

CSSA Committee Meeting

Agenda

2013-10-05 - 16:00 - CSIT N102

#	Time	Details	Member
	16:00 - 16:05	Welcome	
1	16:05 - 16:10 (5 mins)	1. Minutes of Previous Meeting and Matters Arising 1.1.Actions from Previous Meeting	Ben C
2	16:10 - 16:15 (5 mins)	2. Finances 2.1.Treasurer's update 2.2.ANUSA Grants 2.3.GAC Handover	Chan
3	16:15 - 16:20 (5 mins)	3. Past Events 3.1.Ada Initiative workshop 3.2.Accenture BBQ and Tech Talk	Cait Cait
4	16:20 - 16:25 (5 mins)	4. New Committee Structure	Andrew
5	16:25 - 16:40 (15 mins)	5. Upcoming Events 5.1.Palantir Trivia Night 5.2.Postgrad Events 5.3.EGN 5.4.Committee Farewell 5.5.IEEEExtreme	Cait -- Pat Ben Jono
6	16:40 - 16:45 (5 mins)	6. CompCon	Andrew
7	16:45 - 16:50 (5 mins)	7. ANUSA Clubs and Societies Awards	Andrew
8	16:50 - 17:00 (10 mins)	8. Discussion with School 8.1.Bigger common room	Exec
9	17:00 - 17:05 (5 mins)	9. Rebranding	Andrew
10	17:05 - 17:20 (15 mins)	10. Common Room 10.1. Costco 10.2. Banner 10.3. New Furniture 10.4. Items for the Common Room Subcommittee 10.5. Common Room Behaviour	
11	17:20 - 17:30 (10 mins)	11. AFCS (or equivalent)	Andrew
12	17:30 - 17:40 (10 mins)	12. Other Business 12.1. Cabinet Keys	Jan

		12.2. Robot password 12.3. Timetabling issues 12.4. Shirts 12.5. Proxy Voting -> Postal Ballots for election 12.6. Associate Degrees for Voting 12.7. Additional actions arising from discussion	Jan Ben
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CSSA Committee Meeting

Minutes

2013-10-05 - 16:00 - CSIT N102

Attendance

Present: Andrew Donnellan [President], Robert Offner [Vice-President], Chanakya Goli [Treasurer], Ben Creelman [Secretary], Jonathon Franzi, Ben Martin, Jan Zimmer, Martin Henschke

Late: Caitlin Macleod, Reyes Gonzalez

Apologies: Jess Tsimeris

In attendance: Miranda [Item 1], Pat Paton [Item 5.3]

Action Summary

Carried over

- 1.2 ACTION: Claim ANUSA sponsorship bonus (Andrew/Chan)
- 1.3 ACTION: Re-send link to handover document (Andrew)
- 1.4 ACTION: Follow up N102 networking issues with CECS IT (Jan)
- ACTION 2.2.1: Andrew and Chan to follow up the grants irregularities.
- ACTION 5.1: Ben to email all committee members with the brief / debrief form
- ACTION 5.3.1: Caitlin to email Palantir contacts and remind them that a decision regarding dates needs to be made.
- ACTION 7.1: Martin to email school administration and ask as to why the school does not have recycling bins inside the building.
- ACTION 8.1: Probie to arrange meeting with school administration
- ACTION 9.1.1: Members to provide comment on the draft CSSA banner design
- ACTION 9.3.1: Common Room Subcommittee to provide report to committee
- ACTION 10.1.1: Current committee on mailing list to be removed after Farewell event.
- ACTION 10.3.2: Move ownership of Google Drive folder from Nguyen to President (Andrew)
- ACTION 11.1.1: Andrew to seek legal advice regarding liability for actions in the common room when there are no committee members in the room
- ACTION 12.4.2: Reyes to follow up with RSCS about the storage of gas bottles

