

# CSSA Committee Meeting

## Agenda - Meeting 14

2015-03-31 - 18:00 - 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	All
<b>4</b>	18:00 - 18:10 (10 mins)	4. Major Events	
<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.	
<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 14

2015-03-31 - 18:00 - CSIT N101

### Attendance

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

*Apologies:*

*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 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 as to how to run next election.
- 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 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 cleaning schedule
- Action 11.3.1: Pfalzgraf to negotiate a deal for CSSA members at Dominos.
- Action 11.3.3: Caitlin and Chu 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.
- 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.
- Action 13.3.1: Stuart and Jan to get unauthorised 1-to-sign cards cancelled.
- Action 13.3.2: Stuart to get the outstanding (IBM, BAE) payments for careers fair.

## *Actions arising*

- Action 14.2.1: Jan to talk with FRONT (membership cards) to get an ABN receipt.
- Action 14.2.2: Creelman to attend a GAC meeting to deal with outstanding issues.
- Action 14.3.1: Jan to cut a key for Chu.
- Action 14.3.2: Jan to remove previous signatories from the one-to-sign.
- Action 14.3.3: Jan to put new signatories onto the one-to-sign.
- Action 14.3.4: Stuart to email ESA Postgrad rep (CCing Omid) explaining the monthly munchies situation and sorting out the payments and amount left.
- Action 14.3.5: Ben to call Yarralumla Turkish (6281 1991) to see if we can get the receipt from 2310 study event on the 11th November 2014.
- Action 14.3.6: Nick to sign a statutory declaration (or whatever is required by GAC) stating that he purchased the turkish pizza for the COMP2310 study event.
- Action 14.3.7: Chu to contact friend about how to organise food safety at events.

## Minutes

Meeting opened at 18:08.

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

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#### 1.1. Actions from Previous Meetings

- Action 2014.3: Jan to buy new lock for Common Room.
  - Will ask Jannette again.
- Action 2014.4: Email Paul Melloy (Natalie Young) at Student services for Week 3 meeting (Important/Urgent)
  - Missed deadline for week 7 meeting.
- 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
  - Stuart has access to the previous paypal account, but it needs to be canceled so the new account can be associated with the bank.
- 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 as to how to run next election
  - No progress. Keep as action until it is more relevant.
- Action 4.6.2.1: Track state of common room renovations.
  - Waiting for Phil and the whiteboards to be put up.
- Action 4.6.2.3: Nick to buy a new fridge

- Nick absent. Creelman still looking into this.
- Action 6.4.1.1: Have the CSSA's new fridge tagged and tested.
  - Nick absent. Potentially need to test servers too.
- Action 8.4.1.2: Nick to organise laser tag.
  - Looking to organise for week 1 of next term.
- Action 8.4.1.3: Caitlin to Facebook message Jim about potential Barracks/Reload bar events.
  - No progress.
- Action 9.3.1: Write Coffee machine instructions and cleaning schedule
  - Machine installed, still need to write instructions.
- Action 11.3.1: Pfalzgraf to negotiate a deal for CSSA members at Dominos.
  - Sent email, no reply.
- Action 11.3.3: Pfalzgraf to talk to CECS representatives about gender-focused/inclusive events.
  - Caitlin and Chu to take over.
- 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.
  - No contact from ASD since last email. Unlikely to occur in week 8. Ben Roberts to check a new time with them.
- Action 12.1.2: Martin to get Tom Gedeon to contact the CSSA about ACSW
  - No response, may need to remind him.
- Action 12.4.2.1: Ben Roberts to organise OGM1
  - Poster are to be made. It is happening this thursday. Will need to buy some drinks/food/sausages.
- Action 12.6.1.1: Martin to organise meetings for the Common room subcommittee.
  - Martin hasn't heard anything back from his email. Needs to send out an email to setup a meeting with the CRC people. Possibly set up a Facebook chat in hope of getting responses.
- Action 12.6.2.1: Track the implementation and effectiveness of CSSA office hours.
  - No progress.
- Action 13.3.1: Stuart and Jan to get unauthorised 1-to-sign cards cancelled.
  - Previous committee are still signatories. Jan is the only valid signatory who can and will fix this.
- Action 13.3.2: Stuart to get the outstanding (IBM, BAE) payments for careers fair.
  - Still no response.
- Action 13.7.2.1: Make sure everyone who uses the CSSA mailbox BCC's the account when sending.
  - Closed.

