

2016-09-02 Minutes - Meeting #20

02 Sep 2016 at 15:07

Attendees

- Tesis Zimmer
- Amy Blunt
- James Volis
- You Hong
- Tyrus Caldeira
- Faizan Siddiqui
- Yaya Lu
- Nick Sifniotis

Guests:

Apologies: Abbie Wade, Chris Claoue-Long

Absent: Chris Chow

Extras: Jack Adamson, Ashley Wang

Actions from Previous Meetings

Key	Summary	Created	Assignee	P	Status
COM-287	Inform Hana of her casual warning.	Feb 05, 2017	Jay Hansen		DONE
COM-231	Determine total costs, times, advertising, etc. for Cyber-Capture-The-Flag	Oct 04, 2016	Jay Hansen		DONE
COM-55	Ensure Tyrus writes up full task role documentation for EGN rep	Aug 03, 2016	Jay Hansen		DONE
COM-302	Remove Nick Sifniotis access	Feb 11, 2017	Tesis Zimmer		TO DO
COM-291	Make Ash copy stuff from School meeting onto confluence	Feb 11, 2017	Ash Wang		TO DO
COM-292	Pay Pat his money!	Feb 11, 2017	Faizan Siddiqui		TO DO
COM-293	Ask Nick about the Sydney Trip (Faizan)	Feb 11, 2017	Faizan Siddiqui		TO DO
COM-294	Check Gas bottle level	Feb 11, 2017	Ash Wang		TO DO
COM-295	Posters for Dodgeball (Ash)	Feb 11, 2017	Ash Wang		TO DO
COM-296	Make posters for Welcome event (Jay)	Feb 11, 2017	Jay Hansen		TO DO
COM-299	Faizan to buy Turkish Pizza for Big Board Games Night	Feb 11, 2017	Faizan Siddiqui		TO DO
COM-300	Design temporary membership cards (Jack)	Feb 11, 2017	Jack Adamson		TO DO
COM-297	When's good for Market Day Stall (Ash)	Feb 11, 2017	Ash Wang		TO DO
COM-301	Issue warning to Peter (Jack)	Feb 11, 2017	Jack Adamson		TO DO
COM-298	Make fliers and poster for market day	Feb 11,	Jay Hansen		TO DO

2017

COM-277	Ask Janette if we can have a non-tutor tutor for comp2600	Jan 21, 2017	Demi Chen	DONE
COM-34	Spend 2 hours writing up what you do for your role (what you wish you had been told)	Jul 18, 2016	Tesis Zimmer	DONE
COM-117	Arrange food for the COMP2310 Study Event	Sep 11, 2016	Demi Chen	DONE
COM-141	Update by-laws to reflect changes to CRO termly/annually for OGM	Sep 13, 2016	Ash Wang	TO DO
COM-290	Write 2017 OGM1 Minutes	Feb 11, 2017	Tesis Zimmer	TO DO
COM-269	Remove Abbie's Email Access	Oct 31, 2016	Tesis Zimmer	DONE
COM-108	Update changes to treasury report, perhaps by next OGM	Sep 11, 2016	Tesis Zimmer	DONE
COM-133	Remove the old committee from everything next Sunday (18th September)	Sep 11, 2016	Tesis Zimmer	DONE
COM-259	Write 2016 AGM Minutes	Oct 18, 2016	Tesis Zimmer	DONE
COM-260	make sure all event forms are done up by the end of this year.	Oct 18, 2016	Amy Blunt	IN PROGRESS
COM-101	Get new committees details	Sep 02, 2016	Amy Blunt	DONE
COM-198	Write President's Report for the upcoming OGM	Oct 04, 2016	Amy Blunt	DONE
COM-281	Organise O-Week Thursday Boardgames Night	Jan 21, 2017	Jack Adamson	DONE
COM-274	Contact Natasha regarding her new role as CRO for boardgames.	Nov 28, 2016	Jack Adamson	DONE
COM-237	Modify the Common Room COC according to the Building Policy	Oct 04, 2016	Jack Adamson	DONE
COM-272	Discuss World Record Attempt with Reload	Oct 31, 2016	Jack Adamson	DONE
COM-289	Talk to Boardgames Society about the study event next week and how we will take up all of Hancock West for the event.	Feb 05, 2017	Ash Wang	DONE
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	Ash Wang	DONE
COM-286	Create a whenisgood for the date of the next two meetings. 7th, 8th, 9th, or 10th	Jan 21, 2017	Ash Wang	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	Ash Wang	IN PROGRESS
COM-90	Fix the posters to have capital ANU	Sep 02, 2016	Ash Wang	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	Jack Adamson	TO DO
COM-285	Make an advertising checklist/guidelines	Jan 21, 2017	Jack Adamson	TO DO
COM-284	Investigate prices for extendable table legs	Jan 21, 2017	Sylvester Shan	TO DO
COM-283	Organise CSSA Welcome Party (Meet & Greet)	Jan 21, 2017	Jay Hansen	TO DO
COM-282	Organise CSSA Sports Event (Thu or Fri of O-Week)	Jan 21, 2017	Sylvester Shan	TO DO

