

CSSA Committee Meeting

Agenda

2014-02-02 - 14:00 - CSIT N102

#	Time	Details	Member
	14:00 - 14:05	Welcome	
1	14:05 - 14:10 (5 mins)	1. Minutes of Previous Meeting and Matters Arising 1.1. Actions from Previous Meetings	Ben C
2	14:10 - 14:15 (5 mins)	2. Finances 2.1. Treasurer's update 2.2. ANUSA Grants 2.3. Vending machine commission 2.4. GAC handover	Chan Andrew
3	14:15 - 14:25 (10 mins)	3. Past Events 3.1. Minecraft social night 3.2. Exam Events 3.3. EGN 6 3.4. Monthly Munchies December	Probie Ben M Caitlin Jess
4	14:25 - 14:45 (20 mins)	4. Upcoming Events 4.1. Postgrad Events 4.2. Badminton 4.3. Lachlan Horne tech talk 4.4. O-Week / Orientation events 4.4.1. O-Week Market Day 4.4.2. CECS Orientation 4.4.3. InstallFest 4.5. 1st year camp 4.6. Lesswrong event 4.7. Semester Social Events 4.8. #EGN007	Jess Chan Andrew Probie Reyes Reyes
5	14:45 - 14:50 (5 mins)	5. Catch-up with Alistair 5.1. Talking points	Exec
6	14:50 - 15:00 (10 mins)	6. Common Room 6.1. New Furniture 6.2. Items for the Common Room Subcommittee	Martin
7	FYI	7. AFCS (or equivalent)	Andrew
8	15:00 - 15:05 (5 mins)	8. Other Business 8.1. Rebranding 8.2. Shirts 8.3. Website redesign 8.4. Capital purchases 8.5. Sponsorship 8.6. Additional actions arising from discussion	

15:05 - 15:10	Close Next meeting	
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CSSA Committee Meeting

Minutes

2014-02-02 - 14:00 - CSIT N102

Attendance

Present: Andrew Donnellan [President], Ben Creelman [Secretary], Robert Offner [Vice President], Chanakya Goli [Treasurer], Ben Martin, Jan Zimmer, Reyes Gonzalez, Jono Franzi, Caitlin Macleod, Jess Tsimeris

Late: Nil

Apologies: Martin Henschke

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 9.1.1: Caitlin to investigate further sponsorship opportunities
- ACTION 5.1: CECS Admins to be added to the mailing list (newsletter) (Andrew)

Actions arising

- ACTION 2.2.1: Follow up ANUSA grants backlog for end of 2013 (Chan)
- ACTION 2.3.1: Chase up why vending machine funds are going from Union -> RSCS rather than Union -> CSSA (Chan)
- ACTION 2.3.2: Invoice the vending machine commission to end January (Chan)
- ACTION 2.4.1: GAC reaffiliation (Andrew)
- ACTION 3.3.1: Follow up final receipts from EGN6 (Caitlin)
- ACTION 3.3.2: Sort out Dota tournament prizes (Caitlin)
- ACTION 3.3.3: Agenda Item: #EGN007
- ACTION 4.4.1.1: Create a people schedule for the day (Ben)
- ACTION 4.4.1.2: Acquire a marquee/tent from Bunnings (Jan)
- ACTION 4.4.1.3: Create a flyer with orientation events (including 1st year camp), regular events, info about the common room, link to google calendar, event submission, facebook group, facebook page and twitter. (Caitlin)

- ACTION 4.4.2.1: Book N101 and N115+6 for Thursday 13 February, 4PM-6PM (Reyes)
- ACTION 4.4.3.1: Book CSIT N101 from 2PM to 7PM on Friday 28 February (Jess)
- ACTION 4.4.3.2: Create VirtualBox images (Jono)
- ACTION 4.5.1: Talk to robogals about 1st year camp mentors (Jess)
- ACTION 4.7.1: Arrange vegetarian/vegan options for BBQs (Ben C / Ben M)
- ACTION 5.1.1: Arrange for another catch-up with Alistair (Ben)
- ACTION 8.1.1: Create the 2015 Handover doc (Ben)
- ACTION 8.2.1: Buy and embroider shirts (Ben)
- ACTION 8.3.1: Andrew to look into committee access for posting articles
- ACTION 8.3.2: Agenda Item: Website redesign
- ACTION 8.4.1: Contact potential sponsors about getting a server (Caitlin)
- ACTION 8.5.1: Write a new sponsorship brochure (Caitlin/Ben)
- ACTION 8.6.1: Update signup app (Andrew)
- ACTION 8.6.2: Agenda Item: Careers Fair
- ACTION 8.8.3: Get list of events up till end week 4 to distribute at 1st year camp and market day (Caitlin/Ben)

Minutes

Meeting opened at 14:07.