## 2. Treasurer's Report

Monthly Munchies January was paid split between ESA and CSSA as we were waiting for the school to decide how they would pay for the event. The school decided to give the whole sum to ESA this year, which meant we had to send an email to ESA about paying us back our half for January. Need to work out how much was left from the 2014 budget and ask for

how much we've paid for the January event minus how much we had left from last year. ESA's perspective was that they were planning the 2015 budget from February, so they didn't expect to pay the January one. Stuart will go over the numbers again and will contact the ESA (has CC'd Omid).

Martin and Nick enter: 18:25

Attended the GAC meeting. Submitted all 2014, with the exception. There's a receipt missing from 11th November linked to Nick's card. Apparently the card was held by Pfalzgraf at the time which means he probably had the card. We don't have much hope that the place will be able to print us another card. Will have to sign a statutory declaration.

For future reference, the person whose name is on the card is legally in charge of the payment. Also please use the credit account on the card as it leaves a card number in the transaction, making it easier to track which payments were done by two cards.

New receipt scans shall be placed into a Receipt Submission folder on the drive. Don't email Stuart, he will check it regularly.

GAC will amount to about \$2'500.

The 2014 Capital grant failed as apparently Josh (GAC) decided that the receipts did not meet the requirements. This is \$500 and we probably have to chase them up for that.

We got money from GST on the vending machines. A little confusing as we thought they already gave us this in the first place.

**Action 14.2.1: Jan to talk with FRONT (membership cards) to get an ABN receipt.**

**Action 14.2.2: Creelman to attend a GAC meeting to deal with outstanding issues.**

Pfalzgraf walks in: 18:40

### 3. Update from Committee Members

**Caitlin Macleod** (President)

- Common room code of conduct is now hosted on [GitHub](#).

**Jan Zimmer** (Vice-President)

- Has things to do, not much progress

**Action 14.3.1: Jan to cut a key for Chu.**

**Action 14.3.2: Jan to remove previous signatories from the one-to-sign.**

**Action 14.3.3: Jan to put new signatories onto the one-to-sign.**

**Benjamin Roberts** (Secretary)

- Can't do secretarial work currently.
- Recent GAC changes:
  - Sent an email to inquire about the changes to Jack Gaudie.

- Find out how they implemented these changes considering that they were downvoted at the ANUSA OGM.
- Confusion about how we stand with GAC at the moment. Timeframe for working this out should be in the next two weeks.

#### **Stuart Herring (Treasurer)**

- All 2014 Orgsync excluding a Comp2310 study event (see below) has been completed
- Talking point: Receipt for Comp2310 study event:
  - Event was on 11.11.2014
  - \$152 of turkish pizza from Yarralumla Turkish, bought on Nick's card
  - Receipt has gone missing - Pfalzgraf was the the last known holder of the receipt
  - No one else was around, Nick paid for the pizzas over the phone. Pfalzgraf will have or have lost the receipt.
- Amount in bank \$4019.80
- Amount receivable over \$1300
- Monthly Munchies budget
  - January was meant to be the start of the new budget.
  - Stuart budgeted based on the money being split.
  - Stuart requested the half that we paid.
  - Omid asked if there was any money left from last year. Stuart says that there was about \$30 left from the 2014 budget.
  - Ask for a reduced amount.
  - Omid thought that we had money left in the previous year's budget.
  - For the last year budget was \$3000, this year \$3500.
  - Please cc Omid on this email.
- Setting up a folder to hold reimbursements and receipts. Don't scan the receipts, just put them in the appropriate folder in the drawer.

