

CSSA Committee Meeting

Agenda

2014-02-17 - 17:30 - CSIT N102

#	Time	Details	Member
	18:00 - 18:05	Welcome	
1	18:05 - 18:10 (5 mins)	1. Minutes of Previous Meeting and Matters Arising 1.1. Actions from Previous Meetings	Ben C
2	18:10 - 18:15 (5 mins)	2. Finances 2.1. Treasurer's update 2.2. ANUSA Grants	Chan
3	18:15 - 18:25 (10 mins)	3. Past Events 3.1. O-Week Market Day 3.2. CECS Orientation 3.3. Lesswrong	Reyes
4	18:25 - 18:50 (25 mins)	4. Upcoming Events 4.1. Postgrad Events 4.2. InstallFest 4.3. 1st year camp 4.4. Semester Social Events 4.5. Careers Fair 4.6. Education Events 4.7. Lunchtime Events 4.8. Game Jam/Project Events 4.9. CySCA 4.10. Casual Games 4.11. #EGN007	Jess Jan Probie Reyes Caitlin Martin Ben C Jono ? All
5	18:50 - 18:55 (5 mins)	5. Catch-up with Alistair 5.1. Talking points	Exec
6	18:55 - 19:05 (10 mins)	6. Common Room 6.1. Capital Purchases 6.2. Items for the Common Room Subcommittee	Martin
7	FYI	7. AFCS (or equivalent) 7.1. CompCon	Andrew
8	19:05 - 19:25 (20 mins)	8. Other Business 8.1. Shirts 8.2. Newsletters 8.3. Website redesign 8.4. Sponsorship 8.5. International students 8.6. LoL 8.7. OGM 8.8. Alcohol Policy	Jess Jan

		8.9. Subcommittees 8.10. Calendars 8.11. Additional actions arising from discussion	
	19:25 - 19:30	Close Next meeting	

CSSA Committee Meeting

Minutes

2014-02-17 - 18:00 - CSIT N102

Attendance

Present: Andrew Donnellan, Ben Creelman, Probie Offner, Chanakya Goli, Ben Martin, Jan Zimmer, Reyes Gonzales, Caitlin Macleod

Late: Jono Franzi

Apologies: Jess Tsimeris

Absent: Martin Henschke

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

ACTION 3.3.2: Sort out Dota tournament prizes (Jan)

ACTION 4.4.3.2: Create VirtualBox images for InstallFest (Jono)

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

ACTION 8.5.1: Write a new sponsorship brochure (Caitlin)

ACTION 8.6.1: Update signup app and process - recovering information and adding new members to the mailing list (Andrew)

Actions arising

ACTION 4.11.1 Post on FB and in newsletter requesting volunteers and possibly a coordinator.

ACTION 5.1.1: Ben C to email request for talking points re Alistair to committee

ACTION 8.5.1 Ben C to arrange a meeting with ISD.

Minutes

Meeting opened at 18:07.

1. Minutes of Previous Meeting and Matters Arising

MOTION: That the minutes of the previous meeting be accepted

Moved: Ben Creelman

Seconded: Andrew Donnellan

Motion carried (Resolution 2014/08)

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 present to report, will also be raised at Alistair catch-up
- ACTION 9.3.1: Common Room Subcommittee to provide report to committee
 - Membership for 2014 still to be confirmed
- ACTION 10.3.2: Move ownership of Google Drive folder from Nguyen to President (Andrew)
 - Transferred to Probie due to technical reasons - Nguyen no longer has access. Good enough.
- 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
 - Not done
- ACTION 9.1.1: Caitlin to investigate further sponsorship opportunities
 - Ongoing
- ACTION 5.1: CECS Admins to be added to the mailing list (newsletter) (Andrew)
 - Done - we need to fix the way we do mailing list administration regarding signups and new members
- ACTION 2.2.1: Follow up ANUSA grants backlog for end of 2013 (Chan)
 - Outstanding
- ACTION 2.3.1: Chase up why vending machine funds are going from Union -> RSCS rather than Union -> CSSA (Chan)
 - Done
- ACTION 2.3.2: Invoice the vending machine commission to end January (Chan)
 - Done
- ACTION 2.4.1: GAC reaffiliation (Andrew)
 - Done - awaiting processing
- ACTION 3.3.1: Follow up final receipts from EGN6 (Caitlin)
 - Rose hammer is sorted/paid
- ACTION 3.3.2: Sort out Dota tournament prizes (Jan)
 - Still waiting on response from the winner
- ACTION 3.3.3: Agenda Item: #EGN007
 - added
- ACTION 4.4.1.1: Create a people schedule for the day (Ben C)
 - Done
- ACTION 4.4.1.2: Acquire a marquee/tent from Bunnings (Jan)
 - Done - cost \$39
- 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)
 - Done

