

CSSA Committee Meeting

Agenda - Meeting #18

2015-07-16 - 16:00 - CSIT N102

#	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	Jan Z
2	17:40 - 17:45 (5 mins)	2. Treasurer's Report	Stuart
3	17:45 - 18:00 (15 mins)	3. Update from Committee Members	All
4	18:00 - 18:10 (10 mins)	4. Major Events 4.1. Bush Week - July 20th to 27th 4.2. Welcome Party 4.3. Install Fest 4.4. Careers Fair - week 6? 4.5. AGM - August 27th 4.6. Open Day - August 29th	
5	18:10 - 18:20 (0 mins)	5. Projects	
6	18:10 - 18:35 (25 mins)	6. Discussions 6.1.	
7	18:35 - 18:45 (10 mins)	7. Other Business 7.1. Additional actions	
	18:45 - 18:50	Close Next Meeting	Cait

CSSA Committee Meeting

Minutes - Meeting #18

2015-07-16 - 16:00 - CSIT N102

Attendance

Present: Jan, Caitlin, Stuart, Creelman

Apologies: Hong, Omid, Martin, Pfalzgraf,

Absent: Chu, Nick

Action Summary

Carried over

- Action 2014.3: Jan to buy new lock for Common Room.
- Action 2014.8: Jan to talk to James Fellows about getting IP access for robot again and other servers
- Action 2.3.2: Stuart to contact Andrew and complete establishment of CSSA PayPal account
- 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 (visit Phil)
- Action 8.4.1.2: Nick to organise laser tag.
- Action 11.3.4: Nick to look at food offers with other establishments.
- Action 11.3.5: Work out times for tech talks. (received an email for potentially september)
- 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 13.3.2: Stuart to get the outstanding (IBM, BAE) payments for careers fair
- Action 15.3.1 Chu to organise meeting for Advocacy subcommittee for next week.
- Action 17.3.1: Send email to school to clarify the plans between the new and old buildings.

Actions arising

- Action 18.7.1: Pass the actions from this meeting at the next meeting - Approve meetings 13 and 16

Minutes

Meeting opened at 16:25.

1. Minutes of Previous Meeting and Matters Arising

MOTION: That the minutes meeting number 13 be back approved and minutes for meeting number 16 be approved.

Moved: Jan Zimmer

Seconded:

Motion carried (Resolution 2015/XX)

1.1. Actions from Previous Meetings

- Action 2014.3: Jan to buy new lock for Common Room.
 - Haven't heard anything from school
- Action 2014.8: Jan to talk to James Fellows about getting IP access for robot again and other servers
 - Haven't done
- Action 1.1.2: Ben C to finish minutes of SGM and OGM and distribute to GAC (Important)
 - Done ✓
- Action 2.3.2: Stuart to contact Andrew and complete establishment of CSSA PayPal account
 - Contact Andrew Complete
 - Going through the process
- Action 4.5.1.1: Keep track of Vote3 development as to how to run next election.
 - No progress.
- Action 4.6.2.1: Track state of common room renovations (visit Phil)
 - Waiting on the triangle on the wall to get painted.
 - Waiting on new wireless AP closer to room.
- Action 4.6.2.3: Nick to buy a new fridge
 - Done (Ben bought it) ✓✓
- Action 6.4.1.1: Have the CSSA's new fridge tagged and tested.
 - Done
- Action 8.4.1.2: Nick to organise laser tag.
 - Week 2? Advertising needed
- Action 8.4.1.3: Caitlin to receive Facebook message from Jim about potential Barracks/Reload bar events.
 - Never responded. Not following up.
- Action 9.3.1: Write Coffee machine instructions and cleaning schedule
 - Put a postit note not to leave milk out. Seems to be surviving without.

