

# 2016-08-19 Minutes - Meeting #19

## Date + Time

19 Aug 2016 at 15:05

## Attendees

- Abbie Wade
- Amy Blunt
- Tesis Zimmer
- James Volis
- Tyrus Caldeira
- Nick Sifniotis
- Chris Claoue-Long

## Guests:

## Apologies:

- Yaya Lu

## Absent:

- You Hong
- Chris Chow
- Faizan Siddiqui

## Actions from Previous Meetings

Key	Summary	T	Created	Updated	Due	Assignee	Reporter	P	Status	Resolution
COM-287	Inform Hana of her casual warning.		Feb 05, 2017	Feb 13, 2017		Jay Hansen	Yaya Lu		DONE	Done
COM-231	Determine total costs, times, advertising, etc. for Cyber-Capture-The-Flag		Oct 04, 2016	Feb 13, 2017		Jay Hansen	Yaya Lu		DONE	Done
COM-55	Ensure Tyrus writes up full task role documentation for EGN rep		Aug 03, 2016	Feb 13, 2017		Jay Hansen	Amy Blunt		DONE	Done
COM-302	Remove Nick Sifniotis access		Feb 11, 2017	Feb 11, 2017		Tesis Zimmer	Tesis Zimmer		TO DO	Unresolved
COM-291	Make Ash copy stuff from School meeting onto confluence		Feb 11, 2017	Feb 11, 2017		Ash Wang	Tesis Zimmer		TO DO	Unresolved
COM-292	Pay Pat his money!		Feb 11, 2017	Feb 11, 2017		Faizan Siddiqui	Tesis Zimmer		TO DO	Unresolved
COM-293	Ask Nick about the Sydney Trip (Faizan)		Feb 11, 2017	Feb 11, 2017		Faizan Siddiqui	Tesis Zimmer		TO DO	Unresolved
COM-294	Check Gas bottle level		Feb 11, 2017	Feb 11, 2017		Ash Wang	Tesis Zimmer		TO DO	Unresolved
COM-295	Posters for Dodgeball (Ash)		Feb 11, 2017	Feb 11, 2017		Ash Wang	Tesis Zimmer		TO DO	Unresolved

