

CSSA Committee Meeting

Agenda - Meeting 12

2015-03-03 - 18:00 - CSIT N101

#	Time	Details	Lead
	17:30 - 17:35	Welcome	Cait
1	17:35 - 17:40 (5 mins)	1. Minutes of Previous Meeting and Matters Arising 1.1. Actions from Previous Meetings	Ben R
2	17:40 - 17:45 (5 mins)	2. Treasurer's Report	Stuart
3	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
4	18:00 - 18:10 (10 mins)	4. Major Events 4.1. EGN 9 4.2. OGM1	
5	18:10 - 18:20 (10 mins)	5. Projects	
6	18:20 - 18:35 (15 mins)	6. Discussions 6.1. Common room Code of Conduct 6.2. CSSA strategic vision proposals 6.3. The Guild 6.4. Allocation and prioritisation of remaining GAC budget. 6.5. Food at CSSA events	
7	18:35 - 18:45 (10 mins)	7. Other Business 7.1. Major event planning requirements 7.2. Additional actions	
	18:45 - 18:50	Close Next Meeting	Cait

CSSA Committee Meeting

Minutes - Meeting 12

2014-03-03 - 18:00 - CSIT N101

Attendance

Present: Stuart Herring, Pfalzgraf Martin, Martin Henschke, Nick Mobbs, Caitlin Macleod, Ben Roberts, Ben Creelman, Jan Zimmer, Hong You, Omid Rezvani

Apologies: Chu Bing

Absent:

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 2014.8: 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: Nick to buy a new fridge
- Action 6.4.1.1: Have the CSSA's new fridge tagged and tested.
- Action 7.1.1: Stuart to attend GAC meeting and sort out PyCon payments.
- Action 8.4.1.2: Nick to organise laser tag.
- Action 8.4.1.3: Caitlin to Facebook message Jim about potential Barracks/Reload bar events.
- Action 9.3.1: Write Coffee machine instructions and make committee member/contact poster.
- 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.

Actions arising

- Action 12.1.1: Ben R to poll Facebook members about tech talk topics.
- Action 12.1.2: Martin to get Tom Gedeon to contact the CSSA about ACSW

- Action 12.4.2.1: Ben Roberts to organise OGM1
- Action 12.6.1.1: Martin to organise meetings for the Common room subcommittee.
- Action 12.6.2.1: Track the implementation and effectiveness of CSSA office hours.

Minutes

Meeting opened at 18:15.

1. Minutes of Previous Meeting and Matters Arising

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

Moved: Ben Roberts

Seconded: Stuart Herring

Motion carried (Resolution 2015/26)

1.1. Actions from Previous Meetings

- Action 2014.3: Jan to buy new lock for Common Room.
 - Waiting on a reply from Jannette
- Action 2014.4: Email Paul Melloy (Natalie Young) at Student services for Week 3 meeting (Important/Urgent)
 - Haven't received a reply from Paul.
- Action 2014.5: Tutoring Website.
 - Not going to follow up. Closed.
- Action 2014.8: Benjamin Roberts to talk to James Fellows about getting IP access for robot again
 - No progress.
- Action 1.1.2: Ben C to finish minutes of AGM and distribute to GAC (Important)
 - No progress.
- Action 2.3.2: Stuart to contact Andrew and complete establishment of CSSA PayPal account
 - No progress. Will try to organise it tomorrow.
- Action 2.3.3: Ben R to finish minutes of Special General Meeting
 - No progress.
- Action 4.5.1.1: Keep track of Vote3 development
 - No progress
- Action 4.6.2.1: Track state of common room renovations.
 - We received the feet for the partitions and they will be put up somewhere.
 - Phil is organising to have the whiteboard put up.
- Action 4.6.2.3: Buying a new fridge
 - Nick is now responsible for buying the new fridge.
- Action 6.4.1.1: Have the CSSA's coffee machine and new fridge tagged and tested.
 - The coffee machine has been tagged and tested.
- Action 7.1.1: Stuart to attend GAC meeting and chase up and finalise missing EGN8 Orgsync submissions.

