

CSSA Committee Meeting

Agenda - Meeting #11

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

#	Time	Details	Lead
	12:00 - 12:05	Welcome Fresh Meat	
1	12:05 - 12:10 (5 mins)	1. Minutes of Previous Meeting and Matters Arising 1.1. Actions from Previous Meetings	Ben C
2	12:10 - 12:15 (5 mins)	2. Treasurer's update 2.1. Finances	Chan
3	12:15 - 12:30 (15 mins)	3. Update from committee members 3.1. Upcoming Events	All
4	12:30 - 12:40 (10 mins)	4. Major Events 4.1. #EGN007 4.2. Careers Fair	
5	12:40 - 12:50 (10 mins)	5. Projects 5.1. Tutoring Connections 5.2. Suggestions for additional projects	
6	12:50 - 13:30 (40 mins)	6. Committee Structure Review	
7	13:30 - 13:45 (15 mins)	7. Other Business 7.1. ?? 7.2. Additional actions	
	13:45 - 13:50	Close 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.

Roles	People
President	Andrew
Vice President	Probie

Secretary	Ben Creelman
Treasurer	Chan, Caitlin, Jan
Social	Reyes, Chan, Martin
Education	Pfalzgraf
I Heart CS	Martin, Caitlin, Pfalzgraf, Andrew
Common Room (and misc.)	Chan, Reyes, Martin
Comms (and misc.)	Jan
Industry	Cait, Pfalzgraf
International	Pfalzgraf
Postgrad	Jess
EGN	Reyes, Ben Creelman, Caitlin, Jan

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