

CSSA Committee Meeting

Agenda - Meeting #09 PUBLIC

2016-02-16 - 17:00 - CSIT N101 CSSA Committee Meeting

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Minutes - Meeting #09

2016-02-16 - 17:00 - CSIT N101

Attendance

Present: Abbie Wade, Amy Blunt, Patrick Paton, Nick Sifniotis, Tyrus Calderia, Chris Claoue-Long, Probie Offner, James Volis and Chris Chow,

Apologies: Stuart Herring,

Guests: Jan Zimmer and Ben Robison

Absent: You Hong and Yaya Lu

Minutes

Meeting opened at 17:05.

1. Minutes of Previous Meeting and Matters Arising

MOTION: That the minutes of the previous two meeting (#7, #8) be accepted.

Moved: Abbie Wade

Seconded: Amy

Motion carried (Resolution 2016/08)

Motion carried (Resolution 2016/09)

1.1. Actions from Previous Meetings

Abbie

- Action 2016.8.4.1.7 : **Abbie** : Get card holder for N101 key -- **DONE**
- Action 2016.8.4.2.2.3 : **Abbie** : Contact regular members about borrowing board games for the night -- **DONE**
- Action 2016.8.2.3.3 : **Abbie** : Setup GAC mediator to deliver the news and talk about behaviour to Person -- **DONE**
- Action 2016.8.4.1.6 : **Abbie** : Clean up the Admin folder -- **DONE**
- Action 2016.8.4.2.7.1 : **Abbie** : Organise room for tech talk on 24/2 -- **DONE**
- 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 -- **Video games: DONE, tech talks: in progress, passed to Chris**
- Action 2016.8.2.3.2 : **Abbie** : Write up a blurb detailing a generalised version of the outcome for the newsletter -- **DONE**
- Action 2016.8.2.1.1 : **Abbie** : Formally record what was decided regarding Leave of Absence Policies for CSSA -- **DONE**
- Action 2016.7.2.4 : **Abbie** announce pat's resignation and announce what we are doing about it --**DONE**
- Action 2016.8.4.2.8.1 : **Abbie** : Buy Butchers Paper for O-Week

- **DONE** - wasn't required
- Action 2016.8.2.2.1 : **Abbie** : Email Stuart the outcome of the Leave of Absence Application after confirmation from ANUSA comes through
 - **DONE**, but was presented in person by ANUSAs request rather than email
- Action 2016.8.2.3.1 : **Abbie** : Email Stuart the outcome of the complaint and follow through actions
 - **DONE**, but was presented in person by ANUSAs request rather than email
- Action 2016.8.5.4.6 : **Abbie** : Create Mental and General Health posters to put up in common room
 - **INCOMPLETE** -- but started
- Action 2015.19.4.5.1: **Abbie** : By-Laws modification
 - **INCOMPLETE** -- started, but waiting on new VP :)
- Action 2016.8.2.1.2 : **Abbie & new VP** : Update the constitution to reflect the holes that have occurred in this situation
 - **INCOMPLETE** -- started, but waiting on new VP :)

Pat

- Action 2015.5.5.5 : **Pat** : Spend 2 hours writing up what you do for your role (what you wish you had been told)
- 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) -- **DONE**
- Action 2015.5.3.3 : **Pat** : or someone create a how to to set up the rooms such as projectors for EGN
- Action 2015.3.3.1.1 : **Pat** : Make A3 poster advertising the Trivia Night
- Action 2016.8.5.4.5 : **Pat** : Put up EGN posters

Amy

- Action 2015.5.5.5 : **Amy** : Spend 2 hours writing up what you do for your role (what you wish you had been told) -still in progress
- Action 2016.7.5.8.1: **Amy** : go through emails daily and sort into folders regarding different roles --done
- Action 2016.8.4.1.4 : **Amy** : Clean up the Meetings folder -- DONE
- Action 2016.8.5.4.3 : **Amy** : Organise flyers for upcoming events to put in common room --**DONE**

Stuart

- Action 2015.2.3.2: **Abbie** : Stuart to finish PayPal account.
 - Uploaded last Document
- Action 2015.3.2.1 : **Stuart** : to follow up Grisha about event CySCA
 - Talked to Grisha during 0-week will ask again this week -- DONE
- Action 2015.5.5.5 : **New Treasurer** : Spent 2 hours writing up what you do for your role (what you wish you had been told)
 - Not yet
- Action 2015.5.3.7: **Tyrus** : use slack to find volunteers for the joint society BBQ drinks
 - Done