- ACTION 4.4.2.1: Book N101 and N115+6 for Thursday 13 February, 4PM-6PM (Reyes)
 - Done
- ACTION 4.4.3.1: Book CSIT N101 from 2PM to 7PM on Friday 28 February (Jess)
 - Unavailable - will be using Ian Ross R221 instead
- ACTION 4.4.3.2: Create VirtualBox images for InstallFest (Jono)
 - Working on it
- ACTION 4.5.1: Talk to robogals about 1st year camp mentors (Jess)
 - Done
- ACTION 4.7.1: Arrange vegetarian/vegan options for BBQs (Ben C / Ben M)
 - Done for BBQ#1
- ACTION 5.1.1: Arrange for another catch-up with Alistair (Ben C)
 - Done
- ACTION 8.1.1: Create the 2015 Handover doc (BenC)
 - Created
- ACTION 8.2.1: Buy and embroider shirts (Jess)
 - Done
- ACTION 8.3.1: Andrew to look into committee access for posting articles
 - Everyone necessary now has accounts
- ACTION 8.3.2: Agenda Item: Website redesign
 - Staying on hold
- ACTION 8.4.1: Contact potential sponsors about getting a server (Caitlin)
 - Not yet
- ACTION 8.5.1: Write a new sponsorship brochure (Caitlin/Ben C)
 - Needs agreement on a date for careers fair. Also ESA stuff to work out
- ACTION 8.6.1: Update signup app (Andrew)
 - Done, but there's been some unexpected bugs that will require further work. need to reacquire details for some people
- ACTION 8.6.2: Agenda Item: Careers Fair
 - Added
- ACTION 8.8.3: Get list of events up till end week 4 to distribute at 1st year camp and market day (Caitlin/Ben C)
 - Done

2. Finances

2.1 Treasurer's update

We have \$6183.88. Expecting a bit more once outstanding invoices are processed.

2.2 ANUSA Grants

Old grants are submitted, not yet processed. New grants to be submitted.

3. Past Events

3.1 O-Week Market Day

146 people signed up. Some issues around the signup app that resulted in lost data - will need to be resolved. Haribo gummy bears were popular, sugar free is even better. Potentially more food options next time, and drinks as well.

3.2 CECS Orientation

Went well. RSCS/CECS didn't communicate ice cream well, this resulted in people being disorganised, so teeworlds didn't really run. Student panel and talks went well.

3.3 Lesswrong/Board games

30 people, mostly for board games, but some for lesswrong.

4. Upcoming Events

4.1 Postgrad Events

Jess not here. Monthly Munchies proposed for March 21. HDERP again at some point this term, and also the postgrad camp (not run by CSSA).

4.2 InstallFest

Due to room clashes, will be in R221. Jono is working on images, Jan on putting software onto USBs.

4.3 1st year camp

Jan and Grant are going as the CS reps, Probie as a ANUSA CECS rep. ANUSA advertised pretty well, but we still have flyers floating around.

4.4 Semester Social Events

Currently planned:

- Paintball at end of week 4 (~March 15)

4.5 Careers Fair

ESA are running a careers fair, "engineering and computer science" branded. This is potentially a problem, and that it came as a surprise to CSSA is disappointing.

CSSA people need to meet with ESA people and work out where to go from here. It's a little late to do anything about it for this event, but hopefully there will be less confusion in the future.

ACTION 4.5.1 Ben C to arrange meeting with ESA, featuring Caitlin and others as necessary.

