## CSSA Committee Meeting
### Agenda

**2013-11-02 - 14:30 - Hancock 2.22**

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<td>14:30 - 14:35</td>
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| 1  | 14:35 - 14:40 (5 mins) | 1. Minutes of Previous Meeting and Matters Arising  
1.1. Actions from Previous Meetings | Ben C           |
| 2  | 14:40 - 14:45 (5 mins) | 2. Finances  
2.1. Treasurer’s update  
2.2. ANUSA Grants  
2.3. GAC handover | Chan            |
| 3  | 14:45 - 14:55 (10 mins) | 3. Past Events  
3.1. IEEExtreme  
3.2. C&S Awards  
3.3. HDERP  
3.4. BBQ | Jono  
Ben C  
Jess  
Reyes |
| 4  | 14:55 - 15:10 (15 mins) | 4. Upcoming Events  
4.1. Postgrad Events  
4.2. Badminton  
4.3. Minecraft social night  
4.4. Exam Events  
4.5. SELT event  
4.6. Lachlan Horne tech talk | Jess  
Chan  
Probie  
Andrew  
Reyes |
| 5  | 15:10 - 15:20 (10 mins) | 5. Discussion with school | Exec            |
| 6  | 15:20 - 15:30 (10 mins) | 6. Common Room  
6.1. Banner  
6.2. New Furniture  
6.3. Items for the Common Room Subcommittee | Reyes  
Martin |
| 7  | FYI                | 7. AFCS (or equivalent) | Andrew          |
| 8  | 15:30 - 15:35 (5 mins) | 8. Other Business  
8.1. CSSA Server  
8.2. Rebranding  
8.3. Shirts  
8.4. Website redesign  
8.5. Capital purchases  
8.6. Additional actions arising from discussion | Chan            |
|    | 15:35 - 15:40      | Close  
Next meeting                |                 |
Attendance
Present: Andrew Donnellan [President], Ben Creelman [Secretary], Robert Offner [Vice President], Chanakya Goli [Treasurer], Ben Martin, Jan Zimmer, Reyes Gonzalez
Late: Jono Franzi, Martin Henschke
Apologies: Caitlin Macleod, Jess Tsimeris
Absent: Nil

Action Summary
Carried over

- ACTION 7.1: Martin to email school administration and ask as to why the school does not have recycling bins inside the building.
- ACTION 9.3.1: Common Room Subcommittee to provide report to committee
- 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 2.2.1: Caitlin to get payment from Palantir
- ACTION 3.1.1: Caitlin to email Palantir re prizes for winning team
- ACTION 9.1.1: Caitlin to investigate further sponsorship opportunities

Actions arising

- ACTION 4.2.1: Chan to follow up status of badminton with Miranda
- ACTION 5.1: CECS Admins to be added to the mailing list (Jan)
- ACTION 8.6.1: Andrew to talk to Laura Wey regarding 1st year camp emails
- ACTION 8.6.2: Agenda Item: 1st Year Camp

Minutes
Meeting opened at 14:38.

1. Minutes of Previous Meeting and Matters Arising
MOTION: That the minutes of the previous meeting be accepted
Moved: Andrew Donnellan
Seconded: Robert Offner
Motion carried (Resolution: 2014/05)
1.1. Actions from Previous Meetings

- 1.2 ACTION: Claim ANUSA sponsorship bonus (Andrew/Chan)
  - Done. Should come in at $983.55
- 1.3 ACTION: Re-send link to handover document (Andrew)
  - Not going to happen. Closed
- 1.4 ACTION: Follow up N102 networking issues with CECS IT (Jan)
  - Robot issues resolved
- ACTION 2.2.1: Andrew and Chan to follow up the grants irregularities.
  - Chan notes that the variance is in the order of $10-$15 and will not be chased up
- ACTION 7.1: Martin to email school administration and ask as to why the school does not have recycling bins inside the building.
  - Martin not present to report.
- ACTION 9.3.1: Common Room Subcommittee to provide report to committee
  - Meeting was 1 November. Martin not present to report
- ACTION 10.1.1: Current committee on mailing list to be removed after Farewell event.
  - Done
- ACTION 10.3.2: Move ownership of Google Drive folder from Nguyen to President (Andrew)
  - Still outstanding
- 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
  - Still outstanding
- ACTION 12.4.2: Reyes to follow up with RSCS about the storage of gas bottles
  - Done. In cage next to E115. Reyes noted that CSSA should buy a lock for the gas bottle. It can only be accessed during normal hours or by someone with engineering 24 hour access. Shouldn’t be an issue
- ACTION 5.5.1: Jono to book rooms for IEEExtreme
  - Done
- ACTION 2.2.1: Caitlin to get payment from Palantir
  - Caitlin not present. Understand it’s coming eventually
- ACTION 3.1.1: Caitlin to email Palantir re prizes for winning team
  - Not done
- ACTION 4.1.1: Agenda Item: Lachlan Horne tech talk
  - Added
- ACTION 6.1: Exec to draft talking points for meeting with Alistair
  - Done
- ACTION 9.1.1: Caitlin to investigate further sponsorship opportunities
  - Ongoing

2. Finances

2.1. Treasurer’s update
EGN was allocated $1500 and was over budget. IEEExtreme was also over budget. Costco
purchases seem to be turning a small profit.