- Action 11.3.3: Caitlin and Chu to talk to CECS representatives about gender-focused/inclusive events.
 - Not going to happen.
- Action 11.3.4: Nick to look at food offers with other establishments.
 - Haven't done anything.
- Action 11.3.5: Work out times for tech talks. (received an email for potentially september)
 - Up to martin for when he gets back.
- Action 12.6.1.1: Martin to organise meetings for the Common room subcommittee.
 - Not here.
- Action 12.6.2.1: Track the implementation and effectiveness of CSSA office hours.
 - Caitlin and Pfalzgraf. Not likely to happen.
- Action 13.3.1: Stuart and Jan to get unauthorised 1-to-sign cards cancelled.
 - Done
- Action 13.3.2: Stuart to get the outstanding (IBM, BAE) payments for careers fair
 - Almost.
- Action 14.3.2: Jan to remove previous signatories from the one-to-sign.
 - Done
- Action 14.3.3: Jan to put new signatories onto the one-to-sign.
 - Done
- Action 15.3.1 Chu to organise meeting for Advocacy subcommittee for next week.
 - Not here.
- Action 16.3.1: To attempt a tech talk in the next two days for end of next week. Caitlin to organise one of the two talkers by friday.
 - That happened.
- Action 17.3.1: Send email to school to clarify the plans between the new and old buildings.
 - Hasn't happened.

2. Treasurer's Report

- Bank Balance \$3337.06
- Amount owing from GAC \$1804.15
- Amount in PayPal \$876.9
- BAE owes \$300

3. Update from Committee Members

Caitlin Macleod (President) □

- Market Day is booked
- Meetings coming soon:
 - Open Day - Tuesday 21st 3pm-4pm, others welcome but I need to know who.
 - Carl - CSIT OH&S officer (to be scheduled)
 - School - Pref Jan and Caitlin, others by request (to be scheduled)
- Handover project <https://app.asana.com/0/35494686663377/35494686663377>

Jan Zimmer (Vice-President & Secretary)

- Holidays

Stuart Herring (Treasurer)

- Began dealing with PayPal
- Emailed ANUSA about getting last years money
- Will have GAC up to date for 24th July Meeting

Ben Creelman (Industry)

- Nothing to report

Pfalzgraf Martin (Education Rep.)

- Not present

Nick Mobbs (Social Rep.)

- Laser Tag - will make event and give details to Jan for poster

Omid Rezvani (Postgraduate Rep.)

- Not present

Hong You (International Rep.)

- cant attend
- Help me to add a "welcome party: sushi fun" on 24th or 23th of July. I will be back on 17th
- Instead on the 30th as ISD is holding a welcome party on the 23rd. Estimates around 100 people if old students allowed as well.

Martin Henschke (Executive)

- Not present

Chu Bing (General Rep.)

- Not present

4. Major Events

1. Bush Week - July 20th to 27th
 - a. Market day 22nd 9am to 3pm (set up and pack up half hour before and after)
 - i. Stuart happy to do last hour and pickup - 2pm-3:30pm
 - ii.
2. Welcome Party - July 30th
 - a. 100 people expected
 - b. no budget yet
3. Install Fest
 - a. not needed for COMP1110
 - b. Scripts available on gitlab for each course - vms?
 - c. Not needed this year.
4. Careers Fair - week 6?
 - a. Asana task <https://app.asana.com/0/37078733876263/37078733876263>
5. AGM - August 27th
 - a. Returning officer required - maybe Roberts
 - b. Asana task <https://app.asana.com/0/37086185398787/37086185398787>
6. Open Day - August 29th
 - a. Ben and Martin are manning a stall through lunch
 - b. Meeting about Open Day on Tuesday 21nd

5. Projects

6. Discussions

7. Other Business

7.1. Additional actions

ACTION: Pass the actions from this meeting at the next meeting - Approve meetings 13 and 16

Close

Meeting closed at 17:02.

The next meeting is scheduled for Monday 27th July 2015, 16:00.

Jan Zimmer
Vice-President & Secretary