COM-296	Make posters for Welcome event (Jay)	Feb 11, 2017	Feb 11, 2017	Jay Hansen	Tesis Zimmer	TO DO	Unresolved
COM-299	Faizan to buy Turkish Pizza for Big Board Games Night	Feb 11, 2017	Feb 11, 2017	Faizan Siddiqui	Tesis Zimmer	TO DO	Unresolved
COM-300	Design temporary membership cards (Jack)	Feb 11, 2017	Feb 11, 2017	Jack Adamson	Tesis Zimmer	TO DO	Unresolved
COM-297	When's good for Market Day Stall (Ash)	Feb 11, 2017	Feb 11, 2017	Ash Wang	Tesis Zimmer	TO DO	Unresolved
COM-301	Issue warning to Peter (Jack)	Feb 11, 2017	Feb 11, 2017	Jack Adamson	Tesis Zimmer	TO DO	Unresolved
COM-298	Make fliers and poster for market day	Feb 11, 2017	Feb 11, 2017	Jay Hansen	Tesis Zimmer	TO DO	Unresolved
COM-277	Ask Janette if we can have a non-tutor tutor for comp2600	Jan 21, 2017	Feb 11, 2017	Demi Chen	Yaya Lu	DONE	Done
COM-34	Spend 2 hours writing up what you do for your role (what you wish you had been told )	Jul 18, 2016	Feb 11, 2017	Tesis Zimmer	Amy Blunt	DONE	Duplicate
COM-117	Arrange food for the COMP2310 Study Event	Sep 11, 2016	Feb 11, 2017	Demi Chen	Yaya Lu	DONE	Done
COM-141	Update by-laws to reflect changes to CRO termly/annually for OGM	Sep 13, 2016	Feb 11, 2017	Ash Wang	Yaya Lu	TO DO	Unresolved
COM-290	Write 2017 OGM1 Minutes	Feb 11, 2017	Feb 11, 2017	Tesis Zimmer	Tesis Zimmer	TO DO	Unresolved
COM-269	Remove Abbie's Email Access	Oct 31, 2016	Feb 11, 2017	Tesis Zimmer	Yaya Lu	DONE	Done
COM-108	Update changes to treasury report, perhaps by next OGM	Sep 11, 2016	Feb 11, 2017	Tesis Zimmer	Yaya Lu	DONE	Done
COM-133	Remove the old committee from everything next Sunday (18th September)	Sep 11, 2016	Feb 11, 2017	Tesis Zimmer	Yaya Lu	DONE	Done
COM-259	Write 2016 AGM Minutes	Oct 18, 2016	Feb 11, 2017	Tesis Zimmer	Tesis Zimmer	DONE	Done
COM-260	make sure all event forms are done up by the end of this year.	Oct 18, 2016	Feb 11, 2017	Amy Blunt	Yaya Lu	IN PROGRESS	Unresolved
COM-101	Get new committees details	Sep 02, 2016	Feb 11, 2017	Amy Blunt	Tesis Zimmer	DONE	Done
COM-198	Write President's Report for the upcoming OGM	Oct 04, 2016	Feb 11, 2017	Amy Blunt	Yaya Lu	DONE	Done
COM-281	Organise O-Week Thursday Boardgames Night	Jan 21, 2017	Feb 10, 2017	Jack Adamson	Yaya Lu	DONE	Done
COM-274	Contact Natasha regarding her new role as CRO for boardgames.	Nov 28, 2016	Feb 10, 2017	Jack Adamson	Yaya Lu	DONE	Done
COM-237	Modify the Common Room COC according to the Building Policy	Oct 04, 2016	Feb 10, 2017	Jack Adamson	Yaya Lu	DONE	Done
COM-272	Discuss World Record Attempt with Reload	Oct 31, 2016	Feb 10, 2017	Jack Adamson	Jack Adamson	DONE	Won't Do
COM-289	Talk to Boardgames	Feb 05,	Feb 10,	Ash Wang	Yaya Lu	DONE	Done

	Society about the study event next week and how we will take up all of Hancock West for the event.	2017	2017				
COM-278	Email the ANU Boardgames Society regarding the venue for the study events that we're running and tell them not to come.	Jan 21, 2017	Feb 10, 2017	Ash Wang	Yaya Lu	<b>DONE</b>	Done
COM-286	Create a whenisgood for the date of the next two meetings. 7th, 8th, 9th, or 10th	Jan 21, 2017	Feb 10, 2017	Ash Wang	Yaya Lu	<b>DONE</b>	Done
COM-273	Send an email to the ANU Boardgames Society re: if they are still interested in having a joint Boardgames night with us.	Nov 20, 2016	Feb 10, 2017	Ash Wang	Yaya Lu	<b>IN PROGRESS</b>	Unresolved
COM-90	Fix the posters to have capital ANU	Sep 02, 2016	Feb 10, 2017	Ash Wang	Tesis Zimmer	<b>DONE</b>	Done
COM-288	Get in contact with the boardgames society, and ask them whether they would want to collaborate for board games next year. Also about the O-Week combined boardgames night.	Feb 05, 2017	Feb 05, 2017	Jack Adamson	Yaya Lu	<b>TO DO</b>	Unresolved
COM-285	Make an advertising checklist/guidelines	Jan 21, 2017	Feb 05, 2017	Jack Adamson	Yaya Lu	<b>TO DO</b>	Unresolved
COM-284	Investigate prices for extendable table legs	Jan 21, 2017	Feb 05, 2017	Sylvester Shan	Yaya Lu	<b>TO DO</b>	Unresolved
COM-283	Organise CSSA Welcome Party (Meet & Greet)	Jan 21, 2017	Feb 05, 2017	Jay Hansen	Yaya Lu	<b>TO DO</b>	Unresolved
COM-282	Organise CSSA Sports Event (Thu or Fri of O-Week)	Jan 21, 2017	Feb 05, 2017	Sylvester Shan	Yaya Lu	<b>TO DO</b>	Unresolved
COM-280	Write out a blurb for each subject for the Mini Group Study Events, and correlate them with the calendar for the different dates for when the exams are.	Jan 21, 2017	Feb 05, 2017	Demi Chen	Yaya Lu	<b>TO DO</b>	Unresolved
COM-279	Do a reimbursement form for the \$50 spent on lanyards.	Jan 21, 2017	Feb 05, 2017	Nick Sifniotis	Yaya Lu	<b>TO DO</b>	Unresolved
COM-268	Create a guideline/checklist for the basic requirements of an email. Perhaps add a few examples of inappropriate wording.	Oct 31, 2016	Nov 28, 2016	Nick Sifniotis	Yaya Lu	<b>TO DO</b>	Unresolved
COM-264	Ask about templates for the study events	Oct 31, 2016	Nov 28, 2016	Amy Blunt	Yaya Lu	<b>TO DO</b>	Unresolved
COM-266	Work out dates for mini study events over SWOTVAC, and for a few of the courses. Different days for different courses.	Oct 31, 2016	Nov 28, 2016	Demi Chen	Yaya Lu	<b>TO DO</b>	Unresolved
COM-267	Negotiate contract	Oct 31,	Nov 28,	Nick Sifniotis	Yaya Lu		Unresolved