Bank balance is roughly $5000, with a further $1500 expected in the short term.

2.2. ANUSA Grants
Still need to submit some GAC grants. Previous round of grants is yet to be paid.

Andrew Donnellan leaves room to eat pizza [14:44]
Ben Martin leaves room to eat pizza [14:44]

2.3. GAC handover
Andrew not in room to advise on status.

3. Past Events

3.1. IEEExtreme
6 teams of three registered, 5 teams of three attended as well as 1 team of one.

Budget was approved for $300, final expenditure was $402.20. Increase was mainly due to a pizza order that was larger than planned. Based on previous experience with long events, a GAC grant can be claimed for each meal, resulting in a total claimable amount of $336.

Andrew Donnellan enters [with pizza] [14:45]
Ben Martin enters [without pizza] [14:46]

RSCS want to put out a press release / news story about the event.

3.2. C&S Awards
Chan, Andrew, Ben Creelman and Caitlin attended the ANUSA C&S awards at the Hotel Realm on 19 October 2013. CSSA was nominated in one category and did not win.

3.3. HDERP
Jess absent so no briefing provided. A debrief is expected via the mailing list.

3.4. BBQ
Went well, but fewer people than expected. Tomatoes were not particularly popular. Attendance roughly 30-40 people.

4. Upcoming Events

4.1. Postgrad Events
Jess not in attendance to provide briefing. Monthly Munchies will be held again in December, date TBA.
4.2. Badminton
Chan emailed miranda regarding badminton, still waiting on a reply. Will send a further email.

ACTION 4.2.1: Chan to follow up status of badminton with Miranda

4.3. Minecraft social night
Event was approved via the mailing list. Date TBA.

4.4. Exam Events
First day of stuvac may not be the best day to run it. Quite a few people came, but mostly the normal crowd. Successful for those who did come. Planning to hold another in the next week, and possibly a social event.

Jono noted issues around getting to the rooms (Hancock North) and that this needs to be made clearer.

4.5. SELT event
Unlikely to happen this year. We will need to look into developing a better strategy for this for the next year, potentially with a focus on reminding students of the large impact that reviews have.

Reyes leaves [14:59]

4.6. Lachlan Horne tech talk
Martin not in attendance to brief. Possible event for Semester 1 2014.

5. Discussion with school
The CSSA Exec met with Janette and Alistair on 22 October.
Key discussion points:
- N108 and N109 are owned by ITS, all other rooms are RSCS
- Vandalism in N110 and N117 was a problem
- N111 won’t be upgraded until the end of calendar year 2014, we are welcome to submit a proposal for its use
- We don’t actually know a huge amount about our members - right now we don’t track much further than student/non-student and beyond that it is all anecdotal
- Alistair was very interested in our education portfolios
- There was a long discussion about international students - Alistair is keen to continue involving them further, he feels like they might have trouble acclimatising
- N117 will be remaining an IT Help Desk for the foreseeable future
- They would like the CECS admins to be added to our mailing list, they weren’t always sure of what/when we were running things

ACTION 5.1: CECS Admins to be added to the mailing list (Jan)

Martin enters [15:08]
6. Common Room

6.1. Banner
The committee approved the banner design and funds to purchase. Officeworks had no cloth to print the banner on and so will be printed when available.

6.2. New Furniture
The Committee is interested in purchasing some new furniture for the room, noting there is funding available.

6.3. Items for the Common Room Subcommittee
C/R subcommittee met on 1 November. Talked about ideas for improving the atmosphere of the room. Will talk to school soon about rubbish/recycling bins. Noted that the room is generally quite dirty, Committee need to take the lead on this. Selection of food could be more varied; looking for suggestions from others. Looking into a common room policy.

7. AFCS (or equivalent)
No items for comment.

8. Other Business

8.1. CSSA Server
Discussed briefly, no items of note.

8.2. Rebranding
Currently on hold, consideration may be given to a professional design.

8.3. Shirts
On hold, will be progressed in line with possible rebranding.

8.4. Website redesign
On hold for now, still potentially over summer.

8.5. Capital purchases
There is funding available for some capital purchases, although no ideas have been firmly identified.

8.6. Additional actions arising from discussion
It was adopted as policy that $5 is reimbursement for driving costs associated with any cssa event.

MOTION: That $5 will be reimbursed for driving costs associated with any CSSA event
Moved: Jan Zimmer
Seconded: Chanakya Goli
Motion carried (Resolution: 2014/06)

An email was sent from ANUSA regarding O-Week and 1st year camp tickets that appeared to incorrectly identify CSSA’s role in the 1st year camps. Andrew will follow this up.

ACTION 8.6.1: Andrew to talk to Laura Wey regarding 1st year camp emails

ACTION 8.6.2: Agenda Item: 1st Year Camp

Close

The date for the next meeting of the CSSA Committee was not agreed. Noted that there are issues around exams and conflicting schedules.

Meeting closed at 15:55.

Ben Creelman
Secretary