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	Demi Chen	TO DO
COM-279	Do a reimbursement form for the \$50 spent on lanyards.	Jan 21, 2017	Nick Sifniotis	TO DO
COM-268	Create a guideline/checklist for the basic requirements of an email. Perhaps add a few examples of inappropriate wording.	Oct 31, 2016	Nick Sifniotis	TO DO
COM-264	Ask about templates for the study events	Oct 31, 2016	Amy Blunt	TO DO
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	Demi Chen	TO DO
COM-267	Negotiate contract renewal with Coffee Grounds for CSSA Cards	Oct 31, 2016	Nick Sifniotis	IN PROGRESS
COM-263	Talk to Tyrus about cleaning regulations after EGN	Oct 27, 2016	Faizan Siddiqui	TO DO
COM-258	Clarify regulations for cleaning-after-event with the ANU	Oct 18, 2016	Amy Blunt	TO DO
COM-262	Chase up all missing receipts for purchases made	Oct 25, 2016	Faizan Siddiqui	TO DO
COM-251	Work on updating your task role documentation	Oct 15, 2016	Sylvester Shan	TO DO
COM-247	Work on updating your task role documentation	Oct 15, 2016	Jay Hansen	IN PROGRESS
COM-212	Work on updating your task role documentation	Oct 04, 2016	Yaya Lu	IN PROGRESS
COM-256	Help organise a tech talk for Engineers Australia, organising a room, etc.	Oct 15, 2016	Michael Bennett	TO DO
COM-240	Transfer \$100 into bank account for EGN for projectors	Oct 15, 2016	Faizan Siddiqui	TO DO
COM-246	Work on updating your task role documentation	Oct 15, 2016	Jack Adamson	IN PROGRESS
COM-255	Work on updating your task role documentation	Oct 15, 2016	Amy Blunt	TO DO
COM-254	Work on updating your task role documentation	Oct 15, 2016	Ash Wang	TO DO
COM-253	Work on updating your task role documentation	Oct 15, 2016	Faizan Siddiqui	TO DO
COM-252	Work on updating your task role documentation	Oct 15, 2016	Tesis Zimmer	TO DO
COM-249	Work on updating your task role documentation	Oct 15, 2016	Nick Sifniotis	TO DO
COM-248	Work on updating your task role documentation	Oct 15, 2016	Michael Bennett	TO DO
COM-245	Work on updating your task role documentation	Oct 15, 2016	Demi Chen	TO DO
COM-41	Complete a draft budget and financial plan detailing all spending plans for CSSA 2016	Jul 18, 2016	Faizan Siddiqui	IN PROGRESS
COM-40	Clean up the Finance folder	Jul 18, 2016	Faizan Siddiqui	IN PROGRESS
COM-64	work on task role documentation	Aug 19, 2016	Amy Blunt	IN PROGRESS
COM-106	Update remote CSSA folders from local updates on computer	Sep 11, 2016	Ash Wang	IN PROGRESS
COM-232	Help with organising the event and setting up servers for Cyber-Capture-The-Flag	Oct 04, 2016	Jay Hansen	TO DO

COM-233	Discuss with graduates about Engineers Australia opportunity	Oct 04, 2016	Michael Bennett	TO DO
COM-208	Discuss drink purchases with Faizan	Oct 04, 2016	Tesis Zimmer	TO DO
COM-227	Look at coffee machine prices	Oct 04, 2016	Michael Bennett	TO DO
COM-219	Vending machine PDF manual	Oct 04, 2016	Demi Chen	TO DO
COM-31	Tech talk - Makefiles and project setup	Jun 07, 2016	Nick Sifniotis	TO DO
COM-19	DSTO tech talk -- previous contacts there	May 10, 2016	Nick Sifniotis	TO DO
COM-17	Workshop on GPG and keysigning	May 10, 2016	Nick Sifniotis	TO DO
COM-14	Markup languages tech talk	May 10, 2016	Nick Sifniotis	TO DO
COM-16	Follow up Bob and LinuxVMs tech talk	May 10, 2016	Nick Sifniotis	TO DO
COM-26	Vending machine PDF manual	May 10, 2016	Demi Chen	IN PROGRESS
COM-164	Create a do-not-buy list for drinks, and see which drinks sell the best	Sep 20, 2016	Faizan Siddiqui	IN PROGRESS
COM-177	Get Chris Chow's keys	Sep 20, 2016	Amy Blunt	TO DO
COM-168	Check with FB reg. promotion costs	Sep 20, 2016	Nick Sifniotis	TO DO
COM-89	Organise photographer for new committee pictures.	Sep 02, 2016	Nick Sifniotis	IN PROGRESS
COM-32	Draft up a complaints handling documentation after seeking	Jul 18, 2016	Amy Blunt	IN PROGRESS
COM-22	Life members database hasn't been set up	May 10, 2016	Tesis Zimmer	IN PROGRESS
COM-27	Get ABR access	May 17, 2016	Ash Wang	TO DO
COM-11	Switch over to the Atlassian Stack	May 10, 2016	Amy Blunt	TO DO
COM-105	Move PosterTemplate over to Bitbucket	Sep 11, 2016	Ash Wang	IN PROGRESS
COM-143	Fix some formatting in the constitution	Sep 19, 2016	Yaya Lu	IN PROGRESS
COM-91	Handover password manager	Sep 02, 2016	Ash Wang	TO DO