	renewal with Coffee Grounds for CSSA Cards	2016	2016			<b>IN PROGRESS</b>	
COM-263	Talk to Tyrus about cleaning regulations after EGN	Oct 27, 2016	Nov 28, 2016	Faizan Siddiqui	Yaya Lu	<b>TO DO</b>	Unresolved
COM-258	Clarify regulations for cleaning-after-event with the ANU	Oct 18, 2016	Nov 28, 2016	Amy Blunt	Yaya Lu	<b>TO DO</b>	Unresolved
COM-262	Chase up all missing receipts for purchases made	Oct 25, 2016	Oct 31, 2016	Faizan Siddiqui	Yaya Lu	<b>TO DO</b>	Unresolved
COM-251	Work on updating your task role documentation	Oct 15, 2016	Oct 30, 2016	Sylvester Shan	Yaya Lu	<b>TO DO</b>	Unresolved
COM-247	Work on updating your task role documentation	Oct 15, 2016	Oct 18, 2016	Jay Hansen	Yaya Lu	<b>IN PROGRESS</b>	Unresolved
COM-212	Work on updating your task role documentation	Oct 04, 2016	Oct 18, 2016	Yaya Lu	Yaya Lu	<b>IN PROGRESS</b>	Unresolved
COM-256	Help organise a tech talk for Engineers Australia, organising a room, etc.	Oct 15, 2016	Oct 18, 2016	Michael Bennett	Yaya Lu	<b>TO DO</b>	Unresolved
COM-240	Transfer \$100 into bank account for EGN for projectors	Oct 15, 2016	Oct 18, 2016	Faizan Siddiqui	Yaya Lu	<b>TO DO</b>	Unresolved
COM-246	Work on updating your task role documentation	Oct 15, 2016	Oct 17, 2016	Jack Adamson	Yaya Lu	<b>IN PROGRESS</b>	Unresolved
COM-255	Work on updating your task role documentation	Oct 15, 2016	Oct 15, 2016	Amy Blunt	Yaya Lu	<b>TO DO</b>	Unresolved
COM-254	Work on updating your task role documentation	Oct 15, 2016	Oct 15, 2016	Ash Wang	Yaya Lu	<b>TO DO</b>	Unresolved
COM-253	Work on updating your task role documentation	Oct 15, 2016	Oct 15, 2016	Faizan Siddiqui	Yaya Lu	<b>TO DO</b>	Unresolved
COM-252	Work on updating your task role documentation	Oct 15, 2016	Oct 15, 2016	Tesis Zimmer	Yaya Lu	<b>TO DO</b>	Unresolved
COM-249	Work on updating your task role documentation	Oct 15, 2016	Oct 15, 2016	Nick Sifniotis	Yaya Lu	<b>TO DO</b>	Unresolved
COM-248	Work on updating your task role documentation	Oct 15, 2016	Oct 15, 2016	Michael Bennett	Yaya Lu	<b>TO DO</b>	Unresolved
COM-245	Work on updating your task role documentation	Oct 15, 2016	Oct 15, 2016	Demi Chen	Yaya Lu	<b>TO DO</b>	Unresolved
COM-41	Complete a draft budget and financial plan detailing all spending plans for CSSA 2016	Jul 18, 2016	Oct 15, 2016	Faizan Siddiqui	Amy Blunt	<b>IN PROGRESS</b>	Unresolved
COM-40	Clean up the Finance folder	Jul 18, 2016	Oct 15, 2016	Faizan Siddiqui	Amy Blunt	<b>IN PROGRESS</b>	Unresolved
COM-64	work on task role documentation	Aug 19, 2016	Oct 15, 2016	Amy Blunt	Amy Blunt	<b>IN PROGRESS</b>	Unresolved
COM-106	Update remote CSSA folders from local updates on computer	Sep 11, 2016	Oct 13, 2016	Ash Wang	Chris Claoue-Long	<b>IN PROGRESS</b>	Unresolved
COM-232	Help with organising the event and setting up servers for Cyber-Capture-The-Flag	Oct 04, 2016	Oct 08, 2016	Jay Hansen	Yaya Lu	<b>TO DO</b>	Unresolved
COM-233	Discuss with graduates about Engineers Australia opportunity	Oct 04, 2016	Oct 08, 2016	Michael Bennett	Yaya Lu	<b>TO DO</b>	Unresolved

