-3PM
Action 2016.8.4.2.7.2 : **CHRISCL** : Organise catering for tech talk
Action 2016.8.4.2.9.1 : **ChrisCL** : do USBs for installfest
Action 2016.8.4.2.9.2 : **ChrisCL** : Book Room for installfest
Action 2016.8.4.2.9.1 : **ChrisCL** : Email Andrew about CSSA dot matrix display program
Action 2016.8.4.1.2 : **Nick** : Clean up the industry folder -- **IN PROGRESS**
Action 2016.8.3.2.1.2: **Nick**: Organise business cards for yourself.
Action 2016.8.4.2.7.3 : **Nick** : Orchestrate promotion strategy for tech talk
Action 2016.8.4.2.7.4 : **Nick** : Organise volunteers for tech talk
Action 2016.8.4.2.7.5 : **Nick** : Sexy up name for tech talk
Action 2016.8.3.1.1 : **Stuart** : Clean up the Finance folder
Action 2016.8.5.4.5 : **Pat** : Put up EGN posters
Action 2016.8.4.2.2.4 : **Probie** : Cancel Board games on Wednesday of O-Week
Action 2016.8.4.1.5 : **Volis** : Clean up the Events folder
Action 2016.8.4.1.3 : **ChrisChow** : Clean up the postgrad folder
Action 2016.8.3.2.1.1: **TBA**: Help Nick set up the sponsorship register form scripts
Action 2016.8.4.2.5.1 : **Volis** : Provide abbie with time you want to run regular video game nights

Close

Meeting closed at 19:31.

The next meeting is scheduled for week 1 February 2016, 18:00. date to be decided using when is good

Amy Blunt
Secretary