

# CSSA Committee Meeting

## Agenda - Meeting 11

2015-02-17 - 17:30 - CSIT N101

#	Time	Details	Lead
	17:30 - 17:35	Welcome	Cait
<b>1</b>	17:35 - 17:40 (5 mins)	1. Minutes of Previous Meeting and Matters Arising 1.1. Actions from Previous Meetings	Ben R
<b>2</b>	17:40 - 17:45 (5 mins)	2. Treasurer's Report	Stuart
<b>3</b>	17:45 - 18:00 (15 mins)	3. Update from Committee Members 3.1. Past Events 3.2. Upcoming Events 3.3. Items for Escalation	All
<b>4</b>	18:00 - 18:10 (10 mins)	4. Major Events 4.1. InstallFest 4.2. EGN9	
<b>5</b>	18:10 - 18:20 (10 mins)	5. Projects 5.1. ?	
<b>6</b>	18:20 - 18:35 (15 mins)	6. Discussions 6.1. The Guild 6.2. Common Room Behaviour	Cait Stuart and Martin
<b>7</b>	18:35 - 18:45 (10 mins)	7. Other Business 7.1. 7.2. Additional actions	
	18:45 - 18:50	Close Next Meeting	Cait

# CSSA Committee Meeting

## Minutes - Meeting 11

2015-02-17 - 17:30 - CSIT N101

### Attendance

*Present:* Benjamin Roberts, Jan Zimmer (, Nicholas Mobbs, Omid Rezvani, Martin Henschke, Chu Bing, Stuart Herring, Caitlin Macleod, Ben Pfalzgraf, Hong You

*Apologies:*

*Absent:* Ben Creelman

### Action Summary

*Carried over*

- Action 2014.3: Jan to buy new lock for Common Room.
- Action 2014.4: Email Paul Melloy (Natalie Young) at Student services for Week 3 meeting (Important/Urgent)
- Action 2014.5: Tutoring Website.
- Action 2014.8: Benjamin Roberts to talk to James Fellows about getting IP access for robot again
- Action 1.1.2: Ben C to finish minutes of AGM and distribute to GAC (Important)
- Action 2.3.2: Stuart to contact Andrew and complete establishment of CSSA PayPal account
- Action 2.3.3: Ben R to finish minutes of Special General Meeting
- Action 4.5.1.1: Keep track of Vote3 development
- Action 4.6.2.1: Track state of common room renovations.
- Action 4.6.2.3: Buying a new fridge
- Action 6.4.1.1: Have the CSSA's coffee machine and new fridge tagged and tested.
- Action 7.1.1: Stuart to attend GAC meeting and chase up and finalise missing EGN8 Orgsync submissions.
- Action 8.4.1.2: Nick to organise laser tag.
- Action 8.4.1.3: Caitlin to message Jim about potential Barracks/Reload bar events.
- Action 8.7.1.1: Caitlin to write proposal for new Committee model.
- Action 8.7.1.2: Caitlin to write proposal for new Common Room Subcommittee model.
- Action 9.3.1: Write Code of Conduct, Coffee machine instructions and make committee member/contact poster before start of term.

## *Actions arising*

- Action 11.3.1: Pfalzgraf to negotiate a deal for CSSA members at Dominos.
- Action 11.3.2: Pfalzgraf to talk to Abbie Wade about running an all-girls PAL session.
- Action 11.3.3: Pfalzgraf to talk to CECS representatives about gender-focused/inclusive events.
- Action 11.3.4: Nick to look at food offers with other establishments.
- Action 11.3.5: Work out times for tech talks.

## Minutes

Meeting opened at 18:05.

### 1. Minutes of Previous Meeting and Matters Arising

**MOTION: That the minutes of the previous meeting be accepted.**

**Moved: Ben Roberts**

**Seconded: Caitlin Macleod**

**Motion carried (Resolution 2015/25)**

#### 1.1. Actions from Previous Meetings

- Action 2014.3: Jan to buy new lock for Common Room.
  - Jan has been in contact with Jannette, see report below.
- Action 2014.4: Arrange meeting with Paul Melloy (Natalie Young) at Student services for Week 3 (Important/Urgent)
  - Paul is back, there was an agenda from the previously planned meeting on the Google Drive.
  - Email him and see if he is still interested in meeting with us.
- Action 2014.5: Tutoring Website.
  - No progress.
- Action 2014.8: Benjamin Roberts to talk to James Fellows about getting IP access for robot again
  - No progress, a member approached us offering some servers/switches. Told him to email.
- Action 1.1.2: Ben C to finish minutes of AGM and distribute to GAC (Important)
  - Absent.
- Action 2.3.2: Stuart to contact Andrew and complete establishment of CSSA PayPal account
  - No progress.

