

2016-09-20 Minutes - Meeting #2

20 Sep 2016 at 18:08

Attendees

- Yaya Lu
- Amy Blunt
- Ash Wang
- Jay Hansen
- Sylvester Shan
- Demi Chen
- Faizan Siddiqui
- Jack Adamson
- Tesis Zimmer
- Nick Sifniotis

Guests: Abbie Wade, Chris Claoue-Long, Tyrus Caldeira

Apologies: Michael Bennett

Absent: none

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 Society about the study event next week and how we will take up all of Hancock West for the event.	Feb 05, 2017	Feb 10, 2017	Ash Wang	Yaya Lu	DONE	Done
COM-278	Email the ANU Boardgames Society regarding the venue for	Jan 21, 2017	Feb 10, 2017	Ash Wang	Yaya Lu	DONE	Done

the study events that we're running and tell them not to come.

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	DONE	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	IN PROGRESS	Unresolved
COM-90	Fix the posters to have capital ANU	Sep 02, 2016	Feb 10, 2017	Ash Wang	Tesis Zimmer	DONE	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	TO DO	Unresolved
COM-285	Make an advertising checklist/guidelines	Jan 21, 2017	Feb 05, 2017	Jack Adamson	Yaya Lu	TO DO	Unresolved
COM-284	Investigate prices for extendable table legs	Jan 21, 2017	Feb 05, 2017	Sylvester Shan	Yaya Lu	TO DO	Unresolved
COM-283	Organise CSSA Welcome Party (Meet & Greet)	Jan 21, 2017	Feb 05, 2017	Jay Hansen	Yaya Lu	TO DO	Unresolved
COM-282	Organise CSSA Sports Event (Thu or Fri of O-Week)	Jan 21, 2017	Feb 05, 2017	Sylvester Shan	Yaya Lu	TO DO	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	TO DO	Unresolved
COM-279	Do a reimbursement form for the \$50 spent on lanyards.	Jan 21, 2017	Feb 05, 2017	Nick Sifniotis	Yaya Lu	TO DO	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	TO DO	Unresolved
COM-264	Ask about templates for the study events	Oct 31, 2016	Nov 28, 2016	Amy Blunt	Yaya Lu	TO DO	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	TO DO	Unresolved
COM-267	Negotiate contract renewal with Coffee Grounds for CSSA Cards	Oct 31, 2016	Nov 28, 2016	Nick Sifniotis	Yaya Lu	IN PROGRESS	Unresolved
COM-263	Talk to Tyrus about cleaning regulations after EGN	Oct 27, 2016	Nov 28, 2016	Faizan Siddiqui	Yaya Lu	TO DO	Unresolved
COM-258	Clarify regulations for cleaning-after-event with	Oct 18, 2016	Nov 28, 2016	Amy Blunt	Yaya Lu	TO DO	Unresolved