COM-208	Discuss drink purchases with Faizan	Oct 04, 2016	Oct 08, 2016	Tesis Zimmer	Yaya Lu	<b>TO DO</b>	Unresolved
COM-227	Look at coffee machine prices	Oct 04, 2016	Oct 04, 2016	Michael Bennett	Yaya Lu	<b>TO DO</b>	Unresolved
COM-219	Vending machine PDF manual	Oct 04, 2016	Oct 04, 2016	Demi Chen	Yaya Lu	<b>TO DO</b>	Unresolved
COM-31	Tech talk - Makefiles and project setup	Jun 07, 2016	Oct 04, 2016	Nick Sifniotis	Chris Claoue-Long	<b>TO DO</b>	Unresolved
COM-19	DSTO tech talk -- previous contacts there	May 10, 2016	Oct 04, 2016	Nick Sifniotis	Chris Claoue-Long	<b>TO DO</b>	Unresolved
COM-17	Workshop on GPG and keysigning	May 10, 2016	Oct 04, 2016	Nick Sifniotis	Chris Claoue-Long	<b>TO DO</b>	Unresolved
COM-14	Markup languages tech talk	May 10, 2016	Oct 04, 2016	Nick Sifniotis	Chris Claoue-Long	<b>TO DO</b>	Unresolved
COM-16	Follow up Bob and LinuxVMs tech talk	May 10, 2016	Oct 04, 2016	Nick Sifniotis	Chris Claoue-Long	<b>TO DO</b>	Unresolved
COM-26	Vending machine PDF manual	May 10, 2016	Oct 04, 2016	Demi Chen	Chris Claoue-Long	<b>IN PROGRESS</b>	Unresolved
COM-164	Create a do-not-buy list for drinks, and see which drinks sell the best	Sep 20, 2016	Oct 04, 2016	Faizan Siddiqui	Yaya Lu	<b>IN PROGRESS</b>	Unresolved
COM-177	Get Chris Chow's keys	Sep 20, 2016	Sep 20, 2016	Amy Blunt	Yaya Lu	<b>TO DO</b>	Unresolved
COM-168	Check with FB reg. promotion costs	Sep 20, 2016	Sep 20, 2016	Nick Sifniotis	Yaya Lu	<b>TO DO</b>	Unresolved
COM-89	Organise photographer for new committee pictures.	Sep 02, 2016	Sep 20, 2016	Nick Sifniotis	Tesis Zimmer	<b>IN PROGRESS</b>	Unresolved
COM-32	Draft up a complaints handling documentation after seeking	Jul 18, 2016	Sep 01, 2016	Amy Blunt	Amy Blunt	<b>IN PROGRESS</b>	Unresolved
COM-22	Life members database hasn't been set up	May 10, 2016	Aug 24, 2016	Tesis Zimmer	Chris Claoue-Long	<b>IN PROGRESS</b>	Unresolved
COM-27	Get ABR access	May 17, 2016	Oct 04, 2016	Ash Wang	Tesis Zimmer	<b>TO DO</b>	Unresolved
COM-11	Switch over to the Atlassian Stack	May 10, 2016	Oct 04, 2016	Amy Blunt	Tesis Zimmer	<b>TO DO</b>	Unresolved
COM-105	Move PosterTemplate over to Bitbucket	Sep 11, 2016	Nov 01, 2016	Ash Wang	Chris Claoue-Long	<b>IN PROGRESS</b>	Unresolved
COM-143	Fix some formatting in the constitution	Sep 19, 2016	Oct 18, 2016	Yaya Lu	Ash Wang	<b>IN PROGRESS</b>	Unresolved
COM-91	Handover password manager	Sep 02, 2016	Oct 14, 2016	Ash Wang	Tesis Zimmer	<b>TO DO</b>	Unresolved