1. Minutes of Previous Meeting and Matters Arising

MOTION: That the minutes of the previous meeting be accepted

Moved: Ben Creelman

Seconded: Jan Zimmer

Motion carried (Resolution 2014/07)

1.1. Actions from Previous Meetings

- 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 in attendance to discuss
- ACTION 9.3.1: Common Room Subcommittee to provide report to committee
 - No further meetings since November
- ACTION 10.3.2: Move ownership of Google Drive folder from Nguyen to President (Andrew)
 - Not done
- 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
 - Will email later today
- ACTION 2.2.1: Caitlin to get payment from Palantir
 - Done
- ACTION 3.1.1: Caitlin to email Palantir re prizes for winning team from trivia
 - Done

- ACTION 9.1.1: Caitlin to investigate further sponsorship opportunities
 - Ongoing
- ACTION 4.2.1: Chan to follow up status of badminton with Miranda
 - No response. Cancelled - will be reopened if Miranda gets in contact
- ACTION 5.1: CECS Admins to be added to the mailing list (newsletter) (Andrew)
 - Not done
- ACTION 8.6.1: Andrew to talk to Laura Wey regarding 1st year camp emails
 - Done, Laura has sent a 'clarification' regarding the email
- ACTION 8.6.2: Agenda Item: 1st Year Camp
 - Added

2. Finances

2.1. Treasurer's update

Bank balance is \$7335.60.

2.2 ANUSA Grants

Still need to follow up the last round of grants.

ACTION 2.2.1: Follow up ANUSA grants backlog for end of 2013 (Chan)

2.3 Vending machine commission

Paid until end September, need a new invoice to the end of January. Funds came from school rather than union - need to follow up on this arrangement.

ACTION 2.3.1: Chase up why vending machine funds are going from Union -> RSCS rather than Union -> CSSA (Chan)

ACTION 2.3.2: Invoice the vending machine commission to end January (Chan)

2.4 GAC Handover

Reaffiliation will happen around week 1.

ACTION 2.4.1: GAC reaffiliation (Andrew)

3. Past Events

3.1. Minecraft social Night

Didn't end up happening. Still approved, but won't happen before Week 2 at the earliest.

3.2. Exam Events

No further events after November 2. Idea is solid and will happen again in Semester 1 2014, but needs some rethinking around the execution, advertising and timing. May not be able to do events for every class.

3.3. EGN6

Some receipts are still outstanding so a final budget is not available. Prizes for the Dota tournament are still outstanding.

Attendance was 165. A debrief was completed capturing lessons for future EGNs.

ACTION 3.3.1: Follow up final receipts from EGN6 (Caitlin)

ACTION 3.3.2: Sort out Dota tournament prizes (Caitlin)

ACTION 3.3.3: Agenda Item: #EGN007

3.4. Monthly Munchies December

Happened, 6 December, great success.

Debrief will be over mailing list. Next Monthly Munchies will be on 7 February.

4. Upcoming Events

4.1 Postgrad Events

Monthly Munchies (as above), HDERP at some point (not scheduled).

Postgrad retreat will be in March - not a CSSA event but we will probably advertise.

4.2 Badminton

Discussed as part of action item above:

- Chan to follow up status of badminton with Miranda
 - No response. Cancelled - will be reopened if Miranda gets in contact

4.3 Lachlan Horne tech talk

Lachlan is in Seattle until April/May, unlikely to happen this semester.

4.4. O-Week / Orientation events

4.4.1 O-Week Market Day (Wednesday 12 February)

Stall is booked, we will need 2-3 people all day.

ACTION 4.4.1.1: Create a people schedule for the day (Ben)

Planning to get rid of the rest of the lollipops, possibly other snacks as well. The Committee approved \$100 in funding for Market Day.

Hiring a marquee for the day is prohibitively expensive, but they are available for much less from Bunnings.

ACTION 4.4.1.2: Acquire a marquee/tent from Bunnings (Jan)

Shirts will hopefully be arranged in time for Market Day (see item 8.2).

ACTION 4.4.1.3: Create a flyer with orientation events (including 1st year camp), regular events, info about the common room, link to google calendar, event submission, facebook group, facebook page and twitter. (Caitlin)

4.4.2 CECS Orientation (Thursday 13 February)

Will be held in Manning Clark, 1pm-4pm. Includes all CECS, UGs and PGs. Will be advertised at the Market Day stall. We are looking after the activities from 2:10 to 3:45.

2:10-3:00 is an advice/lessons session from current students. We need to have some 'guided questions' if things aren't moving along.

3:00-3:45 is a set of 'icebreaker' activities that we will organise. Suggested are things like a paper plan competition (good for a tiered lecture theatre, or demos of student projects (<5m). We will need at least one more activity, preferably one that allows people to chat freely and get to know other people. Might want to ask (on facebook) for people to help out.

We will run a casual event afterwards, Teeworlds in N115+6, and casual hangout in N101. Pizza at discretion of committee members on the night.

ACTION 4.4.2.1: Book N101 and N115+6 for Thursday 13 February, 4PM-6PM (Reyes)

4.4.3 InstallFest (Friday 28 February)

Will run from 2:00pm to 6:00pm - COMP1100 finishes at 2pm. Pizza will be at 2pm, InstallFest activities should be getting underway around 2:30. Informal ANUbar at 6pm.