- Action 2.3.3: Ben R to finish minutes of Special General Meeting
  - No progress.
- Action 3.2.1: Martin to Buy Minecraft Licenses
  - Licenses have been bought, the unactivated keys can be found on the Google Drive. Closed.
- Action 4.5.1.1: Keep track of Vote3 development
  - No progress.
- Action 4.6.2.1: Track state of common room renovations.
  - School thinking about giving us a frosted strip for the top of the window.
  - Museum door has reinforced beams around it. This might be added to the CSSA.
  - Need to get feet for the partitions and mount the whiteboards.
- Action 4.6.2.3: Buying a new fridge
  - No progress.
- Action 6.4.1.1: Have the CSSA's coffee machine and new fridge tagged and tested.
  - Maybe get Bob to tag the coffee machine now as we don't have the fridge.
- Action 7.1.1: Stuart to attend GAC meeting and chase up and finalise missing EGN8 Orgsync submissions.
  - Stuart will go to the Thursday meeting.
- Action 7.3.1: Ben Roberts to update privacy policy for new members by Semester 1 2015.
  - Jan will upload it. Closed.
- Action 8.3.1: Pfalzgraf to Write event template documentation for study event coordinators.
  - Working with george in planning the upcoming study events. Documenting the procedure as they go. Closed.
- Action 8.3.2: Martin to contact AIE about Global Game Jam.
  - AIE didn't get back to us and we missed it. Closed.
- Action 8.4.1.2: Look at organising paintball for weeks 3 or 4.
  - Nick to organise. Will be laser tag instead.
  - Don't need to provide subsidy.
- Action 8.4.1.3: Caitlin to talk to Jim about potential Barracks/Reload bar events.
  - Will send them a Facebook message.
- Action 8.7.1.1: Caitlin to write proposal for new Committee model.
  - No progress.
- Action 8.7.1.2: Caitlin to write proposal for new Common Room Subcommittee model.
  - Being worked on. Discussed as part of Code of Conduct.

- Action 9.3.1: Write Code of Conduct, Coffee machine instructions and make committee member/contact poster before start of term.
  - Martin wrote a draft Code of Conduct.
  - Caitlin looking into coffee machine.
- Action 9.3.2: Stuart to organise thank you dinner for previous committee
  - Organised for coming Monday, 7pm at the Asian Noodle house. Closed.
- Action 9.7.1.1: Jan to contact Dominos and verify our offer with the new owners.
  - Closed.

## 2. Treasurer's Report

The accounts currently hold \$6018. The association's financial situation will be discussed further at the next meeting. In short we may have used or allocated too much of our GAC entitlements for this early in the year. Will need to review and determine the exact amounts used and remaining.

## 3. Update from Committee Members

### **Caitlin Macleod** (President)

- Talked to some groups on market day (including Teach For Australia).
- Attended the AGM of the new association "The Guild".
- CECS ladies luncheon is happening on Thursday the 19th of February.

### **Jan Zimmer** (Vice-President)

- Spoke to Jannette about the school's potential move to the RFID system used in Ian Ross (Salto).
  - The school would control card access in the building (using existing ANU cards) so we might be able to participate in the rollout.
- Potentially having the window reinforced with beams around the door (similar to the museum).
- People need to fill out availability for the pictures (see circulated poll).
- Dominos deal organised with the owners.
  - Traditional pizzas are \$7.95, Value are \$5, need to do big (>20) orders.
  - Ben Pfalzgraf also talked to the owner about a deal for our members (similar to Coffee Grounds). They are interested despite not being on our membership card.
  - Pizza document on Google drive will be updated.
- Keys for new filing cabinet have been circulated.

### **Action 11.3.1: Pfalzgraf to negotiate a deal for CSSA members at Dominos.**

### **Benjamin Roberts** (Secretary)

- ASD want to do tech talks with us.

- We potentially would charge them as we do with sponsors? Will talk to Ben Creelman regarding this.
- Will meet with them this week.
- Some members have expressed concerns with them speaking. Will discuss these issues with them.
- Still working on setting up the servers.

**Stuart Herring** (Treasurer)

- We have a new 4 drawer filing cabinet. Will need to sort documents into it.