the ANU

COM-262	Chase up all missing receipts for purchases made	Oct 25, 2016	Oct 31, 2016	Faizan Siddiqui	Yaya Lu	TO DO	Unresolved
COM-251	Work on updating your task role documentation	Oct 15, 2016	Oct 30, 2016	Sylvester Shan	Yaya Lu	TO DO	Unresolved
COM-247	Work on updating your task role documentation	Oct 15, 2016	Oct 18, 2016	Jay Hansen	Yaya Lu	IN PROGRESS	Unresolved
COM-212	Work on updating your task role documentation	Oct 04, 2016	Oct 18, 2016	Yaya Lu	Yaya Lu	IN PROGRESS	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	TO DO	Unresolved
COM-240	Transfer \$100 into bank account for EGN for projectors	Oct 15, 2016	Oct 18, 2016	Faizan Siddiqui	Yaya Lu	TO DO	Unresolved
COM-246	Work on updating your task role documentation	Oct 15, 2016	Oct 17, 2016	Jack Adamson	Yaya Lu	IN PROGRESS	Unresolved
COM-255	Work on updating your task role documentation	Oct 15, 2016	Oct 15, 2016	Amy Blunt	Yaya Lu	TO DO	Unresolved
COM-254	Work on updating your task role documentation	Oct 15, 2016	Oct 15, 2016	Ash Wang	Yaya Lu	TO DO	Unresolved
COM-253	Work on updating your task role documentation	Oct 15, 2016	Oct 15, 2016	Faizan Siddiqui	Yaya Lu	TO DO	Unresolved
COM-252	Work on updating your task role documentation	Oct 15, 2016	Oct 15, 2016	Tesis Zimmer	Yaya Lu	TO DO	Unresolved
COM-249	Work on updating your task role documentation	Oct 15, 2016	Oct 15, 2016	Nick Sifniotis	Yaya Lu	TO DO	Unresolved
COM-248	Work on updating your task role documentation	Oct 15, 2016	Oct 15, 2016	Michael Bennett	Yaya Lu	TO DO	Unresolved
COM-245	Work on updating your task role documentation	Oct 15, 2016	Oct 15, 2016	Demi Chen	Yaya Lu	TO DO	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	IN PROGRESS	Unresolved
COM-40	Clean up the Finance folder	Jul 18, 2016	Oct 15, 2016	Faizan Siddiqui	Amy Blunt	IN PROGRESS	Unresolved
COM-64	work on task role documentation	Aug 19, 2016	Oct 15, 2016	Amy Blunt	Amy Blunt	IN PROGRESS	Unresolved
COM-106	Update remote CSSA folders from local updates on computer	Sep 11, 2016	Oct 13, 2016	Ash Wang	Chris Claoue-Long	IN PROGRESS	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	TO DO	Unresolved
COM-233	Discuss with graduates about Engineers Australia opportunity	Oct 04, 2016	Oct 08, 2016	Michael Bennett	Yaya Lu	TO DO	Unresolved
COM-208	Discuss drink purchases with Faizan	Oct 04, 2016	Oct 08, 2016	Tesis Zimmer	Yaya Lu	TO DO	Unresolved
COM-227	Look at coffee machine prices	Oct 04, 2016	Oct 04, 2016	Michael Bennett	Yaya Lu	TO DO	Unresolved
COM-219	Vending machine PDF manual	Oct 04, 2016	Oct 04, 2016	Demi Chen	Yaya Lu	TO DO	Unresolved

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

89 issues

COM-144 - Reassign James Volis and Chris CL's action items

DONE

COM-145 - Ensure Chris Chow and You Hong talk to Michael and Sylvester, respectively, about their roles (handover)

DONE

Minutes of the Previous Meeting

MOTION: That the minutes of the previous two meetings be accepted.

Moved: Yaya Lu

Seconded: Tesis Zimmer

Passed Unanimously

Motion carried (Resolution 2017/03)

Committee Reports

Treasurer's Report

- Started a finance channel on Slack
 - Before anyone plans to spend any money on the bank card, please put the proposal in the #finance channel saying how much you're going to spend and what it's for.
 - Please post again after you've spend the money as well, saying how much you spent, and also put the receipt in the folder, with the reimbursement form attached.
 - This makes it easier for [Faizan Siddiqui](#) to go through the folder see what's been spent.
- Discretionary spending
 - It is currently \$100 for exec
 - Currently \$10 for committee members to purchase things such as cleaning supplies, when necessary, with discretionary spending
 - Make sure when using your CSSA bank card, that it is through Credit or Paypass. Make sure it is not through Savings.
 - So we can keep track of who spent money on what, since it will show the last 4 digits of your card
 - Try to keep discretionary spending to a minimum - only on a need-to-basis
 - Regardless of how small the amount you spent, it is always a good idea to make sure people are aware you're spending it. This is what the finance channel is for.
 - This is so we know what the money is spent on

President's report

Executive Meeting Discussions

We had a meeting recently with the exec, went over some basic things we agreed on.