- The missing records have been restored.
- Need to sort out payment for PyCon at GAC meeting this week.
- Action 8.4.1.2: Nick to organise laser tag.
 - Approximate costs: \$100 deposit, \$820 on the night (to be charged to participants).
 - Will call them to book, probably on a Friday or Saturday night.
 - Start at a 20 person booking and raise to 40 if we have the numbers. Don't change cost.
- Action 8.4.1.3: Caitlin to message Jim about potential Barracks/Reload bar events.
 - Will Facebook message him.
- Action 8.7.1.1: Caitlin to write proposal for new Committee model.
 - Presented in 6.2. Closed.
- Action 8.7.1.2: Caitlin to write proposal for new Common Room Subcommittee model.
 - Presented in 6.2. Closed.
- Action 9.3.1: Write Code of Conduct, Coffee machine instructions and make committee member/contact poster before start of term.
 - Code of conduct presented in 6.1.
 - Caitlin will photocopy coffee machine instructions and make cleaning chart.
 - Contact power to be improved.
- Action 11.3.1: Pfalzgraf to negotiate a deal for CSSA members at Dominos.
 - No progress.
- Action 11.3.2: Pfalzgraf to talk to Abbie Wade about running an all-girls PAL session.
 - Abbie is concerned about the number of participants. COMP1100 has a fairly even ratio however.
 - Cost is also an issue.
 - Talk to CECS reps about holding a more general, female study session.
- Action 11.3.3: Pfalzgraf to talk to CECS representatives about gender-focused/inclusive events.
 - Haven't received a reply. Caitlin is following up.
- Action 11.3.4: Nick to look at food offers with other establishments.
 - No progress.
- Action 11.3.5: Work out times for tech talks.
 - Received and replied to email from ASD about their talk.
 - CompCon is being held at ANU or in QLD
 - Will do a Facebook poll of members about the types of talks they want.
 - Probie was preparing a Lisp talk last year.

Action 12.1.1: Ben R to poll Facebook members about tech talk topics.

Action 12.1.2: Martin to get Tom Gedeon to contact the CSSA about ACSW

2. Treasurer's Report

- Prospective GAC Budget breakdown ([link](#)):

	=	Grant Amount
○ O-week boardgames	\$0617	\$0555.30
○ Comp1100 Meet & Greet	\$0747	\$0672.30
○ Welcome Party	\$1073	\$0965.70

○ Install Fest	= \$0135.35	\$0101.51
○ Capital Grant	= \$0500	\$0500
○ Comp1100 Study	= \$1350	\$1215
○ Comp2100 Study	= \$0720	\$0540
○ EGN9	= \$1700	\$1530
○ EGN10	= \$1700	\$1530
○ Comp1110 Study	= \$0720	\$0540
○ Comp2600 Study	= \$0540	\$0405
○ Total	= \$9167	\$8554.81
○ Remaining GAC Available	=	\$1445.19
○ “Out of pocket”	= \$1247.54	

Note: Bold events have been run

The EGN budgets given above are based on previous years and are dependant on 170 people attending. This budget does include the money used to buy pizza (with is recouped), so actual expenditure would be lower. There is a need to calculate the cost of the CSSA’s more general events from last years ledger. Last year \$600 was spent on BBQ’s. Industry sponsorship and events will net the association money, as will CostCo profits.

3. Update from Committee Members

Caitlin Macleod (President)

- Met with Teach for Australia. A BBQ involving multiple clubs is potentially happening.
- Assisted at welcome party.
- Wrote the Common room Subcommittee and Committee proposals discussed in 6.2 of this meeting.
- Prompted careers centre events
- Things left to do:
 - Make instructions, order pods and find location for coffee machine
 - Make a poster of committee member photos.