**Ben Creelman** (Industry)

- Absent

**Pfalzgraf Martin** (Education Rep.)

- George Raynes is running the COMP2100 study sessions.
- COMP1100/1130 sessions will be a collaboration with PAL
  - Study sessions will be integrated and the way that tutors teach will be worked on.
  - Ben R asked what the difference between PAL/Study events is
    - PAL is teaching study skills such that students don't need tutorials
    - Study sessions provide direct access to tutors and the lecturers. They are also focused on specific sections/assessments in the course.
      - Study sessions improved assignment results for COMP1100, but not necessarily exam results.
    - Nick: PAL has a large administrative burden to run
    - Chu: Not a focus on COMP1130 as shy students had to seek out their own help. Smaller groups may help for underrepresented students, ie session for female students similar to MATH1115.
- A guide for running study events is being written for future coordinators.
  - Being written along side George organising COMP2100.

**Action 11.3.2: Pfalzgraf to talk to Abbie Wade about running an all-girls PAL session.**

**Action 11.3.3: Pfalzgraf to talk to CECS representatives about gender-focused/inclusive events.**

**Nick Mobbs** (Social Rep.)

- O-Week boardgames night happened. About 85 people attended.
- COMP1100 meet and greet happened, around 200 people attended.
- Going to organise a laser tag event instead of paintball. Won't be subsidised.
- Going to put the prices of some food and drink up by 50c to help cover event costs.
- Wants to form an event subcommittee
  - Martin and Chu are interested.
  - Seek interest from association members.

**Action 11.3.4: Nick to look at food offers with other establishments.**

**Omid Rezvani** (Postgraduate Rep.)

- Met with Natalie Young.
  - Budget has been approved. Need to finalise how and who to pay the money to.
- Board games at University/Graduate house. A common room committee election is occurring however there would be interest afterwards.
- Marcus Hutter and the Google presentations have been merged as part of Monthly Munchies this week.

#### **Hong You** (International Rep.)

- Organising the food event
  - Talked to the UniLodge manager. They aren't in charge of booking the common area but can check who is.
  - Talked with the International students and Taiwanese students associations.
  - Has been moved to Thursday the 26th of February
  - Will advertise in lectures.

#### **Martin Henschke** (1 <3 CS Rep.)

- Draft code of conduct can be found on the [Google Drive](#).
  - Please read and review it before next meeting
- We want to do tech talks
  - ASD talk on the table
- Should do a hackerspace visit
  - Maybe provide food for the space on our visit.
  - Advertise in lectures and describe what a hackerspace is.
  - Run later in semester.
- CoC
  - On GDrive  
[https://docs.google.com/document/d/15s-OJsn4W6NJZ\\_h7Ru0rbajyhSLGKdewXQdY4GzhmC4/edit](https://docs.google.com/document/d/15s-OJsn4W6NJZ_h7Ru0rbajyhSLGKdewXQdY4GzhmC4/edit)
  - Read and review before next meeting!
- We could run a Game Jam early this year.
  - Maybe over the mid-semester break? Talk with Jono.
  - Could hold a small hackathon as part of it (towards the end maybe).
  - Might be expensive to run.
- We have Minecraft licenses now. Should we offer an event to the Art of Computing students?

#### **Action 11.3.5: Work out times for tech talks.**

#### **Bing Chu** (General Rep)

- We could provide self assemble food at events
  - This could be a food safety hazard.
- Will help with Week 2 BBQ.
- There are lots of students who can't make Wednesday boardgames.
  - We could run another night?
  - Alternatively we could promote people to self organise board game nights.

## 4. Major Events

### 4.1. Installfest

- Jan wants a budget of \$200. Approved.
- Ben R has almost completed VM images for courses
- Will run next Thursday, Jan will advertise.
- Pfalzgraf and George will advertise the event in COMP2300/2100.
- Chu can help with language issues whilst installing.

### 4.2. EGN9

- The subcommittee members are
  - Patrick Paton (Organiser)
  - Jan Zimmer
  - Martin Henschke
- Google Doc folder opened for event.

## 5. Projects

## 6. Discussions

### 6.1. Snacks/Food at events

- We could offer smaller amounts of food and snacks at our events
  - Specifically we don't need to provide dinner sized portions for attendees always.
- Pizza at events
  - Start using an EGN like model (where people order and pay with us) at other events.
  - Study events are a special case food wise due to their duration and timing (dinner). People would leave to get food and not come back if we didn't supply it.
- Kinds of events to target with less food?
  - Tech talks
- Discuss more at the next meeting.

Martin: Beehive outside window, Janette to fix.

### 6.2. The Guild

- Next Meeting

### 6.3. Common Room Behaviour

- Discussed above?



## 7. Other Business

### 7.2. Additional actions

#### Close

Meeting closed at 19:58:.

The next meeting is scheduled for Tuesday 3rd March 2015, 6PM.

Ben Roberts  
Secretary