- Expectations
 - When we have a meeting, we expect all members to show up to every meeting
 - We will be relatively strict about attendance in meetings, and apologies are expected if you can't come.
 - It can't be an excuse e.g.
 - Illegitimate reason: "I partied too hard last night" or "I have plans to hang out with a friend"
 - Legitimate reason: "I have an exam on today at this time"
 - We highly encourage participation in meetings
 - Don't use social media
 - We want you engaged
 - As a committee member, we expect you to create a welcoming environment for everyone in the common room
 - Be kind.
 - Think about what you say, and how it will affect others, because we are role models of the CSSA.
 - We help create the environment and if we do something wrong, it means others might do the same.
 - Don't be afraid to ask for help when you are struggling, it is a lot of work.
 - I have done it, it is a lot of work, you are not alone.
 - Communication is really important. If you have a question, message us about it. Don't be afraid to, we are here to help each other!
 - We also expect you all to fulfill the roles and responsibilities you are given
 - e.g. If you are Common Room Rep, make sure that the Common Room is a safe and incredibly welcoming place
 - e.g. If you are Social Rep, get a lot more people in here
 - e.g. If you are International Rep, get International students here
- Legal Matters
 - When something goes wrong, it comes down to us as a committee. In the end, it does fall into the Execs as a problem. We want to avoid this.
 - If a problem ever arises, we want to makes sure the CSSA comes before friends, so make sure you remove the friendship dynamic to it.
 - Remove the CSSA so you can carry on fixing the problem as a friend.
 - This sounds harsh, but we are liable for anything that happens in the common room, so we need to make sure that things are fine on that front before taking care of our friends, even if it sounds bad.
 - If anything happens, don't be afraid to close the room for the rest of the day, just make sure you inform everyone, and get the message out that the room is closed, so no one opens it accidentally.
 - It's a nice way to remove the CSSA from the issue
 - Some people might be upset, but it's mainly for the safety of everyone and us
 - If something does go wrong, please let me or [Ash Wang](#) know.
 - We want to be up to date and know what's happening otherwise it makes things very difficult.
 - In addition to that, [Ash Wang](#) will almost always be on campus because he lives here, so that means that if there're any major disputes or conflict, and you need an executive member to come in, give him a call or message him on Slack, and he'll probably come in.
 - If there's a problem, we will make sure someone can come help, you don't have to fight through it on your own.
 - If you see someone doing something in the room or If you think someone is doing something wrong but you're

not sure if you should do something, don't be afraid to send a message to someone informing them of the situation and ask them how they should act upon it.

- That means you'll have the extra reinforcement to know whether you can or should act upon the problem. It's a form of reassurance.

- Complaints

- Please inform [Amy Blunt](#) of any complaints
- When you have a complaint, check to see if they want to be anonymous about it, treat it with the most respect you can, ask if they would like to follow through with the complaint.
- Ideally complaints will be in writing, because then we can have something to show as proof that this is exactly what the person said and these were what they said about their issue about whatever is happening
- Also try not to have the complaints themselves be anonymous, we don't mind if they don't want to reveal their identity, but as long as we have one point of contact we can refer to, if we want to address the issue and get in contact, it's ok.

- Access

- Make sure all emails are in one place
- Once you have access, use the CSSA email account, try not to use your personal email.
- If you are unable to use the CSSA account, make sure you CC it in so we get it through the CC account and we have an easy history that we can look through.
- During the executive meeting, we also came to the conclusion that as of today, Jimmy Fu will be able to enter the room, but will need to keep a close eye on him to check and spot if anything goes wrong, as he has already had his warning. If he does anything wrong, then we will take action.
- The original ban was until the new committee was established

COM-146 - Inform Jimmy he is now allowed in the room, but under condition

DONE

Motion: Amend the joint meeting to fix motion numbers

Moved: Tesis Zimmer

Seconded: Amy Blunt

Passed Unanimously

Motion carried (Resolution 2017/04)

Events

Previous Events Debriefs

Date + Time	Event Name	Organizer	Summary
12-13th September, 9am-3pm	Mental Health Training Workshop	Abbie Wade	<p>13 people attended the event</p> <p>The cost breakdown of this event is:</p> <ul style="list-style-type: none"> • Income: <ul style="list-style-type: none"> • 12x\$40 = \$480 // people paying • Expenditure: <ul style="list-style-type: none"> • 12x\$30 = \$360 // to pay for the course • \$120 for sandwiches <p>Details about this event:</p> <ul style="list-style-type: none"> • Great instructor, very professional • Not too expensive • Some attendees made some inappropriate jokes throughout the course, potentially not taking the course seriously. Maybe next time there should be a warning about the serious nature of the days. • Would have been nice for morning tea/afternoon tea to be provided in addition to lunch.