Jono enters [18:44]

The date for the CSSA careers fair was discussed. Wednesday 20 August was approved as the working date.

4.6 Education Events

Ben M is looking in to running events/sessions that are focused towards classes with assignments at the beginning (term 1) of the year, probably the largest courses. Initial candidate classes are COMP2300 and COMP1100.

4.7 Lunchtime Events

Ben C discussed a proposal for an event that would involve a series of talks or discussions. These would be given by a mixture of people, involved in computer science in some way, and would be on a topic of their choice. The aim is to provide an interesting and varied set of talks that are not always "tech talks". The idea will require further development.

Lead (for now) is Ben C.

4.8 Game Jam/Project Events

Jono is keen to run a game jam or similar, where groups of people create a new game. It would utilise existing resources or resource packs to speed up development. Timeframe would be a few days.

Suggested timing is in the mid-semester break. If the games are successful, they could then be played at #EGN007.

4.9 CySCA

Info session of 4th of march 2pm to 4pm. Bob Edwards will be university contact.

Competition is 7-8 May (Wednesday/Thursday Week 10). We can submit up to 4 teams, of 4 people each.

Lead for the event is Andrew.

4.10 Casual Games / Pub

Mentioned briefly - we might be interested in some more casual events, such as social (video) games, and possibly things that involve drinking.

4.11 #EGN007

Friday 23 May 2014.

When discussing the event, #EGN007 is the preferred form.

The committee noted that it would be unlikely to find a person suitable and with the available capability to run the event as a coordinator, in the style of previous events. It may be possible to run the events with a larger group of people who all have some experience of previous EGNs.

The following members of the committee volunteered a (limited) amount of time to assist with #EGN007:

- Ben M
- Jan
- Probie
- Jono
- Reyes
- Caitlin
- Ben C

A separate meeting will be arranged to discuss #EGN007.

ACTION 4.11.1 Post on FB and in newsletter requesting volunteers and possibly a coordinator.

5. Catch-up with Alistair

5.1 Talking Points

Exec folks are meeting with Alistair, Janette, and Pascal van Hentenryck on Monday 24/02.

Hoping to talk about:

- issues about handbook information etc (eg majors)
- international students
- postgrad students
- common room
 - new room
 - air conditioning
- New course / curriculum review

ACTION 5.1.1: Ben C to email request for talking points re Alistair to committee

6. Common Room

6.1 Capital Purchases

As discussed at Item 1, a gazebo was purchased for outdoor events. Still looking for further purchases.

6.2 Items for the Common Room Subcommittee

No items raised.

7. AFCS (or equivalent)

7.1 CompCon

CompCon committee met recently to discuss the future of CompCon. There is unlikely to be the capability (of human resources) to run the event at ANU next year. As such the event will probably move to University of Sydney for the next 1-2 years, with ANU providing support in their first year.

8. Other Business

8.1 Shirts

Done, need to pick up. Committee will get photos for the website after this.

8.2 Newsletters

Next newsletter will be 19/20 Feb. Sent on a weekly basis.

8.3 Website redesign

Still on hold.

8.4 Sponsorship

Need some more sponsorship for this year, preferably across a range of areas. Not discussed further due to lack of time.

8.5 International students

ACTION 8.5.1 Ben C to arrange a meeting with ISD.

8.6 LoL

It was raised that playing LoL in the common room may be antisocial. Not discussed further due to lack of time.

8.7 OGM

Plan to have one at some point this semester. Not discussed further due to lack of time.

8.8 Alcohol Policy

This needs to be reviewed - it was up for review in November 2013. Ben C, Cait and someone yet to be determined will likely do this.

8.9 Subcommittees

Andrew and Ben C proposed a committee structure around subcommittees, as a way to involve more people with the work of the CSSA. The item was not discussed due to lack of time.

8.10 Calendars

Not yet

8.11 Additional actions arising from discussion

Chan noted that there is a new arrangement for pizza - we are now with the Dominos under Lena Karmel, and they will deliver here.

Close

The date for the next meeting of the CSSA Committee was not agreed.

Meeting closed at 20:24.

Ben Creelman
Secretary