- Action 2015.6.4.3.2.2 : **Stuart** : Organise with ANUSA O-Week Board Games --DONE
- Action 2016.7.3.1.1 : **ChrisCL**: Write up an asset list of all items and values
 - Started but values are hard to gauge due to the used nature of most assets
 - https://drive.google.com/open?id=1hSkjccqJ7pg2sW6MvC-6_csQy6N7RbMi8N8kZb3G96w
- Action 2016.7.5.7.1 **New Treasurer** : Complete a draft budget and financial plan detailing all spending plans for CSSA 2016
 - Here is the first draft. Please note expenditure from =-week and week 1 are not included
 - <https://drive.google.com/open?id=14eXXB5BONuqL-0OHrjt9F9VvqYabRMXVCFMNnVc7pYk>
- Action 2016.7.5.16.1 : **Nick** : Research and make a comparison table for accounting software options
 - Finalizing the list
- Action 2016.8.3.1.1 : **New Treasurer** : Clean up the Finance folder
 - Not yet

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 - talked to Chris about specifications, will draft those up soon (probs in the next few weeks)
- Action 2015.5.5.1: **Yaya** : Set up the room access (email new CRO) - **DONE**
- Action 2015.5.5.5 : **Yaya**: Spend 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 - **DONE**
- Action 2016.7.5.11.1 **Yaya** : Fix up/ create rosters
- Action 2016.8.2.4.1 : **Yaya** : Update the complaint form to reflect the discussion above **DONE - apparently Chris removed the original anonymous form?**
- Action 2016.8.4.2.2.2 : **Yaya** : Contact ANUSA about O-week advertising - **DONE**
- Action 2016.8.5.4.4 : **Yaya** : Create suggestion box poster to put on mailbox

ChrisCL

- Action 2015.3.4.1: **ChrisCL** : Draft up specifications for website -- INCOMPLETE
- Action 2015.5.5.5 : **ChrisCL** : Spend 2 hours writing up what you do for your role (what you wish you had been told) _-- NOT DONE
- Action 2015.3.3.1.2 : **ChrisCL** : Come up with 10 trivia questions which are in the CS theme -- DONE (google drive trivia event)
- Action 2016.7.4.3.1.1 **ChrisCL** : Draft up the flyer for market day -- DONE with Nick and Amy'
- Action 2016.8.2.4.2 : **ChrisCL**: 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 1-3PMs help
- 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 2016.7.5.13.1 : **ChrisCL** : Looking into password storing methods

Probie

- Action 2015.5.5.5 : **Probie** : Spend 2 hours writing up what you do for your role (what you wish you had been told) --DONE
- 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 -- Dont think we are doing this any more
- Action 2016.8.4.2.2.4 : **Probie** : Cancel Board games on Wednesday of O-Week --DONE

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 -- pretty well done, need to fill out a form
- Action 2015.5.5.5 : **Volis** : Spend 2 hours writing up what you do for your role (what you wish you had been told)
- Action 2016.8.4.1.5 : **Volis** : Clean up the Events folder
- Action 2016.8.4.2.5.1 : **Volis** : Provide abbie with time you want to run regular video game nights -- done

Hong

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

ChrisChow

- Action 2015.5.5.5 : **ChrisChow** : Spend 2 hours writing up what you do for your role (what you wish you had been told) **IN PROGRESS**
- Action 2016.8.4.1.3 : **ChrisChow** : Clean up the postgrad folder **IN PROGRESS**

Nick

- 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. **ON HOLD**
- Action 2016.8.4.2.7.3 : **Nick** : Orchestrate promotion strategy for tech talk **DONE**
- Action 2016.8.4.2.7.4 : **Nick** : Organise volunteers for tech talk **IN PROGRESS**
- Action 2016.8.4.2.7.5 : **Nick** : Sexy up name for tech talk **WTF**

Tyrus

- Action 2015.5.5.5 : **Tyrus** : Spend 2 hours writing up what you do for your role (what you wish you had been told)
 - Not Done
- Action 2016.8.4.2.3.1 : **Tyrus** : Order and Pay for BBQ Food
 - **DONE**
- Action 2016.8.4.2.3.2 : **Tyrus** : Print of waiver forms
 - **DONE**
- Action 2016.8.4.2.3.2 : **Tyrus** : Find someone to run event
 - **DONE**
- Action 2016.8.4.2.4.1 : **Tyrus** : Order and Pay for Pizzas at domino's for COMP1100 Welcome Pizza Event
 - **DONE**
- Action 2016.8.3.2.1.3: **Tyrus**: Order Pizza for Atlassian Tech Talk

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

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

2. Committee Reports & Updates

Jan Zimmer and Ben Robison leave room 5:09

2.1. Complaint Update

Action: 2016.9.2.1.1 : Abbie : Draft up a complaints handling documentation after seeking skeleton from ANUSA

2.2. Budget Plan

skipped due to treasurer apologies

2.3. Financial Plan

skipped due to treasurer apologies

Jan Zimmer and Ben Robison enter room at 5:18

3. Events

3.1. New Event Forms

No new event forms

3.2. Previous Event Debriefs

3.2.1 Market Day

- Include a map for CSIT building
- Flyers were a great idea
- Internet connections is problematic
 - Not much we can do about that
 - Possibly bring a router
- Do we need all the information that we asking when people sign up?
 - Do we need dietary requirements?
 - It was put in there purely for statistics
 - Signing
 - Required by GAC
 - Colleges