<p>19/09/2016 6:00-10:00pm</p>	<p>COMP2310 Study Event</p>	<p>Demi Chen</p>	<p>Around 35 signed in and out, so not everyone that attended signed in or out (head-counting, there were ~50-80 attendees)</p> <p>The cost breakdown of this event is:</p> <ul style="list-style-type: none"> Income: \$30 on drinks Expenditure: \$120 on food, + gas (~\$80), approximately \$160 <p>Details about this event:</p> <ul style="list-style-type: none"> Problems <ul style="list-style-type: none"> Some non-COMP2310 students came to Hancock West to study, and were told they couldn't study there What went well: <ul style="list-style-type: none"> Tutors were nice and helped students well The barbeque was good Improvements and things to do differently in the future <ul style="list-style-type: none"> More advertisements More bread (some people took two slices at a time) Check gas Better signage and push sign-in - try to tell Lecturers to remind their students to sign in to the study events, and have people checking when students arrive Should also create a set up and pack up checklist for the study events, as we forgot to grab some of the markers and whiteboard markers and now they're gone <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"> <p style="text-align: center;">COM-147 - Checklist for setup and pack up of study events</p> </div> <ul style="list-style-type: none"> Demi: DONE Ja y has offered to assist. Leg on the barbeque has fallen off, needs to be replaced. The barbeque is definitely unsafe.
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Upcoming Events

Date + Time	Event Name	Organizer	Summary	Newsletter Content
				<div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">COM-152 - Newsletter to be issued before 26/09/2016</p> <p style="text-align: center;">DONE</p> </div> <div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center;">COM-151 - Write a brief introduction reg. the new committee for the newsletter</p> <p style="text-align: center;">DONE</p> </div>

<p>Thurs 6th October 12pm (day before EGN)</p>	<p>Universal Lunch Hour</p>	<p>Amy Blunt</p>	<ul style="list-style-type: none"> ▪ All food is provided, quantities have been suggested ▪ Utensils, barbeque and shade are also all provided ▪ We need to make sure we have Advertisements for EGN printed out and ready to hand out at the Universal Lunch Hour <ul style="list-style-type: none"> ▪ Flyers with the same design as the EGN poster ▪ Tyrus Caldeira will do the advertisements for EGN. This includes the Universal Lunch Hour ones. <ul style="list-style-type: none"> ▪ Posters should contain location, time, things that will be happening ▪ Tyrus: 	<p>COM-153 - Add Universal Lunch Hour blurb for the newsletter DONE</p>
<p>Friday 7th October 6pm</p>	<p>EGN</p>	<p>Tyrus Caldeira</p>	<ul style="list-style-type: none"> • Facebook event has been up for a month, 30 people have said they are going, around 200 invited • Have emailed tag and testing people and they have replied, and he's told them the date and time • Posters are done, just need sponsors - Reload, Barracks, GamesCapital. <ul style="list-style-type: none"> • Messaged Guild, RevolutionCD, ImpactComics, Steam, Valve. for other potential sponsors • I'll order pizzas this Friday through Dominos • EGN is already in the newsletter • Asked Hugh to run an AOELL event • Asked David Quarel to get Xanatic tournament running, and he has posted this on the Facebook EGN page, so people can easily log into the guest account and download Xanatic tournament as well. • I have talked to Leon about Smash, and Smash Bros. I'll follow up with Smash to see if they're coming. Usually just one guy turns up with the stuff and they start playing. • The help desk has 3 projectors available for the day, and I've told them I would like to use them and give them back to them on Monday. We will lock the projectors in the compactus over the weekend. • I have also messaged ANUSA for BKSS about if they have any projectors, and they haven't replied to me yet • Sponsorship <ul style="list-style-type: none"> • Currently have 3 sponsors 	<p>COM-154 - Write a blurb for the newsletter regarding the EGN DONE</p>

COM-148 - Provide EGN advertisements and posters to hand out during the Universal Lunch Hour
DONE