**Action 14.3.4: Stuart to email ESA Postgrad rep (CCing Omid) explaining the monthly munchies situation and sorting out the payments and amount left.**

**Action 14.3.5: Ben to call Yarralumla Turkish (6281 1991) to see if we can get the receipt from 2310 study event on the 11th November 2014.**

**Action 14.3.6: Nick to sign a statutory declaration (or whatever is required by GAC) stating that he purchased the turkish pizza for the COMP2310 study event.**

#### **Ben Creelman (Industry)**

- Dealt with break-in
- Code of conduct
  - The code of conduct will apply to all CSSA events in the future as well
- Working on finances with Stuart
- Will eventually get to industry work

#### **Pfalzgraf Martin (Education Rep.)**

- Girls only PAL was not justifiable as there were not enough people. This could potentially be run as an informal event, but this would not have any tutor.

- Last study event (COMP1100) had 130 students. Got 140 including tutors/volunteers/etc. Have surveys and have all been entered. Feedback appears to be positive. We expected 150, but we were already overburdened as it was.
- George has the numbers for the 2100 event.
- Will submit Orgsync once they approve the budget requests.
- Asked Alistair for another \$600 (bringing the total for 1100 up to \$2100), which we got, but we shall never be allowed to ask for more this semester.

**Nick Mobbs** (Social Rep.)

- Nothing

**Omid Rezvani** (Postgraduate Rep.)

- Got nominated for common room at grad house. Have some ideas about events to do there.
- Met with the new PARSAs rep. They seem keen on running some events.
- Janette also has some ideas about doing events. The school can potentially provide some budget for Postgrad events and the like.
- Thinking about running some HDERPs separate from the ESA.
- Potentially also thinking about trying to get sponsorships specifically for the tech talks. This would allow us to get around asking the school for money and it would allow the company to advertise themselves.
  - Caitlin: Could be difficult as industry have issues scheduling and advertising effectively.
- Planning to run two tech talks for now. ESA is planning to run one.

**Hong You** (International Rep.)

- Worried about food safety.
  - Nick: we may not be liable for food safety if we only provide the food and people prepare it themselves.
- People like sushi. Thinking about an event where people can prepare their own sushi.
  - Chu: will talk to another group which seems to know how to run these events.
- Might run an event with the rice that we still have during the study break. Aiming at around \$50 for \$30.
- Food safety can be a little bit more relaxed if it's kept to small groups.

**Martin Henschke** (I <3 CS Rep.)

- CRC Meetings should potentially be done once a term to make sure that everything continues to be on the same page. - Will set this up some time next term.
- People seem to want to do a GamJam in the middle of the break. I've compiled quite some material/resources for people to use. It's getting a bit late to organise speakers.
  - Run the event: Friday 4-6pm - Sunday (10th - 12th April)
  - Don't expect people to stay for the 48h, but we still need to organise some sort of food. Probably cereal and the like, possibly dinner on the first night.
  - Possibly have a github that everyone can use.

- Topic to be: Timetravel. Hopefully some of the events can be presented at EGN.
- Chu to help out a bit.
- There's a Hackathon (17th - 19th) being run for High-School students. We may be able to use this to promote our own event. Possibly talk with Chris & Abbie to see whether we can make any use of this.

**Chu Bing** (General Rep.)

- Possibly change portfolio to (Gen Rep., & I<3CS & Advocacy)

**Action 14.3.7: Chu to contact friend about how to organise food safety at events.**

## 4. Major Events

### 4.1 EGN

- Pat is absent

## 5. Projects

## 6. Discussions

## 7. Other Business

### 7.1. Additional actions

## Close

Meeting closed at 19:35.

The next partial meeting is scheduled for Tuesday 21 April 2015, 6PM.

Ben Roberts  
Secretary