Actions arising

ACTION 1.1.1: AGENDA ITEM: Badminton

ACTION 2.2.1: Andrew to provide database login details to Chan

ACTION 2.3.1: Andrew to get the minutes to GAC less than 2 months late

ACTION 5.1.1: Caitlin to arrange a new date for Palantir Trivia Night

ACTION 5.5.1: Jono to book rooms for IEEEExtreme

ACTION 12.7.1: Agenda Item: Minecraft social night

Minutes

Meeting opened at 16:04

Reyes enters [16:06]

1. Minutes of Previous Meeting and Matters Arising

MOTION: That the minutes of the previous meeting be accepted

Moved: Secretary

Seconded: President

Motion carried (Resolution: 2014/02)

1.1. Actions from Previous Meetings

- 1.2 ACTION: Claim ANUSA sponsorship bonus (Andrew/Chan)
 - Carry over
- 1.3 ACTION: Re-send link to handover document (Andrew)
 - Carry over
- 1.4 ACTION: Follow up N102 networking issues with CECS IT (Jan)
 - Still in progress
- 7.4 ACTION: Update bank account signatories (Andrew/Tessa/Chan/Probie/Jan/Fiona/Ben Creelman)
 - To happen monday 23/09, 230pm.
 - Done
- ACTION 2.2.1: Andrew and Chan to follow up the grants irregularities.
 - Carry over
- ACTION 4.1.1: Ben to create list of subcommittees of the CSSA
 - Done - in admin folder
- ACTION 4.1.2: AGENDA ITEM: Finalisation of portfolios + resolution to approve
 - Added
- ACTION 5.1: Ben to email all committee members with the brief / debrief form
 - Not yet
- ACTION 5.2: Andrew to create event proposal form
 - Done
- ACTION 5.1.1: Chan to get text for Accenture poster to Jan
 - Event happened
- ACTION 5.1.2: Jan to create and distribute poster for Accenture event
 - Done
- ACTION 5.3.1: Caitlin to email Palantir contacts and remind them that a decision regarding dates needs to be made.
 - Done, but needs a follow up
- ACTION 5.6.1: Ben to create doodle poll for Committee Farewell event. Times will be 6-8PM Weekdays and all day Saturday.
 - Done
- ACTION 7.1: Martin to email school administration and ask as to why the school does not have recycling bins inside the building.

- done, and later discussion
- ACTION 8.1: Probie to arrange meeting with school administration
 - Done (by Chan), needs a follow up
- ACTION 9.1.1: Members to provide comment on the draft CSSA banner design
 - Hasn't happened yet
- ACTION 9.3.1: Common Room Subcommittee to provide report to committee
 - No subcommittee yet. Will become a standing agenda item
- ACTION 10.1.1: Current committee on mailing list to be removed after Farewell event.
 - Farewell hasn't happened
- ACTION 10.3.1: Move Google Calendar ownership from Tessa to President (Andrew)
 - Done
- ACTION 10.3.2: Move ownership of Google Drive folder from Nguyen to President (Andrew)
 - Carry over, needs nguyen
- ACTION 10.3.3: All Committee members to be added to google calendar (Chan)
 - Done
- ACTION 10.3.4: Google Calendar to be made public (Chan)
 - Done
- ACTION 10.6.1: AGENDA ITEM: Shirts
 - Added
- ACTION 10.6.2: AGENDA ITEM: Rebranding
 - Added
- ACTION 11.1.1: Andrew to seek legal advice regarding liability for actions in the common room when there are no committee members in the room
 - Carry over
- ACTION 11.1.2: AGENDA ITEM: Inappropriate behaviour issue
 - Added
- ACTION 12.2.1: AGENDA ITEM: Carry over to next meeting.
 - Added
- ACTION 12.4.1: AGENDA ITEM: Report on the Ada Initiative workshop
 - Added
- ACTION 12.4.2: Reyes to follow up with RSCS about the storage of gas bottles
 - Carry over
- ACTION 12.4.3: AGENDA ITEM: Costco
 - Added
- ACTION 12.4.4: AGENDA ITEM: Bigger common room
 - Added, outcome unlikely
- ACTION 12.4.5: AGENDA ITEM: ANUSA Clubs & Societies Awards
 - Added

Miranda enters (16:11)

Miranda is interested in running badminton every Tuesday and Friday night. There is usually a group of around 10 people who play. Cost is \$10 per hour (per person?). Open to all, target would be international and postgrad students.