			<ul style="list-style-type: none"> • Prizes <ul style="list-style-type: none"> • GamesCapital: 4x\$30 vouchers • Small toys • A few Steam codes • Created forms for volunteering and crowdsourcing, running on the Facebook event page <ul style="list-style-type: none"> • Have 3 volunteers currently, and 2 have put up their stuff for crowdsourcing • Will inform the volunteers about what I need, how to set things up, • For the other information, Under JIRA -> Projects -> View all projects -> EGN, will be a backlog of 2 days before the event • I will need access to the room from the 6th-7th for the whole day <ul style="list-style-type: none"> • Will need to find someone to stay in the common room for the night of the 6th-7th, Tyrus will be back 9am on the 7th <div data-bbox="998 625 1214 682" style="border: 1px solid orange; padding: 2px;">  COM-150 - JIRA project </div> <ul style="list-style-type: none"> • doesn't exist or you don't have permission to view it. • For the moment, just think about getting sponsors, <ul style="list-style-type: none"> • Potentially talk to bigger companies like Razer, Nvidia, and Intel. They all have sponsorship forms on their websites, and email them about the event and giving them coverage. • Could be useful for this coming EGN and the coming EGNs. • Could create a list of sponsors • Talk to Jack about getting ESports interested <div data-bbox="1042 1050 1247 1171" style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center;">COM-149 - Talk to Tyrus about EGN advertising and eSports DONE</p> </div> <ul style="list-style-type: none"> • Will need to talk to Liam about printing posters
Saturday 24th September, 7:00pm	Thank-You Dinner for Previous Committee	Amy Blunt	<ul style="list-style-type: none"> • Think of having it at the Asian Noodle House at 7:00pm, booking for about 15 people • Can walk to the venue if need be <div data-bbox="954 1318 1214 1438" style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center;">COM-157 - Book Thank You Dinner for 15 people at the Asian Noodle House DONE</p> </div>
22 October??	CECS Alumni Event	Ash Wang	<ul style="list-style-type: none"> • Still getting information about from Chris • Will discuss this in the next meeting. <div data-bbox="954 1549 1214 1669" style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center;">COM-158 - Get more info from Chris reg. CECS Alumni Event DONE</p> </div>

TBA	COMP1110 Stratopolous Tournament <ul style="list-style-type: none"> Suggested by Steve Blackburn 	Nick Sifniotis	<ul style="list-style-type: none"> Talked to him today, Steve wants something like the Kalaha tournament from COMP1100, that is run over a period of time, and reuploads of players are allowed At this point, I am not sure what form the event is going to take. Steve's going to get back to me. I've asked Steve about the date, he's indicated that he's trying to get the hardware to me by the end of the week. I can confirm that Steve's providing the prizes Steve will try to get the hardware to Nick by the end of this week Prizes will be provided by Steve Money-wise, we may need money for food for the event, and would be looking at catering for 20-30 people <ul style="list-style-type: none"> We could do something like a sausage sizzle 	
22 November 2016	Sydney Trip	Nick Sifniotis	<ul style="list-style-type: none"> Code of conduct is currently being written for the trip Expect to open up registrations and sales by the end of this week In terms of companies <ul style="list-style-type: none"> Finally have found a contact with Microsoft, have reached out to them Waiting to hear back from IBM, Palentir, Xero, HP Currently have Google, Atlassian and Accenture confirmed Accommodation deposit has been paid for Transport will be finalised later, won't get any information until Thursday <ul style="list-style-type: none"> Have word from an alternative supplier for \$4500 for a bus for the four days, but not entirely convinced since that is a lot of money Perhaps if we can get the price to below \$3000, we will consider it Concerns <ul style="list-style-type: none"> Expect to see \$1750 from ANUSA soon, and then the remaining \$1750 after the event - but this might be subject to change due to a recent resignation, so we might end up seeing a total of \$1750 rather than \$3500 This would require us to find alternative sources for funding, which could be difficult Will need to watch this space and look into it later, to discuss next meeting 	<div style="border: 1px solid orange; padding: 5px;">  COM-159 - JIRA project doesn't exist or you don't have permission to view it. </div>

TBA	Defence tech talk	Nick Sifniotis	<ul style="list-style-type: none"> This is a remnant from the previous committee Defence sponsored us \$1000 at the start of semester, that includes tech talks. So last term or during the holidays, we were thinking of hosting them late September but it didn't work out, so suggested for them to come in the next few weeks Original date (Thurs Week 8) is not applicable now, so will need to move it to a later date Try an alternative method for tech talks, perhaps host the event at 6pm instead of 2pm. <ul style="list-style-type: none"> Can't hurt to try, was discussed during the OGM Defence will have to agree to come at 6pm, otherwise 4pm or 5pm is a possibility, sometime in the afternoon <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>COM-160 - D discuss with Defence regarding the possibility of a 6pm tech talk DONE</p> </div>
TBA	Agile Workshop	Nick Sifniotis	<ul style="list-style-type: none"> Instructor is happy to do a 3 hr workshop on Scrum techniques <ul style="list-style-type: none"> e.g. with marshmallows and spaghetti A interesting workshop, and a lot of people could get something out of it Workshop will probably be free Will need to work out appropriate dates, since it is a 3 hr workshop, will discuss this later. Dates will need to work with the companies and the schools, and Nick Sifniotis will need to work on dates Nick will need to regain access to the CSSA email account Should start working on advertising
TBA	CSSA Breaks A Record	Jack Adamson	CSSA Break A Record, moved to later;

