

CSSA Committee Meeting

Agenda - Meeting #10

2014-04-26 - 11:00 - CSIT N102

#	Time	Details	Lead
	11:00 - 11:05	Welcome	
1	11:05 - 11:10 (5 mins)	1. Minutes of Previous Meeting and Matters Arising 1.1. Actions from Previous Meetings	Ben C
2	11:10 - 11:15 (5 mins)	2. Treasurer's update 2.1. Finances	Chan
3	11:15 - 11:35 (20 mins)	3. Update from committee members 3.1. Upcoming Events	All
4	11:35 - 11:45 (10 mins) ???	4. Major Events 4.1. #EGN007 4.2. Careers Fair	
4	11:45 - 11:55 (10 mins)	5. Projects 5.1. Tutoring website	
6	11:55 - 12:05 (10 mins)	6. Ordinary General Meeting	
7	12:05 - 12:25 (20 mins)	7. Other Business 7.1. Non-committee access to common room 7.2. Additional actions	
	12:25 - 12:30	Close Next meeting	

CSSA Committee Meeting

Minutes - Meeting #10

2014-04-26 - 11:00 - CSIT N102

Attendance

Present: Ben Creelman, Chanakya Goli, Andrew Donnellan, Jess Tsimeris, Jono Franzi, Jan Zimmer, Caitlin Macleod

Apologies:

Absent: Robert Offner, Ben Martin, Martin Henschke, Reyes Gonzalez

Action Summary

Carried over

- ACTION 9.1.1: Caitlin to investigate further sponsorship opportunities
- 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)
- ACTION 4.11.1 Post on FB and in newsletter requesting volunteers and possibly a coordinator for EGN
- ACTION 7.5.1.2: Set up a play store account and communicate the existence of the android widget [Andrew]
- ACTION 7.6.1.1: Arrange meeting with Paul Melloy/Student services
- ACTION 7.6.1.3: Schedule a meeting with Janette [Ben C]
- ACTION 7.7.1.1: Claim grant from the union [Chan]
- ACTION 7.7.1.2: Buy a couch for the common room
- ACTION 7.7.1.6: Buy small vacuum cleaner
- ACTION 7.7.1.9: Design a window banner for N102
- ACTION 7.9.1.1: Get accurate international student stats to ISD [Ben C]

Actions arising

- ACTION 10.3.1: Invite speakers from Game Jam to EGN
- ACTION 10.5.1.1 Tutoring Website [Caitlin]
- ACTION 10.6.1 Ben Martin to advertise OGM2 at COMP1100
- ACTION 10.7.1 Ben Creelman to give Jan copies of minutes for website

Minutes

Meeting opened at 11:21.

1. Minutes of Previous Meeting and Matters Arising

MOTION: That the minutes of the previous meeting be accepted

Moved: Andrew Donnellan

Seconded: Jess Tsimmeris

Motion Carried (Resolution 2014/16)

On 22 April 2014, Jono Franzi submitted his resignation as CSSA Projects Officer and Committee member, effective 27 April 2014. The Committee noted its thanks for his work with the committee.

The following resolution (Resolution 2014/15) was passed out of session:

That Benjamin Roberts be appointed as Returning Officer for by-election to be held at the Ordinary General Meeting of 6 May 2014.

1.1 Actions from Previous Meetings

- ACTION 7.1: Ben C to email school administration and ask as to why the school does not have recycling bins inside the building.
 - Done
- ACTION 9.1.1: Caitlin to investigate further sponsorship opportunities
 - Not done
- ACTION 2.2.1: Follow up ANUSA grants backlog for end of 2013 (Chan)
 - Following up; GAC are slow to process items
- ACTION 3.3.2: Sort out Dota tournament prizes (Jan)
 - Done
- ACTION 8.4.1: Contact potential sponsors about getting a server (Caitlin)
 - Not done
- ACTION 8.5.1: Write a new sponsorship brochure (Caitlin)
 - Not done
- ACTION 8.6.1: Update signup app and process - recovering information and adding new members to the mailing list (Andrew)
 - Not done, needs significant work. May need to pay someone.
- ACTION 4.11.1 Post on FB and in newsletter requesting volunteers and possibly a coordinator for EGN
 - EGN meeting this afternoon; discuss then
- ACTION 7.5.1.1: Sort out arduino script issues [Jan/Jono]
 - Done
- ACTION 7.5.1.2: Set up a play store account and communicate the existence of the android widget [Andrew]
 - Not done, tied to 8.6.1
- ACTION 7.6.1.1: Arrange meeting with Paul Melloy/Student services
 - Not done, tied to 8.6.1
- ACTION 7.6.1.3: Schedule a meeting with Janette [Ben C]
 - Still need to send email
- ACTION 7.7.1.1: Claim grant from the union [Chan]