ACTION 1.1.1: AGENDA ITEM: Badminton

Miranda leaves (16:17)

2. Finances

2.1 Treasurer's update

We have about \$6500 in the bank. Planning to spend ~\$2000 on Costco tomorrow.

2.2 ANUSA Grants

Andrew and Chan are still following up the grants irregularities.

ACTION 2.2.1: Andrew to provide database login details to Chan

2.3 GAC Handover

ACTION 2.3.1: Andrew to get the minutes to GAC less than 2 months late

3. Past Events

3.1 Ada Initiative workshop

Andrew briefly discussed the Ada Initiative workshop, run in conjunction with MakeHackVoid Canberra. Promotes women in open technology. Attended by ~6 CSSA people. Caitlin will send out some more information from the workshop, and noted additional information at http://geekfeminism.wikia.com/wiki/Allies_training

3.2 Accenture BBQ and Tech Talk

About 100 people attended, there was enough food, Accenture were happy.

The tech talk had terrible attendance, but it was useful, for those who went.

Noted that we didn't really tell people about the talk while they were getting food - there needed to be more linking between the two events.

4. New Committee Structure

MOTION: That the Committee ENDORSE the committee structure as follows:

- **Andrew Donnellan, President**
- **Robert Offner, Vice President and Advocacy Officer**
- **Chanakya Goli, Treasurer**

- **Ben Creelman, Secretary**
- **Jan Zimmer, Communications and EGN Sub-committee rep**
- **Caitlin Macleod, Industry and EGN Sub-committee rep**
- **Reyes Gonzales, Social**
- **Jono Franzi, Projects**
- **Martin Henschke, Education (Extra-Curricular) and Common Room Sub-committee**
- **Jess Tsimeris, Postgraduate students**
- **Ben Martin, International students and Education (Curricular)**

Jono noted that projects may be responsible for various miscellaneous activities.

Moved: President

Seconded: Vice-President

Motion carried unanimously (Resolution: 2014/03)

5. Upcoming Events

5.1 Trivia night with Palantir

Palantir haven't responded in time to organise an event for the currently planned date. Caitlin will follow up with Palantir about arranging a new date.

ACTION 5.1.1: Caitlin to arrange a new date for Palantir Trivia Night

5.2 Postgrad Events

Jess is currently away. Advised that monthly munchies will happen again as planned, and RSCS has increased the funding available. There will be another HDERP this term. There are some complications regarding funding for HDERP to do with splitting payments between CSSA, ESA, RSCS and ANUSA/PARSA.

5.3 Epic Games Night

Pat enters (16:24)

Just need to organise the running of the night.

Andrew asked if security and cleaning were sorted. Pat: Security yes, cleaning no. Ben Martin asked if anything needed to happen about starcraft sign up. Pat will talk to Mayank.

Jono would like robot to be up, so we can run minecraft or similar.

Martin will talk to Pat about other potential events for the night.

Console list is up; 6 replies; needs more confirmation from people.

Poster is currently in production (Iris has found someone to do it)

Pat leaves

5.4 Committee Farewell

Doodle poll has been created, waiting on everyone to respond. Noted that there will be no funding provided.

5.5 IEEEExtreme

Jono is running this - day after EGN. Registrations close Friday 11 October. Currently 5 teams of 3, possibility of 6. Currently two proctors: Uwe and Weifa.
Room bookings need to be sorted.