Tyrus Caldeira leaves at 6:42

Projects, Discussions, Updates & Other Business

Suggestion Box

Suggestion Received	Response from Committee
Pls get the door sensor working!	<p>Currently the room is approaching 24/7-open time, so despite the smaller number of CROs, the room access times has increases dramatically.</p> <p>Not sure about the applicability of this. From the exception of 4am to 9am, the room is pretty much open.</p> <p>Jack Adamson could also look for new CROs who are able to keep the door open at times when it's typically closed.</p> <p>Jay will fix the door sensor with his arduino</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>COM-161 - Use arduinos to build a door sensor for the common room DONE</p> </div>
Can you buy more cleaning supplies	<p>We will purchase Windex and table wipes</p> <p>Jan:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>COM-162 - Purchase Windex cleaning wipes, and paper towel for the common room DONE</p> </div>

Run CTF (Capture the Flag) style event ie promote and get teams for events like CSAW CTF 2016	<p>We will put a poll on the ANU CSSA Facebook to see who would like to attend or organise a team</p> <p>Jay:</p> <p>COM-163 - Add a poll to the ANU CSSA Facebook to see who would like to attend a CTF Cyber event / create a team DONE</p>
MOAR SUGARFREE DRINKS PLZ	<p>Currently we only have Coke Zero and Kirk's. We will have a look at Costco to see if there are any more, e.g. Sprite Zero</p> <p>We should keep a record of what vending machines drinks have and have not been popular in the room.</p> <p>Faizan:</p> <p>COM-164 - Create a do-not-buy list for drinks, and see which drinks sell the best IN PROGRESS</p>
Change code of conduct to read "alcohol or illicit drugs" since caffeine is technically a drug!	<p>The Code of Conduct will be amended accordingly.</p> <p>Ash to ask Janette about the building policy</p> <p>COM-165 - get CSIT building policy i.e. code of conduct DONE</p>

Constitution

There are some things that everyone should be aware of in the constitution when coming to meetings and general meetings. \

Almost all of this has been outlined in the constitution cheatsheet that [Ash Wang](#) wrote up.

The basics:

- There are different kinds of meetings
- Committee Meetings and General Meetings require a simple majority in the committee
 - In this committee meeting's case, it would be 6, as that is over half
 - Simple majorities mean strictly more than half
 - With 11 people, need at least 6 to vote for any motion that requires a simple majority
- There are two types of decision making majorities
 - Simple Majorities - over half
 - Super Majorities - 2/3 or over
- Committee meetings must be held at least once a term and there is no real notice needed, except provide reasonable notice beforehand so committee members can arrive
- General meetings must have at least 10 members of the CSSA show up to be valid, and committee members count.
 - Therefore it is possible to have a general meeting with only committee members in attendance
 - Frequency is of the committee's discretion, and can be held whenever as long as they fulfill the requirements of the general meeting
- Any motion that we want to pass outside of the meeting is a "circular resolution", and that means every committee member must see that resolution, and we need a super majority to pass that resolution.
 - This can be done over Slack.
 - e.g. I want to pass a motion outside of the meeting to have something happen in the common room. I need to post on Slack to make sure everybody sees it, and have enough people agree and show that they are for it, that there is a super majority for this motion, and then it gets passed.
 - Would use a thumbs-up thumbs-down system.
 - Abstain would be something else
 - Alternatively, could have people say whether they are for, against, or abstain.
 - We could implement a proper system for circular resolution through Slack later, but for now that's pretty much how it's going to be.
 - The symbols and their meanings can be decided when creating the motion.