89 issues

Put things for next meeting

## Minutes of the Previous Meeting

**MOTION:** That the minutes of the previous meeting 15 be accepted.

**Moved:** Amy Blunt

**Seconded:** Jan Zimmer

**Motion carried unanimously (Resolution 2016/22)**

## Events

### New Event Forms

Date + Time	Event Name	Organizer	Summary
No New Event Forms			

### Previous Events Debriefs

Date + Time	Event Name	Organizer	Summary
Fri/5/8	CECS Postgrad Monthly munchies Month 8	<a href="#">Chris Chow</a>	Not Present
Fri/1/7	CECS Postgrad Monthly munchies Month 7	<a href="#">Chris Chow</a>	Not Present
Fri/3/6	CECS Postgrad Monthly munchies Month 6	<a href="#">Chris Chow</a>	Not Present
Fri 5/8 6-11:30pm	Comp 2600 Study event	<a href="#">Faizan Siddiqui</a>	Not Present
Tue 9/8 6-9:30pm	CSSA Trivia night	<a href="#">Nick Sifniotis</a>	Deposit was lost Needed \$1000 to be seen only 600 was spent Next time need a better venu
Thu 11/8 1-2pm	Indeed Tokyo	<a href="#">Nick Sifniotis</a>	Gave a nice chat Very polite about the fact that only 7 people attended the talk Will try do a survey through he whole school
	Facebook		Went well having a live stream 70-80 people showed up Had gotten way to may sausages Lost of positive feed back it was awesome should do it again

