# CSSA Committee Meeting
## Agenda - Meeting #11

**2014-05-10 - 12:00 - CSIT N101**

<table>
<thead>
<tr>
<th>#</th>
<th>Time</th>
<th>Details</th>
<th>Lead</th>
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<tbody>
<tr>
<td></td>
<td>12:00 - 12:05</td>
<td>Welcome&lt;br&gt;Fresh Meat</td>
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<tr>
<td>1</td>
<td>12:05 - 12:10 (5 mins)</td>
<td>1. Minutes of Previous Meeting and Matters Arising&lt;br&gt;1.1. Actions from Previous Meetings</td>
<td>Ben C</td>
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<tr>
<td>2</td>
<td>12:10 - 12:15 (5 mins)</td>
<td>2. Treasurer’s update&lt;br&gt;2.1. Finances</td>
<td>Chan</td>
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<tr>
<td>3</td>
<td>12:15 - 12:30 (15 mins)</td>
<td>3. Update from committee members&lt;br&gt;3.1. Upcoming Events</td>
<td>All</td>
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<tr>
<td>4</td>
<td>12:30 - 12:40 (10 mins)</td>
<td>4. Major Events&lt;br&gt;4.1. #EGN007&lt;br&gt;4.2. Careers Fair</td>
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<td>5</td>
<td>12:40 - 12:50 (10 mins)</td>
<td>5. Projects&lt;br&gt;5.1. Tutoring Connections&lt;br&gt;5.2. Suggestions for additional projects</td>
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<td>6</td>
<td>12:50 - 13:30 (40 mins)</td>
<td>6. Committee Structure Review</td>
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<td>7</td>
<td>13:30 - 13:45 (15 mins)</td>
<td>7. Other Business&lt;br&gt;7.1. ??&lt;br&gt;7.2. Additional actions</td>
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<td>13:45 - 13:50</td>
<td>Close</td>
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Next meeting
CSSA Committee Meeting
Minutes - Meeting #11
2014-05-10 - 12:00 - CSIT N101

Attendance
Present: Chanakya Goli, Ben Creelman, Andrew Donnellan (14:04), Martin Henschke, Reyes Gonzalez, Jan Zimmer, Ben Martin (12:24), You Hong, Caitlin Macleod (via teleconference)
Apologies: Probie Offner, Jess Tsimeris
Absent: Nil

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 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 7.7.1.2: Buy a couch for the common room
- ACTION 7.9.1.1: Get accurate international student stats to ISD [Ben C]
- ACTION 10.5.1.1 Tutoring Website [Caitlin]

Actions arising

- Nil

Minutes
Meeting opened at 12:10.

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 2014/17)
At the Ordinary General Meeting of 6 May 2014, You Hong was elected to the CSSA Committee.

1.1 Actions from Previous Meetings

- ACTION 9.1.1: Caitlin to investigate further sponsorship opportunities
  - Still ongoing
- ACTION 8.4.1: Contact potential sponsors about getting a server (Caitlin)
  - Unlikely to happen
- ACTION 8.5.1: Write a new sponsorship brochure (Caitlin)
  - Ongoing
- ACTION 8.6.1: Update signup app and process - recovering information and adding new members to the mailing list (Andrew)
  - On hold until we have more time
- ACTION 4.11.1 Post on FB and in newsletter requesting volunteers and possibly a coordinator for EGN
  - Done
- ACTION 7.5.1.2: Set up a play store account and communicate the existence of the android widget [Andrew]
  - Not yet
- ACTION 7.6.1.1: Arrange meeting with Paul Melloy/Student services
  - Not Done
- ACTION 7.6.1.3: Schedule a meeting with Janette [Ben C]
  - Not done, will include Alistair
- ACTION 7.7.1.1: Claim grant from the union [Chan]
  - Done, waiting on the money
- ACTION 7.7.1.2: Buy a couch for the common room
  - In progress
- ACTION 7.7.1.6: Buy small vacuum cleaner
  - DONE
- ACTION 7.7.1.9: Design a window banner for N102
  - Since we have N101a and so less visibility of ‘the stash’ we won’t progress this further, also seems to lock us in to N102. Closed.
- ACTION 7.9.1.1: Get accurate international student stats to ISD [Ben C]
  - Not yet
- ACTION 10.3.1: Invite speakers from Game Jam to EGN
  - Added to egn to-do list
- ACTION 10.5.1.1 Tutoring Website [Caitlin]
  - In progress
- ACTION 10.6.1 Ben Martin to advertise OGM2 at COMP1100
  - Done
- ACTION 10.7.1 Ben Creelman to give Jan copies of minutes for website
  - Done
2. Treasurer’s update

2.1 Finances
Still have ongoing issues with funding via GAC. Chan will set up a meeting with GAC to discuss and hopefully resolve issues.

$3877.80 in the bank, about $2000 outstanding from GAC.

3. Update from Committee Members

Ben Martin
- Upcoming Event: 1100 study session. Catering for 60 people
- People aren’t signing up to CSSA at our events. We could do better at advertising who we are and what we do.

Martin Henschke
- Past Event: Tech Talk (Grace Chiu), spent around $188, went well.
- Future event (not yet planned): Tabletop games day (i.e. not boardgames), in Week 1 Semester 2.
- Future event (not yet planned): Tech talk, near the start of Semester 2.

Reyes Gonzalez
- Upcoming event: International Potluck, Friday 16th May.
- BBQ in week 8 went well. Cheaper to get food from Coles + they deliver. Lower turnout than usual (~35 people), possibly due to short week (Monday and Friday holidays) and ESA having a BBQ at the same time.
- Future event (not yet planned): Karaoke at some point. The usual venue is unavailable (in the partially destroyed Sydney Building). Alternatives are N101 or a venue in Belconnen. Preferably not on 30 May - this clashes with Monthly Munchies.

Ben Creelman
- OGM happened, cleaning up minutes and remaining actions

Jan Zimmer
- Working on sponsors for EGN
- Doing all of your communications

Chanakya Goli
- Having a lot of fun with trying to get money from GAC.

Caitlin Macleod
- HP BBQ won’t be happening.

3.1 Summary of upcoming Events
CSSA International Potluck:
- 16 May 2014 at 5:00pm
- CSSA staff room
- Attendees will bring food
- $100-150 budget for food and drinks (in case people don't bring enough). There will be churros and hot chocolate.

4. Major Events

4.1 #EGN007
Ben C delivered a status update on EGN:
- Planning complete; including floor plans and equipment
- Almost finalised the poster, needing a few more sponsors
- Waiting on some more equipment to be volunteered
- Will be more casual than usual
- Going to run only the finals of the PC games (SC2, Dota, LoL)

4.2 Careers Fair
On hold until after EGN.

5. Projects
Noted that the door sensor still needs work, not discussed further.

6. Committee Structure Review
The Committee discussed the roles and responsibilities of Committee portfolios.

Notes of point:
- We need to use the volunteers group better
- Individual accountability, shared responsibility
- Encourage sign-up at all our events
- Focus on industry partners

New committee Structure by Role:
Note: Names in black are the accountable individual, names in green are individuals who are keen to be involved/help with other areas.

<table>
<thead>
<tr>
<th>Roles</th>
<th>People</th>
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<tbody>
<tr>
<td>President</td>
<td>Andrew</td>
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<tr>
<td>Vice President</td>
<td>Probie</td>
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7. Other Business
Nil.

Close
The date for the next meeting of the CSSA Committee was agreed as 31/05/14.
Meeting closed at 14:31.

Ben Creelman
Secretary