

# CSSA Committee Meeting

## Agenda

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

#	Time	Details	Member
	14:30 - 14:35	Welcome	
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. IEEEExtreme 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	

# CSSA Committee Meeting

## Minutes

2013-11-02 - 14:00 - Hancock 2.22

### 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 IEEEExtreme
  - 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. IEEEExtreme 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. IEEEExtreme**

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