ACTION 5.5.1: Jono to book rooms for IEEEExtreme

Probie raised that N115/116 may not be big enough - 4 teams will fit but 5 is too many. Having people in different rooms will need to be discussed with proctors.

With 20 people, overall budget of \$300. **Committee approved funding of \$300.**

6. CompCon 2013

CompCon 2013 did the happen, with CSSA as the host organisation / primary sponsor.

Turnout figures are still being finalised. Plenty of lessons learned, these will be documented by the CompCon committee.

An official feedback survey will be sent; informal feedback was positive.

The CompCon committee thanked the CSSA for their support in the running of a successful event.

Probie noted (for lessons learnt) that there was some CompCon property left in the common room and ownership (ie CompCon or CSSA) was unclear.

7. ANUSA Clubs and Societies Awards

CSSA has nominated for club of the year, and event of the year for EGN and CompCon. Haven't yet heard back about this.

8. Discussion with school

The committee noted concern about the initial and ongoing lack of communication to the entire school regarding N117.

The committee are interested in seeing better usage of N108 and N109. It was noted there is a chronic shortage of working space that does not have computers, and particularly for group work or group study.

8.1 Bigger common room

Possible other locations for the common room will be raised with the school.

9. Rebranding

No discussion was held. Will remain as a standing item for the time being.

10. Common Room

It was noted that the temperature is often very high. To be monitored over the next few weeks and the school or F&S will be contacted if needed.

10.1 Costco

Jan will be responsible for Costco trips. There will be a cost of \$60 to the club to set up a new card for him.

Jan will create a shopping list on docs that committee can add to.

10.2 Banner

Committee haven't commented yet - an email thread will be started.

10.3 New furniture

Andrew is keen for foldable tables. This will be revisited after purchasing the banner.

10.4 Items for the Common Room Subcommittee

The CR Subcommittee is yet to be formed - the committee requested that Martin progress this.

Caitlin noted that the the ventilation appears to be connected to the toilets and the the smell carries. An air freshener will be purchased.

10.5. Common Room Behaviour

Andrew and Ben have requested that all new committee members read the minutes of the meetings of March 16 and May 16.

Andrew noted that the issues raised are already decided policy of the association. It is the responsibility of committee members to enforce this.

11. AFCS (or equivalent)

Andrew discussed the AFCS related outcomes from CompCon.

Key points:

- Will be the owning organisation of CompCon
- Timing may be an issue - plan is to have it in place sometime around the start of next semester
- Will probably start with the larger universities, ie Go8
- Andrew will progress discussion

12. Other Business

12.1 Cabinet Keys

Jan has got keys cut of the cabinet and small cash box, 1 set per committee member. The money previously allocated was not enough to cut copies of the key for the large cash box. A key will be cut for each Exec member.

The committee approved a further \$20 in funding.

12.2 Robot password

Currently robot admins are Jan and Probie. Andrew suggested that accounts are set up as necessary. No further progression required unless raised.

12.3 Timetabling issues

Ben C mentioned that per Caitlin's question at the AGM, to check on timetable.anu all classes that are on, or may clash with a planned event.

12.4 Shirts

Compccon purchased t-shirts at \$15 each through BrandNet. The committee request polo shirts, as these provide a slightly more professional look.

12.5 Proxy voting and postal ballots

No discussion. Carry over to next meeting.

12.6 Associate degrees

At the AGM, it was raised if students undertaking an associate degree are eligible to vote (ie, students). This was confirmed that they are eligible.

12.7 Additional actions arising from discussion

Reyes is keen for another social event, in week 11. Noted that Palantir event may be in Week 11.

There was interest in another minecraft social night.

ACTION 12.7.1: Agenda Item: Minecraft social night

Close

The date for the next meeting of the CSSA Committee was AGREED as Saturday 19 October 2PM.

Meeting closed at 17:45.

Ben Creelman
Secretary