Nick Sifniotis enters 6:57pm

Common Room Communication

CRO Slack Channel has been working well

- Managed to get a lot of the bot's framework working, currently a lot of the committee who have access to the common room slack received a message this morning saying their next cleaning date
- It would be great if we could get all the committee members to get on the common room slack as well, you don't necessarily need to be a part of the channels, you don't have to listen to anything anyone is saying on there, it's just so that we have a method for the common room bot being able to send you reminders for your cleaning day, and potentially later on having the ability to put things up on the

television to send messages to the slack bot, things like this.

- Current people not on the CRO slack
 - Jay, Sylvester, Faizan
 - Make sure to send **Jack Adamson** a message on the committee slack with your email address so Jack can invite you to the CRO slack

COM-166 - Add every committee member to the Common Room Slack group for cleaning roster notifications

DONE

Cleaning roster

- Given people have particular days that work for them. Feel like a 2-week roster would be great
- Currently have 16 people cleaning,
- Suggestion by Jack Adamson: Give the VP and the President no cleaning responsibilities for particular days
 - Jack Adamson would like to implement this

Common Room

- Remember to look out for anyone who is feeling uncomfortable in the room.
 - Anyone who has come into the room, doesn't really feel like they fit in, go up to them and say Hi, welcome to the CSSA.
 - If they've been there before and you don't recognise them, sure it will be a little awkward, but it's better to have a little laugh about it than not welcome someone into the room and miss another member of the CSSA.
 - Be careful about elitism - we all have degrees that we like and are biased about - keep those opinions to yourself or outside of the room.
 - If you don't think highly of someone, that is your own view but you're not required to say it.
 - Make the CSSA a nice place.

Facebook

A suggestion was that the ANU CSSA Official facebook page is purely for advertisements and photos, and that the Facebook group is for computer-science related discussions.

Change it around and have designated areas.

The current system is a bit of a mess, we have problems inviting people to events and advertisements,

- In the past, you could invite all members
- Now, you can only invite friends who are part of the group to the event unless you spend money
- You can also subscribe to hear about CSSA events, but people might not want to subscribe

Couldn't hurt to have both options

- Could have **this** as a subscribe, and while that's also an option, also have the groups to inform people.
- Is more ways of informing people of events that are happening.

COM-167 - Update description in the FB group and pages to reflect changes in emphasis

DONE

COM-168 - Check with FB reg. promotion costs

TO DO

The page is for...

- Advertisements
- Events that are happening
- The organisation - what we want to show to everyone to show what we're doing
- e.g. advertising for other societies that request it

The group is for...

- More casual discussions
- Social
- Community-based stuff
- e.g. advertising for CompCon

Could also promote or do sponsored posts through Facebook, Faizan could look into the prices for this, and we can talk about it next meeting. If we want in the future, we could use the Facebook promotions.

Sometimes we'll get a request from another ANU society about advertising events in the group

This is something to take heart when posting to the page or on the group.

COM-239 - Modify the description of CSSA page and group to reflect permission changes

Yaya: **DONE**

COSTCO

We need a person who is able to do the COSTCO runs, get the sodas for the vending machine.

- The person should have a car, and the CSSA should pay for the COSTCO membership for them.
- \$55 for a membership
- Role assigned to: Tesis Zimmer
- We will need to get a bank card for Jan.

Motion: Amend the minutes of the previous meeting to include Jan as access to view and to the one-to-sign bank account

- **Moved:** Amy Blunt
- **Seconded:** Ash Wang
- **For:** 9
- **Against:** 0
- **Abstain:** Tesis Zimmer
- Motion passed


Motion carried (Resolution 2017/05)

Motion: Place \$55 aside for COSTCO membership

- **Moved:** Amy Blunt
- **Seconded:** Ash Wang
- **For:** 9
- **Against:** 0
- **Abstain:** Jay Hansen
- Motion passed

Motion carried (Resolution 2017/06)