- Andrew and chan to sort out
- ACTION 7.7.1.2: Buy a couch for the common room
 - Jess will look in to this, looking for 3 seater, new and cheap
- ACTION 7.7.1.3: Buy microwave safe bowls
 - Not going to happen, closed.
- ACTION 7.7.1.6: Buy small vacuum cleaner
 - Jono looking in to this, \$70-100 - purchase approved
- ACTION 7.7.1.9: Design a window banner for N102
 - Not done, low priority
- ACTION 7.9.1.1: Get accurate international student stats to ISD [Ben C]
 - Tied to 8.6.1
- ACTION 8.5.4.1: Andrew to create CySCA posters with Jan
 - Too late for posters, need 3 more people
- ACTION 9.5.1.1: Set up a phone call with Bruce Fuda to understand direction [No action owner specified]
 - Can set up as a section on the CSSA forum (still getting developed), and maybe a google docs list of people etc. Discussed at Item 5.1, closed.

2. Treasurer's update

2.1 Finances

Currently spending more than we are receiving due to long processing times from GAC. We have \$4988.63 in the bank.

3. Update from committee members

Ben C

- Usual admin stuff, also EGN

Jan

- Newsletters, spending our money

Andrew

- Game Jam final session went well
- Lesson: This was a very long time frame for a game jam, 1 week max would have been better. Local guest speakers were great.
- OGM is progressing well, but only one nomination so far

ACTION 10.3.1: Invite speakers from Game Jam to EGN

Caitlin enters [11:33]

Chan

- Much issues with GAC, they are progressing one request *per meeting*

Jess

- Monthly munchies; munchies were munched

Jono

- Game Jam as well, see Andrew's entry
- Crypto night went very well, we should use this as an example of a non-committee member running an event

Cait

- Not much, EGN upcoming and Careers Fair

3.1 Upcoming Events

- | | | | |
|-------------------------|-----------|----------------|------------|
| • Tech Talk, Grace Chiu | Wednesday | Week 9 | Martin |
| • CySCA | W/T | Week 10 | Andrew |
| • Sponsor Event, TBD | | Week 11 | Caitlin |
| • COMP1100 Study Event | Thursday | Week 11 | Ben Martin |
| • Tech Talk | | Week 13 | ?? |
| • Makehackvoid | | Week 14/Stuvac | Jess T |
| • Bowling | | Early June | Jess T |

4. Major Events (salute)

4.1 #EGN007

EGN organising group is meeting this afternoon, will report to committee mailing list this week.

4.2 Careers Fair

Still on for Wednesday 20 August. Location will be Melville Hall again. Will need two people - one for getting attendees (Caitlin) and the other organising admin, eg room and catering.

5. Projects

5.1 Tutoring Website

Doesn't need a whole lot of work - Bruce is mostly looking for a way to connect people informally.

Can be done initially with a google form and associated list, for example like this Rails list: <https://github.com/rails-oceania/roto/wiki/Available-mentors>

When the CSSA Forum is more developed, it can be a section on there.

ACTION 10.5.1.1 Tutoring Website [Caitlin]

6. Ordinary General Meeting #2

As mentioned in Item 1, Ben Roberts has been appointed as returning officer. He has indicated that nominations for the position will close at 5pm on 5 May 2014.

ACTION 10.6.1 Ben Martin to advertise OGM2 at COMP1100

7. Other Business

Our current membership app, list, and database add limited value to the CSSA. We will need to reform these at some point in the future.

ACTION 10.7.1 Ben Creelman to give Jan copies of minutes for website

7.1 Non-committee access

Ben C to progress this via the mailing list.

Close

The date for the next meeting of the CSSA Committee was agreed as Saturday 10 May, 12:00pm.

Meeting closed at 12:13.

Ben Creelman
Secretary