89 issues

A few of the notes on the action items.

Faizan: Task roll documentation. Already started doing the education portfolio. Should be all done by 6 or 7 tonight.

Tyrus: Still going on.

Yaya: Haven't gotten everything from Patrick yet, will follow up.

Hong: Documentation is done.

Minutes of the Previous Meeting

MOTION: That the minutes of meeting 17, 18, and 19 be accepted.

Moved: Amy Blunt

Seconded:Jan Zimmer

Unanimous

Motion carried (Resolution 2016/25)

Events

New Event Forms

Date + Time	Event Name	Organizer	Summary
Got no new event forms			

Previous Events Debriefs

Date + Time	Event Name	Organizer	Summary
Thursday 1st September 6:00pm-9:00pm	AGM 2016	Abbie Wade	41 people attended the event (need to upload changes to find out...) The cost breakdown of this event is: <ul style="list-style-type: none">About \$350 was spent on food Details about this event: <ul style="list-style-type: none">Went a bit longer than hoped, but still within 3 hours.Next time, we might want to book the room earlier so that we have time to setup.
26/8/16 6:00pm-11:30pm	Comp 2600 Study event	Faizan Siddiqui	31 signins, but about 50 people could be counted. The cost breakdown of this event is: <ul style="list-style-type: none">Around \$200 for the BBQ, joint with COMP1110. Details about this event: <ul style="list-style-type: none">Last time people said that we should have more tutors, but this time they seemed fine.Would probably be better to setup laptops, than hoping that people fill in the link from Piazza.3 tutors, one didn't turn up till halfway through.
26/8/16 6:00pm-11:30pm	Comp 1110 Study event	Yaya Lu	70-80 people attended the event The cost breakdown of this event is: <ul style="list-style-type: none">See above event. Details about this event: <ul style="list-style-type: none">Went well.
25/8/16 6:00pm-10:00pm	Comp 2310 Study event	Faizan Siddiqui	54 responses. About 70-80 people turned up. The cost breakdown of this event is: <ul style="list-style-type: none">\$189, shared with Dodgeball. Details about this event: <ul style="list-style-type: none">Run really well, as the worksheets were prepared before hand. Hand support from lecturer.

25/8/16 12:00pm-2:00pm	Dodgeball	Tyrus Caldeira	<p>30 people attended the event. More CSSA this time than ESA. Didn't have science this time.</p> <p>The cost breakdown of this event is:</p> <ul style="list-style-type: none"> • Shared with above event. <p>Details about this event:</p> <ul style="list-style-type: none"> • Only two hits in the face, but no first air required. • Everyone had fun. Everyone liked the • Maybe we should bring the first aid kit for events like this. • Didn't have a BBQ sauce bottle.
19/8/16 6-10pm	Pokemon Night	Tyrus Caldeira	<p>5 people attended the event</p> <p>The cost breakdown of this event is:</p> <ul style="list-style-type: none"> • Packet of chips. <p>Details about this event:</p> <ul style="list-style-type: none"> • Ran "all right". • Was basically just Halo by the end of it. • Just a packet of chips was used. • Ran at the same time that Faizan organized an AOEIF