Jan Zimmer (Vice-President)

- InstallFest went well. No machines were bricked/misconfigured and it finished at the correct time.
- Looking to order shirts.
 - Look at getting extra for CSSA volunteers. Check alternate sources of shirts.
- Committee member pictures uploaded to website.

Benjamin Roberts (Secretary)

- Email received from ASD about the type of talk they should give
 - Looking to market the event more strongly via CECS to attract people who don’t seem to attend CSSA events usually.
- Contacted by campus political members about the association supporting the ANU Union.

Stuart Herring (Treasurer)

- Will talk to GAC on Friday about the PyCon Travel grant.
- Set-up meeting with ESA treasurer regarding January's Monthly Munchies.
 - ESA has the entire Monthly Munchies budget.
- Fixed the coin deposit issue. Money we deposited hasn't gone in yet.
 - Receipt should be in the coin box.

Ben Creelman (Industry)

- Emails to potential sponsors to be sent out this week.

Pfalzgraf Martin (Education Rep.)

- Looking for volunteers for the COMP1100 study event night.
 - To be held the 25th or 27th of March.
 - Also looking for first year volunteers.
 - Rooms are available, need to check tutor availability.
- Event briefs for all COMP1100/COMP2100 events have been created.
- Needed the email for the Domino's owner to negotiate deal for members.
- Will look into new CSSA banner.
 - Might have a contact who can make us a bamboo banner.

Action 12.3.1: Pfalzgraf to look into purchasing a new CSSA banner.

Nick Mobbs (Social Rep.)

- Laser tag event discussed in actions section of meeting.
- BBQ to be organised for next week. Will need volunteers.
 - Probably to be held on a Friday. Start earlier than usual as COMP1100 is at 1pm.

Omid Rezvani (Postgraduate Rep.)

- Met with Natalie about the postgrad event budget.
 - Entire budget sent to ESA bank account.
- Monthly Munchies was run in RSISE and moved to CSIT. Was merged with Google interviewer talk
 - 60 attendants.
- Will talk to Brenda (ESA) about Higher Degree Extreme Rapid Presentations (HDERP).
- PARSA CECS rep elected last week
 - Will plan events with them. Each rep has \$1000 budget.

Hong You (International Rep.)

- Fun Ma Cafe (near SPAR, behind Academie House) has agreed to give our members a 10% discount.
 - Will give them a membership card for display, discussion continued on mailing list.
- Welcome Party event:
 - 118 people attended

- Estimated for too few people, had to buy and prepare extra food for people.
- Budget request has been approved. Needs to be claimed.
- In future will schedule peoples availabilities to volunteer.

Martin Henschke (I <3 CS Rep.)

- Common Room Code of Conduct has been [drafted](#) for display in the common room.
- Looking to organise events.
- Comm

Chu Bing (General Rep.)

- Absent

4. Major Events

4.1. EGN 9

- 29th of May (Friday, Week 13). Will put on OrgSync etc.
- Potentially holding Time Travel as the theme.
- Either get The Guild (association) to run a competition to design our poster (with ~\$150 prize) or get Rose to design it again (\$250).
- Will need to look at room availability soon. Timetable has been put on the Google Drive.
- Subcommittee currently includes Martin, Jan and Nick. Will proably provide common room access to other members around the day of EGN.
- \$1700 budget approved.

4.2. OGM 1

- Ideally hold during universal lunch hour (1pm til 2pm), Thursday of Week 6.

Action 12.4.2.1: Ben Roberts to organise OGM1

5. Projects

6. Discussions

6.1. Common room Code of Conduct

- Draft can be found on the [Google Drive](#).
- Will be used for the near future, but will be discussed with members at OGM1.
- Consider holding meetings for the Common room Subcommittee.
 - Semi regular.
 - Martin to send email to the mailing list to get them to organise a time.

Action 12.6.1.1: Martin to organise meetings for the Commonroom Subcommittee.