Running Events

- When we run an event, if it has alcohol or more than 50 people (e.g. study events), we require for there to be a first-aid trained person in attendance.
 - Jack Adamson and Jay Hansen are first-aid trained, and are willing to attend every event. They will need to check the first-aid kit prior to every event.
- **COM-169** - Modify the risk management plan to include Jay and Jack instead of Chris and Abbie
- **Ash:** **DONE**
 - We have first aid kit, but not sure how well-made the kit is at the moment
 - Jack Adamson to check through the first-aid kit to check what is needed and what is not needed
 - Will need to work out what costs it will be in the next meeting to approve
 - Since we are a society, we have to follow certain rules. Having a risk management plan for over 50 people in attendance is something we have to do regardless of nature of event.
 - Jack Adamson's recommended renewal date for the first aid training was a month ago, so he said he should do a renewal.
 - We should organise for a later date, something similar to the Mental Health First Aid Training (MHFA) but have first-aid training instead.
 - Will need to have someone look into pricing and where it will be held
- **Amy:**  **COM-170** - JIRA project doesn't exist or you don't have permission to view it.
 - We went through ANUSA last time for the mental health training, and we could do something with that.
- When running event, it's always good to see what volunteers you can have come along, help out
 - Don't be afraid to ask people for help
 - We have a FB group "CSSA Volunteers", it's a great place to look on to ask for help running an event, especially if you are low on numbers
- Make sure when running an event that you are prepared
 - Have your supplies all ready in advance
 - It would create a smoother and less stressful day for you
- It would be great to have advertising for an event a week or a fortnight in advance
 - Could put it on the walls
 - Facebook channels
 - Look into how we can make it so that advertising's not just within the CSSA building, need to get it out there
 - Could ask lecturers to talk about the event in their lectures
 - Could try to do something in Union Court, put posters up in Union Court, Copland, Unilodge.

- These are things you need to consider when running an event - how to make sure people know about the event
- It's not just posters! It's also you yourself going to people and saying "hey, this event is going to be cool/awesome, come to it please"
- Advice to improve advertising
 - Put items in the newsletter (upcoming events right-most column)
 - Aim to have the next newsletter out before next week.
- Advertising - the earlier the better

Goals

Goals that we as the committee want to achieve over the term

- Increase our awareness of our club to more people, make them more aware of the CSSA and what we do
 - Working with other societies (Fifty50, CECS, ESA, ESports, Society for Defense and Security Studies, ANU Criminology Society, ADSS, Maker Club)
 - SDSS invited us to their Paintball Event, and they also do boardgames. Some people here might be interested in what they do as well
 - Could shoot them an email and ask about advertising each other
 - Could ask them to print off a poster for us and advertise
 - Criminology - their Vice-President expressed interest in us creating an "Intro to Cybersecurity and Hacking 101" workshop for people with no computing background
 - This is something to consider when deciding events for the coming year
 - Event with the ADSS tomorrow, **Jay:**

COM-171 - Talk to ADSS President and War-Chief about potential collaborations
DONE
 - Increase involvement from people outside of computer science, but who are interested in computer science
 - "I'll advertise your events, if you advertise mine"
 - Improve our website
 - **Chris Claoue-Long** has written up some specifications for the website, we had discussed in the previous meeting about getting students at an event to write it up.
 - **Faizan Siddiqui's** friend has a web development agency and they've shown interest in designing the website, so will need a brief budget estimate to give them for the website.
 - They are currently improving the CBRInnovate website, and have shown it is very similar to the CSSA website
 - Faizan will ask them later for a portfolio, could also suggest incentives for them through advertising
 - **Faizan:**

COM-172 - Talk to friends about a potential budget for the website, discuss with Nick reg. advertisements **DONE**
 - \$500 is provided from ANUSA for assets (Capital Grants) for the common room, posters, anything explaining particular events.
 - We could put this towards the website if we wish to
 - Can claim in 2017, once every year
- We could improve our current brand
 - Rumours regarding people avoiding the CSSA due to impressions about past committees, but this is based on speculation and rumours
 - Suggested goals for Industry
 - \$20,000 worth of sponsorship
 - Industry brought in \$3500, with \$1000 through the Careers Fair

Meeting Adjourned 7:38

Meeting Restarted 8:23

Brainstorm

Ways to improve advertising:

- Through eSports
- Around Union Court
- Anime&Gaming Society

Updated calendar to reflect suggestions and approximate times for events

Resulting Action items

COM-177 - Get Chris Chow's keys

TO DO

To discuss next meeting: Fix/replace barbeque?

COM-175 - Work out rest of the times for events

DONE

COM-176 - Put dates from calendar into Confluence

DONE

All due before next meeting

Close

Meeting closed at 22:12

The next meeting is scheduled for Tuesday 04 October 2016, 18:00

Yaya Lu

Secretary