Upcoming Events

Date + Time	Event Name	Organizer	Summary
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Handover Meeting	Amy	<ul style="list-style-type: none"> • We need to get all action items marked off (like the role documentation) • We will need to bring credit cards and keys (We've got three people carrying across with bank cards.) <p>COM-87 - Organise time for bank account transfer. DONE</p> <ul style="list-style-type: none"> • Need to organise bank transfer COM-98 - Organise meeting to change bank access DONE • Slack permissions COM-97 - Change members on Slack DONE • Google drive permissions COM-94 - Update google drive permissions DONE • Atlassian permissions COM-95 - Update access to Atlassian Suite for new Committee Members DONE • Facebook page COM-96 - Change Administrators on Facebook DONE • CSSA Email COM-93 - Update CSSA Email access. DONE • PayPal handover COM-88 - Pass over PayPal access. DONE • OrgSync COM-92 - Change OrgSync permission list. DONE • Chris' password manager (work out how to hand these over) COM-91 - Handover password manager TO DO • New committee pictures. COM-89 - Organise photographer for new committee pictures. IN PROGRESS • Individual people should setup their own handover meetings to discuss their particular roles. • Do poll for handover meeting. Second week of the break would be preferable by several. COM-99 - Make poll for when to have the handover meeting. DONE • Thank you dinner. COM-100 - Organise handover dinner. DONE • Get the new committees basic information COM-101 - Get new committees details DONE • Certificates for appreciation of old committees work. COM-102 - Design and Print Certificates of Appreciation for Old Committee DONE
Mon 19/9/2016	COMP 2310 Study event	<p>Faizan</p> <ul style="list-style-type: none"> • Uwe usually takes the lead getting tutors and material. <p>MOTION: For a \$200 budget for the COMP2310 Study Event on Monday 19/9/2016. Moved: Tesis Zimmer Seconded: Tyrus Caldeira Motion carried (Resolution 2016/26)</p>

Projects, Discussions, Updates & Other Business

Suggestion Box

Suggestion Received	Response from Committee
Fix CSSA Posters e.g anu should be ANU	<p>Make this the problem of the new communications officer.</p> <p>COM-90 - Fix the posters to have capital ANU DONE</p>

the grapefruit sanpellegrino is really shit. Don't buy it ever again

We haven't bought anymore. We're trying to phase it out. Tyrus also wants to have a wildcard drink. Fanta is in demand. But this suggestion is to be dealt with by the new committee.

Complaint

there was a complaint submitted in through the suggestion box regarding the other weekend where someone felt very uncomfortable with another person stitching themselves up.

- We've updated the code of conduct so that you can't be drunk in the common room (which should prevent this).
- We don't really want anonymous complaints such that we can actually respond to them
- Jack and Nick Sif were both present during this event.
- Our best solution probably is to make sure that we stop people aren't drunk in the common room and can't reach this state.
- There is a specific crisis team for people who are self-harming. (There's a 24 hour service and an ANU service). Mention this during the handover meeting (Nick)
- This should be part of the CRO induction meeting.

COM-104 - Include Information about Mental Health Crisis Number in CRO Induction

DONE

- The new committee should probably join in on the mental health training.

COM-103 - Email new committee about Mental Health Training Session coming up

DONE

Other Discussion Topic

The Sydney Trip Seef Grant

- We would get \$3,500 for it, but we would need a 50/50 gender split.
- We have already booked some hostels, and they want a deposit (around \$700)
- The Sydney School Spectacular is happening at the same time which might put more pressure on accommodation availability.
- Cancellation is non-refundable for the deposit. Change of date is unknown. But the companies probably won't accept this.
- Since we got a cut in our budget from Seef, we might want to reduce from 50 to 40 attendees.
- The event is going to go ahead.
- Nick moves for \$900 for the deposit to be paid. Majority, with one abstain. Nick will make the deposit available.

MOTION: For the deposit of around \$900 to be paid for the Accommodation on the Sydney Trip.

Moved: [Nick Sifniotis](#)

Seconded: [Tyrus Caldeira](#)

Motion carried (Resolution 2016/27)

Resulting Action items

- COM-87** - Organise time for bank account transfer.
DONE
- COM-98** - Organise meeting to change bank access
DONE
- COM-97** - Change members on Slack
DONE
- COM-94** - Update google drive permissions
DONE
- COM-95** - Update access to Atlassian Suite for new Committee Members
DONE
- COM-96** - Change Administrators on Facebook
DONE
- COM-93** - Update CSSA Email access.
DONE
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- COM-88** - Pass over PayPal access.
DONE
- COM-92** - Change OrgSync permission list.
DONE
- COM-91** - Handover password manager
TO DO
- COM-89** - Organise photographer for new committee pictures.
IN PROGRESS
- COM-99** - Make poll for when to have the handover meeting.
DONE
- COM-100** - Organise handover dinner.
DONE
- COM-101** - Get new committees details
DONE
- COM-102** - Design and Print Certificates of Appreciation for Old Committee
DONE
- COM-90** - Fix the posters to have capital ANU
DONE
- COM-104** - Include Information about Mental Health Crisis Number in CRO Induction
DONE
- COM-103** - Email new committee about Mental Health Training Session coming up
DONE

Close

Meeting closed at 15:47.

The next meeting time will be emailed out.

Jan Zimmer

Vice-President