### Upcoming Events

Date + Time	Event Name	Organizer	Summary
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<p>1st September 6pm</p>	<p>AGM 2016</p>	<p>Abbie Wade</p>	<ul style="list-style-type: none"> <li>Requirement: I need to know who is wanting to present their own report and who wants me to speak for them! <ul style="list-style-type: none"> <li>Abbie will speak for ... <ul style="list-style-type: none"> <li>Amy Blunt please</li> <li>Tesis Zimmer</li> <li>Nick Sifniotis</li> <li>Tyrus Caldeira</li> <li>Chris Claoue-Long</li> </ul> </li> </ul> </li> </ul> <p><b>Action</b> Abbie Wade follow up on other committee members not present to find out what they want done for report</p> <p><b>COM-82</b> - follow up on other committee members not present to find out what they want done for report <b>DONE</b></p> <ul style="list-style-type: none"> <li>People who are doing there own report <ul style="list-style-type: none"> <li>James Volis</li> </ul> </li> </ul> <p>Nick Sifniotis will do an open discussion about the butcher item for AGM regarding</p> <p><b>Action</b> Amy Blunt put an open discussion about the butcher item for AGM regarding into Agenda</p> <p><b>COM-86</b> - put an open discussion about the butcher item for AGM regarding into Agenda <b>DONE</b></p> <ul style="list-style-type: none"> <li>Food for event? <ul style="list-style-type: none"> <li>sandwiches and fruit for food maybe something else there were 52 people last year</li> </ul> </li> </ul> <p><b>Motion</b> Abbie Wade for \$500 for food for AGM  Seconded Tesis Zimmer  2 Abstains  <b>Motion carried (Resolution 2016/23)</b></p> <p><b>COM-73</b> - Release AGM Agenda</p> <p><b>Action:</b> Abbie: Release AGM Agenda <b>DONE</b></p> <p><b>COM-74</b> - Prepare the presidents report</p> <p><b>Action:</b> Abbie : Prepare the presidents report <b>DONE</b></p> <p><b>COM-76</b> - Prepare the treasurer report</p> <p><b>Action:</b> James : Prepare the treasurer report <b>DONE</b></p> <p><b>COM-75</b> - Email out an AGM reminder</p> <p><b>Action:</b> Abbie : Email out an AGM reminder <b>DONE</b></p> <p><b>COM-77</b> - Post to 1st years</p> <p><b>Action:</b> ChrisCL : Post to 1st years <b>DONE</b></p> <p><b>Action:</b> Tesis : Check room booking still stands</p> <p><b>COM-78</b> - Check room booking still stands <b>DONE</b></p> <p><b>COM-83</b> - reorder food for the night</p> <p><b>Action:</b> TBD : Preorder food for the night <b>DONE</b></p>
<p>Sat 27th August</p>	<p>ANU Open Day</p>		<p>Open Day Stall: 8-4pm</p> <p><b>Action</b> Amy Blunt Get someone to man the stall for open day</p> <p><b>COM-84</b> - Get someone to man the stall for open day <b>DONE</b></p> <p>Keeping Common Room open: 8-4pm</p> <p><b>Action</b> Nick Sifniotis keep the common room open for ANU Open Day</p> <p><b>COM-85</b> - keep the common room open for ANU Open Day <b>DONE</b></p>
<p>Fri 19/8 6-10pm</p>	<p>Pokemon/Halo/AOE II</p>	<p>Tyrus Caldeira</p>	<ul style="list-style-type: none"> <li>On tonight from 6-10</li> <li>We have a packet o chips</li> <li>Console is sorted out</li> </ul>

Thu 25/8 12-2pm	Dodge Ball	Tyrus Caldeira	<ul style="list-style-type: none"> <li>only have 9 going 12 people interested with another 80 invited</li> </ul> <p><b>Motion Tyrus Caldeira</b> to have \$100 for dogball</p> <p>Seconded Tesis Zimmer</p> <p><b>Motion carried unanimously (Resolution 2016/24)</b></p>
Fri 26/8 6pm-12am	Comp1110 Study event	Yaya Lu	<ul style="list-style-type: none"> <li>Abbie will get on it</li> </ul>
Fri 26/8 6pm-12am	Comp 2600 Study event	Faizan Siddiqui	Faizan Siddiqui is absent
Mon 19/9 6 -11:30pm	Comp 2310 Study event	Faizan Siddiqui	Faizan Siddiqui is absent

## Projects, Discussions, Updates & Other Business

### Suggestion Box

Suggestion Received	Response from Committee
remove a desk from the room to make space	Done
Get a Raspberry Pi for TV	Will look at prices
make space for the BBQ	Done

### Other Discussion Topic

### Resulting Action items

Type your task here. Use "@" to assign a user and "/" to select a due date.

### Close

Meeting closed at 15:27

The next meeting is scheduled for Friday 2nd September 2016, 15:00.

Amy Blunt

Secretary