Expected attendance is 40 people, so 20 pizzas need to be ordered. Jan will take lead on the night, Reyes will look after pizza. Jess will look after room bookings. Budget of \$250 is approved.

ACTION 4.4.3.1: Book CSIT N101 from 2PM to 7PM on Friday 28 February (Jess)

We need to remind people attending to **backup beforehand** if they want to change their computer significantly.

ACTION 4.4.3.2: Create VirtualBox images (Jono)

We need to have (at least) the following things prepared/on disk/on USB sticks:

- XCode
- Haskell
- Java

- Ubuntu/other distros
- VirtualBox with Ubuntu/other distros
- Cygwin
- Verilog
- LaTeX

4.5. 1st year camp

Leave 1pm Friday 21 February, return 4pm Sunday 23 February. Run in conjunction with the joint colleges of science. Will be held at Longbeach resort in Batemans Bay. Cost is \$60. Lead is (nominally) the college reps, although Laura Wey (ANUSA Education Officer) is also involved. Ticket sales are on Eventbrite:

<http://www.eventbrite.com.au/e/anusa-first-year-science-and-cecs-camp-tickets-10037545569>

CSSA will be providing 2 mentors to attend, Engineering 3, and Robogals 3. We are interested in one of the robogals mentors being of a CS persuasion.

ACTION 4.5.1: Talk to robogals about 1st year camp mentors (Jess)

4.6. Lesswrong

Daniel Filan will be taking the lead, run in conjunction with boardgames. No financial input from CSSA, but we will advertise. 12 February, 730pm. Also mentioned on the Lesswrong site:

<http://lesswrong.com/meetups/wc>

MOTION: That Jono Franzi be censured for terrible puns

Moved: Ben Creelman

Seconded: Not seconded

Motion not carried

4.7. Semester social events

Reyes discussed potential events to run during the semester:

- Week 1 BBQ
- Week 4 Paintball
- Week 7 Karaoke
- Week 8/9 BBQ
- Week 11 - another event - TBA

Boardgames will continue, although the day may change. Likewise, the day for BBQs may change depending on schedules.

ACTION 4.7.1: Arrange vegetarian/vegan options for BBQs (Ben C / Ben M)

4.8. #EGN007

A subcommittee and coordinator will need to be appointed for #EGN007.

5. Catch-up with Alistair

5.1. Talking Points

Exec will try to meet with Alistair again, looking at Tuesday 25th February.

We will need to draft talking points for the meeting. Might want to raise the fairly weak aircon as an issue.

ACTION 5.1.1: Arrange for another catch-up with Alistair (Ben)

6. Common Room

6.1. New Furniture

There is \$286 remaining on the ANU Union grant. First priority is a trolley, also interested in a gazebo/marquee and a three person couch.

6.2. Items for the Common Room Subcommittee

Look into storing low-use items (eg esky) in the mailbox room.

Jan leaves [15:51]

Jono leaves [15:51]

7. AFCS (or equivalent)

Andrew will look into progressing this soon. ComCon 2014 committee will be meeting soon.

8. Other Business

8.1. Rebranding

Not for this year - will go into 2015 handover doc. Target S1 2015.

ACTION 8.1.1: Create the 2015 Handover doc (Ben)

8.2. Shirts

Shirts are a go - looking at shirts being similar to the ones we currently have (i.e., navy blue). The sizing for the shirts was a bit off last time; need to check the sizing chart before we buy.

ACTION 8.2.1: Buy and embroider shirts (Ben)

8.3. Website redesign

Needs a new look, upgrades to Drupal and a restructure of the content. Potentially committee photos after we have tshirts.

ACTION 8.3.1: Andrew to look into committee access for posting articles

ACTION 8.3.2: Agenda Item: Website redesign

8.4. Capital Purchases

Still interested in purchasing a server, if we are unable to get a sponsor to provide one.

ACTION 8.4.1: Contact potential sponsors about getting a server (Caitlin)

8.5. Sponsorship

Current sponsors are RSCS, Palantir, Accenture and Jane Street. Interested in obtaining 1-2 more sponsors.

Need to write a new brochure for sponsors.

Further information on sponsors is in the Sponsorship folder.

ACTION 8.5.1: Write a new sponsorship brochure (Caitlin/Ben)

8.6. Additional actions arising from discussion

Alistair pointed out that we don't know too much about the demographics of our members.

We should capture more of this at signup.:

- Domestic/International
- Gender
- Undergrad/Postgrad (this can be got from ldap)
- Vegetarian/Vegan/Gluten Free/etc

ACTION 8.6.1: Update signup app (Andrew)

ACTION 8.6.2: Agenda Item: Careers Fair

ACTION 8.8.3: Get list of events up till end week 4 to distribute at 1st year camp and market day (Caitlin/Ben)

Close

The date for the next meeting of the CSSA Committee was agreed as Monday 17th February, 17:30 to 19:00.

Meeting closed at 16:21.

Ben Creelman
Secretary