- So we know how many of them actually have from computer science
- Pack up
 - Had received help from ESA but one or two more people would have been nice

3.2.2 O-Week Board Games

- We had at least 60 people and did not recognize many of the (maning we got a lot of new people interested)
- O'week calendar helped out
- Do you have pizza order instructions written up?
 - Tyrus will do that

Action 2016.9.3.2.2 :Tyrus: write up pizza order instructions

MOTION: To thank Tyrus, Yaya and Volis for running the O-Week Board Game event

Moved: Nick Sifniotis

Seconded: Patrick Paton

Motion carried (Resolution 2016/10)

3.2.3 O-Week Bubble Soccer

- Need better advertising for next time
- For market day should probably have posters up beforehand

3.2.4 COMP1100 Welcome event

- Got lots of pizza we didn't realize that there were 130 more people this year so we had to get some more pizzas last second lucky enough domino's allowed this
- We may have over ordered pizzas but not by too much
- Cost of approx \$1138
- Bring cleaning materials and have tables in advance
- Order pizzas by 5:00 instead of 5:15

3.3. Upcoming Events

3.3.2 Boardgames Night and Video Game Night (Age of Empires II) Wednesday 19:00-23:00

- Won't be happening this week for video games
 - Need to figure out how we will do it reach out to the new society and work out licensing

Probie will now take over board games

3.3.3 Version Control and You: Development Snapshots for the Real World and Barbecue Thursday 12:00-14:00

- Location is an issue, postpone

3.3.4 Installfest Friday 15:00-17:30

- It will be postponed till the afternoon so that we can also have a room

- Possibly have the welcome event combined

Action 2016.9.3.3.4.1 ChrisCL: Get poster organised for Install fest event

3.3.5 CSSA Welcome Event Friday 17:30-21:00

- ^^

3.3.6 CSSA Atlassian Technical Workshop Wednesday 24th 14:00-16:00

- Room booked will be tea room upstairs

Action 2016.9.3.3.6 :ChrisCL : Update calendar

3.3.7 Monthly Munchies Friday 26th 16:00-18:00

- Have not gotten the official go ahead from cece because of o week madness but will do it anyway

Volis leaves room 5:33

3.3.8 Dance Central Night Friday 18:00-21:00

- Voils will organise and talk to Chan regarding xbox and such

4. Projects, Discussions & Other Business

4.1. Suggestions Box

Suggestion box is found here:

<https://docs.google.com/spreadsheets/d/1YnBB1MuLASN70eAS5spNx0hpl0tz52FRQoGrXZ0qkg/edit#gid=0>

Suggestion:

Response:

To get a container and make ice cubes in the Freezer :^)	Hygiene issues
David pls b non-rood	Yaya to talk to David
Jug full of water for the fridge	Hygiene issues
Keep a log of board games and their owners/contact details, so that there's more accountability for borrowing them (you might do this already?)	already done
Move informative posters to a labelled wall or section of window (Like rovers, mental health, etc)	done
Have lists of old committees public on website	put in website specifications
Plastic slips/sleeves for committee & CRO posters (discourage doodling)	plan for laminating posters when things setting

Action 2016.9.4.1.1 : Yaya : Talk to david concerning complaint

Action 2016.9.4.1.1 : ChrisCL : List of old committee members on CSSA Website put in web specifications

Volis enters the room 5:36

Jan Z and Ben R leave the room 5:37

4.2. VP+Treasurer Elections Public

- Ben Robinson will be returning officer
- Will announce election and open nominations on friday
- Election —date week 2 friday 5pm
- Give candidates a chance to talk 60 second restriction then 30 seconds to caps out at 1 min 30 second
- People running 2 questions

4.3. Additional actions

Yaya plz organise cleaning roster

Renewing anucssa.com domain -- 8 days to go until it gets lost!

Action 2016.9.4.3.1 :Yaya: organise cleaning roster

Action 2016.9.4.3.2 :ChrisCL : Renewing anucssa.com domain

Week 3 not sure what day

Will have 2 meeting run back to back

Actions Arising

Action: 2016.9.2.1.1 : **Abbie** : Draft up a complaints handling documentation after seeking

Action 2015.19.4.5.1: **Abbie** : By-Laws modification

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

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

Action 2016.9.3.2.2 : **Tyrus**: write up pizza order instructions

Action 2016.9.3.3.4.1: **ChrisCL**: get poster organised for Install fest event

Action 2016.9.3.3.6 : **ChrisCL** : Update calendar

Action 2016.9.4.1.1 : **ChrisCL** : list of old committee members on CSSA Website put in

Action 2016.9.4.3.2 :**ChrisCL** : Renewing anucssa.com domain

Action 2016.9.4.1.1 : **Yaya** : Talk to david concerning complaint

Action 2016.9.4.3.1 : **Yaya**: Organise cleaning roster

Close

Meeting closed at 17:46.

The next meeting is scheduled for Weekday 00 Month 2016, xx:00.

Amy Blunt
Secretary