6.2. CSSA strategic vision proposals

- Documents can be found on the [Google Drive](#).

Proposal for Change to Common Room Subcommittee Model:

This considers expanding the size of the subcommittee to a soft maximum or removing any fixed limit. 10 people on the subcommittee could potentially be difficult to manage. The election of 5 members at the AGM would continue, but it would be publicised that the committee has the ability to co-opt members as they see fit.

Increasing the size of the subcommittee might make it harder to fill actual committee positions, worst case resulting in unfilled positions. It was raised that members may influence or coerce committee members to have themselves coopted, however so long as conflicts of interest are declared this shouldn't be an issue. This will be discussed further at OGM1.

Proposal for Expanded Committee:

The proposal considers that the current 11 member committee isn't large for the work that the association does. The proposed 15 people was considered a large amount as well. The expansion considers expanding both the executive and the general representative counts.

There is a large workload for the current executive and communication with the rest of the committee is difficult. A small executive also makes it difficult to do 2-to-sign bank transactions, this can be solved by delegating 2-to-sign privileges to other portfolios. Expanding the executive to include another portfolio could alleviate these problems. It was discussed that the executive of an association should fulfil specific roles related to the association and that, if authority needs to be provided to other committee roles, this can be done without extending the executive.

It was discussed whether positions such as industry representative and other important portfolio's be specific positions on the election ballots. This could pigeonhole someone in a position they are subsequently not capable of or interested in.

Jan stated that he is okay with the current size of the executive, but is interested in experimenting with the overall committee size. Ben Roberts stated that, if the problem is about the workload of members, subcommittees and refining the work the CSSA undertakes might be the solution and that expanding the committee should be a final option. Pfalzgraf highlighted the requirement of additional areas, or doubling up of portfolio's, being required for an expanded general representative count. He also discussed the fact that official positions provide recognition that encourage people to work and that subcommittee roles could potentially become elected positions. Nick mentioned that the committee does not include members from all the CS fields/degrees and that this could be fixed with elected positions.

The idea of running office hours, similar to the CECS reps of 2014, with CSSA committee members was posed. This had previously been tried in a different context. These meetings

would probably be held in N101, CECS permitting, as N102 is noisy and unapproachable sometimes. Caitlin and Pfalzgraf are going to test this idea.

- Nick: Not people from every field in cssa (ie infosys), maybe fix this through committee positions.
- Office hours: provide input from other areas?
 - Has been tried
 - In room? Noisy. In n101?
 - issues with ceecs?
 - N101 more approachable than N102 sometimes
 - Cait/ Pfalzgraf to try

Action 12.6.2.1: Track the implementation and effectiveness of CSSA office hours.

6.3. The Guild

- To be discussed at the next full and partial committee meetings.

6.4. Allocation and prioritisation of remaining GAC budget.

- The GAC budget can be considered as part of the associations total income, so the discussion is more around the spending of our collated budget on events for the rest of the year.
- Treasurer interested in putting our savings into a term deposit or similar interest generating account.
- We have the opportunity to claim the sponsorship bonus (33% of our sponsorship income up to \$1000).
- Cost savings could be achieved by rethinking food at our events.
 - Take into account of when events are run, consider alternate timings and such to minimise the quantities of food we should supply.
 - Consider small snacks (hummus, pita, chips, biscuits etc) as they can be provided for ~\$50.

6.5. Food at CSSA events

- Resolved as part of section 6.4

7. Other Business

7.1. Major event planning requirements

- Committee members must make sure that events costing more than \$500 are planned with 14 days notice.

7.2. Additional actions

- Will begin alternating full and partial committee meetings

Close

Meeting closed at 20:30.

The next partial committee meeting is scheduled for Tuesday the 17th of March, 6pm.

The next full committee meeting is scheduled for Tuesday the 31st of March, 6pm.

Ben Roberts
Secretary