

CSSA Committee Meeting

Agenda - Meeting #15

2014-08-10 - 14:00 - CSIT N102

#	Time	Details	Lead
	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	Jan
2	14:10 - 14:15 (5 mins)	2. Treasurer's update 2.1. GAC	TBA
3	14:15 - 14:30 (15 mins)	3. Update from committee members	All
4	14:30 - 14:40 (10 mins)	4. Major Events 4.1. Careers Fair 4.2. ESA Projects Fair	Cait
6	14:40 - 14:50 (10 mins)	5. Projects 5.1. Minecraft	Andrew
7	14:50 - 15:20 (30 mins)	6. Other Business 6.1. Handover / AGM 6.2. CSSAVote2 6.3. Common Room Officer induction 6.4. ACSF 6.5. Additional actions	
	15:20 - 15:25	Close Next meeting	

CSSA Committee Meeting

Minutes - Meeting #15

2014-08-10 - 14:00 - CSIT N102

Attendance

Present: Ben Martin, Hong You, Reyes Gonzalez, Probie Offner, Andrew Donnellan, Jan Zimmer, Martin Henschke

Apologies: Caitlin Macleod, Jess Tsimeris, Ben Creelman

Absent: Nil

Action Summary

Carried over

- Andrew to follow up GAC
 - Wants to hand this over to someone else
- Organise to change signatories on the bank account, for which we will need Andrew, Probie, Chan, Jan, and Creelman.
 - Done
- Andrew and Caitlin to follow up Alumni guy
 - Caitlin has. Need her in order to get comment.
- Run BBQ Friday Week 4
 - Happening
- Find out Taiwanese enrollment numbers.
 - Hong had a meeting with them yesterday. There might have a future meeting soon. Not many Taiwanese student doing comp sci.
- Find out what Taiwanese Students Association want, how much money, expectations.
 - To be done
- Andrew to talk with John Slaney, and Andrew and Caitlin to report to ESA
 - John is running his own comp sci honours event. Andrew to talk with ESA
- Andrew talk with Kaley about CSSAVote
 - Kaley has written a draft; mostly done
- Talk to James Fellows about getting IP access for robot again.
 - Jan - not done
- Make sure Martin has contact details of Common Room Subcommittee
 - Done
- Martin to meet with them and talk
 - To be done
- Martin to organise this and get in touch with Patrick Paton (Civ C)
<u5370426@anu.edu.au>
 - Done

Actions arising

- Martin to investigate the lifetime of the licenses: how to inform future committees, how to maintain them.
- Andrew to ask Creelman if he can write the AGM agenda
- Form EGN8 subcommittee.

Minutes

Meeting opened at 14:42.

The following resolution was passed out of session:

MOTION: That Chanakya Goli be appointed as Returning Officer for the election held at the Annual General Meeting on 21 August.

Moved: Andrew Donnellan

Motion carried (Resolution 2014/22)

1. Minutes of Previous Meeting and Matters Arising

Not addressed.

2. Treasurers Report

Nothing to report. GAC money is -still- outstanding.

3. Update from Committee Members

Jan:

Got access to the bank account and treasurer ledger. Will need some more time to work everything out.

Require stuff for next newsletter.

Reyes:

BBQ will be happening Friday week 4 all according to plan.

Helping at careers fair in week 5.

Hong:

Meeting with Taiwanese association next week.

Pfalzgraf:

Going to lectures to try to get people to help out with study sessions.

Got the funding for them and some tutors for COMP2310 - 5 Tutors for 2 hours.
COMP2600- may not happen (could get \$1000 from Alastair potentially) (possibly 3-4 events).
COMP1730 - be VERY careful about plagiarism

Andrew:

Wednesday 12-1pm consultation times for CECS reps; one week in engineering and one in the CSSA common room.

Martin:

Have yet to meet or speak with members because I don't feel I have authority to tell them how to behave without clearing it with the rest of the committee first.

Contacted Patrick Paton, Friday 5:30 has been cleared. Some members have requested to attend and not play Civ V or spectate- mostly because there's free pizza. Haven't responded to this as of yet.

4. Major Events

4.1. Careers Fair

Seems to be under control
Budget (\$500) was approved through e-mail.

4.2. ESA Projects Fair

We may or may not be involved.

5. Projects

5.1 Minecraft

Not happening in the mac labs and no free licenses.

Proposal: Buying the licenses ourselves? \$500-\$600 for 25 student licenses (could try to get some money back if we buy them to make a small educational event). Only after we get money from sponsors and from GAC.

Action: Martin to investigate the lifetime of the licenses: how to inform future committees, how to maintain them.

6. Other Business

6.1. Handover / AGM

Andrew and Chan to get the nominations open.

Action: Andrew to ask Creelman if he can write the agenda

Handover: Saturday or Sunday of week 7; otherwise 1st week of the break, preferably monday or tuesday

Stuff the next committee needs:

- Orgsync
- Google drive
- Google calendar
- How to use email (mailing list and anuccsa email)
- How to behave in the common room
- How to run an event101
- List of helpful people to talk to.

6.2. CSSAVote2

Happening, Kaley is taking care of it

6.3 Common Room Officer Induction

From Martin:

- We are electing door stops in our next AGM but we have no formal method of inducting them, nor do we have any real regulations or way of managing behaviour in the common room before doing what is expected of committee members
- If we have non-committee members regulating behaviour, that won't cut the mustard. We need a formal guideline, even just a vague/broad one to explain to CRSC members how to proceed in various situations.
- I've written up a short draft, in the drive under 'Admin/CRSC Induction Draft'. Could all committee members please take a glance over it to decide what sort of things we want the door stops to be on the lookout for and how they treat certain situations beyond personal judgement- they answer and are representatives of the committee after all.

For approval and then ratification at a general meeting: That we have a formal guideline for common room officers to follow, and are expected to present reports when incidents such as kicking members out or comments from members about the way the common room is run arise for discussion at later CSSA committee meetings. The head of the CRSC in turn informs them of resolutions and changes to those guidelines.

There will be 5 positions. Vote them in like other members, where this role is deemed to be lowest priority. Give them an induction before handover (done by current committee). And their handover will be the same as committee handover.

6.4. ACSF

No progress

6.5. Additional Actions

ACTION 15.6.8.1: Form EGN8 subcommittee.

Close

The date for the next meeting of the CSSA Committee was agreed as 17 August 2014.

Meeting closed at 15:46.

Jan Zimmer
Acting Secretary