

CSSA Committee Meeting

Agenda - Meeting #20

2015-08-13 - 18:30 - 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. EGN 4.2. OpenDay 4.3. Laser Tag 4.4. AGM 4.5. Study events 4.6. CySCA	
5	18:10 - 18:20 (10 mins)	5. Projects 5.1. Web Page	
6	18:20 - 18:35 (15 mins)	6. Discussions 6.1. Anon. Complaint	
7	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 #20

2015-08-13 - 18:30 - CSIT N101

Attendance

Present: Martin, Jan, Stuart, Cait, Omid, Ben C., Hong

Apologies: Chu

Absent: 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 4.6.2.1: Track state of common room renovations (visit Phil)
- 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 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.
- Action 19.4.4: Get a slightly less fragile banner.
- Action 19.4.5.1: By-Laws need to be changed in terms of General Representatives, not clear enough. Clarify the role. Doesn't need to be done at general meeting.
- Action 19.4.5.2: Jan to organise food, mailout, posters, Roberts, proxy voting forms.

Actions arising

- Action 20.3.1: Omid to put everything in one place (Google Drive).
- Action 20.4.4.1: Should questions to the old committee be before or after elections? Discuss with Probie and returning officer.
- Action 20.4.7.1: find the person who wanted to run IEEE in the facebook group.

Minutes

Meeting opened at 18:42.

1. Minutes of Previous Meeting and Matters Arising

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

Moved: Jan Zimmer

Seconded: Martin

Unanimous

Motion carried (Resolution 2015/46)

1.1. Actions from Previous Meetings

- Action 2014.3: Jan to buy new lock for Common Room.
 - Meeting is tomorrow about asking Janette
- Action 2014.8: Jan to talk to James Fellows about getting IP access for robot again and other servers
 - Haven't done
- Action 2.3.2: Stuart to contact Andrew and complete establishment of CSSA PayPal account
 - Andrew's side is done. Account is closed.
 - Still waiting on some things.
- Action 4.5.1.1: Keep track of Vote3 development as to how to run next election.
 - Close it. Won't be ready anyway.
- Action 4.6.2.1: Track state of common room renovations (visit Phil)
 - Paint still missing. Might have put in the router as there were people on ladders in our room.
- Action 11.3.4: Nick to look at food offers with other establishments.
 - Handover
- Action 11.3.5: Work out times for tech talks. (received an email for potentially september)
 - Sent email to ASD. Suggested late september. Waiting on response.
- Action 12.6.1.1: Martin to organise meetings for the Common room subcommittee.
 - Not organised. Probably do this for next common room officers.
Caitlin wants an open meeting to happen, directly after elections. This should improve understanding of how to behave in the common room as well.
 - **ACTION:** Martin to organise open meeting for next CRO's (possibly universal lunch hour (Week 7 Thursday 12pm))
- Action 15.3.1 Chu to organise meeting for Advocacy subcommittee for next week.
 - Handover!
- Action 17.3.1: Send email to school to clarify the plans between the new and old buildings.

- Will take care of at meeting tomorrow.
- Action 19.3.1: Caitlin to deal with PARSA.
 - PARSA is being inconsistent with budgets for Monthly Munchies. Probably won't get any in the future. Will probably have to alternate what is supplied at Monthly Munchies.
- Action 19.4.1: Welcome Party. Follow up with Hong. Creelman happy to help during event.
 - Party happened. Recap later.
- Action 19.4.2: Lazer Tag: Nick to advertise in facebook and commonroom to get people to pay.
 - Event happened. Will get recap later.
- Action 19.4.3: Caitlin to cancel the stall.
 - Done!
- Action 19.4.4: Get a slightly less fragile banner.
 - Working on it.
- Action 19.4.5.1: By-Laws need to be changed in terms of General Representatives, not clear enough. Clarify the role. Doesn't need to be done at general meeting.
 - Creelman intends to do it. But won't happen before AGM. Probably be a part of handover.
- Action 19.4.5.2: Jan to organise food, mailout, posters, Roberts, proxy voting forms.
 - In progress.
- Action: 19.7.1: Organise meeting with school
 - Will happen to tomorrow.

2. Treasurer's Report

\$3,550.55 in bank account

Proper update in our Stuart's (Treasurer) section.

3. Update from Committee Members

Caitlin Macleod (President)

- Advertised a few events too late.

Jan Zimmer (Vice-President & Secretary)

- No update.

Stuart Herring (Treasurer)

- Ongoing battle with ANUSA Treasurer (Sophia) is going on (about old requests from last year). They claim that the requests were never accepted. They claim that it's not their problem. If they defer again, contact Ben Gill (ANUSA Treasurer).
- They gave us \$607 when they should have given us \$140 for laser tag (forgot to apply the per person cap). Talked with Jack Gaudie, and they seem fine with it.
- Need receipts for Welcome Party, and T-Shirts. (Hong: Have uploaded)

Ben Creelman (Industry)

- Keeping busy. Nothing to report.

Nick Mobbs (Social Rep.)

- Not here.

Omid Rezvani (Postgraduate Rep.)

- Haven't made the handover document.
- Will have meeting with ESA representative to finalise budget. Currently don't have a meeting scheduled.
Cait: If we put the meeting after the AGM, you can combine it with Handover.
- Big board games at university graduate house: Had a meeting with their common room committee. Request Martin's help.
Should be similar to the board games night, but bigger. Have more social deduction games like Werewolf but also some computer games.
PARSA is expected to be sponsoring parts of this so we should be able to buy some games for this as well. Definite funding from Graduate House. Possibly also ask Games Capital to borrow theirs, ask the owners of the games in the CSSA, and ANU Anime and Gaming also have games.
- **ACTION:** Omid to put everything in one place (Google Drive)!
- School asked us to prepare some reports about the amount of money we are spending (just the money coming from CECS) roughly every three months.

Hong You (International Rep.)

- Welcome Party 40+ people attended
 - International people would prefer it to be on a thursday because the buses stop earlier on Fridays.
 - Spent about 4 hours preparing the food for this event (far easier than last time)
 - Food ran out a little early but that's a problem with people and food.
 - People enjoyed the event and had a good time dancing
 - Had to wash up by myself, but it was fine as there were only a small number of people. (If we hold the next one in the tea room on second floor CSIT, we have a dishwasher)
 - total spend \$233
- CSSA shirts were \$130 including postage

Martin Henschke (General Executive)

- Since the beginning of the meeting, I have made the event for the CommonRoom open discussion. Going to combine with Nick to make it as part of a BBQ as well.

- Tech Talk will hopefully happen soonish.

Chu Bing (General Rep.)

- Via Caitlin:
- Fairly confident she can run the event (for COMP2310). Needs volunteers (Stuart and Jan) for selling drinks, signing people up picking up the Pizza.

4. Major Events

4.1 EGN

Apparently Patrick is doing things and is doing well.

His only question currently is whether to put it in Week 12 or Week 13.

Some personal preference for Week 13 to end the lecture period. Some complaints in the past about Week 13 and that it should move back to being in Week 12. Need Patrick for this.

4.2. Openday

We now have a 1 hour stall in the Design Studio. Creelman will be manning the stall and potentially getting a volunteer.

4.3 Laser Tag

Great fun. We hoped for 30-35 and got about 20.

Some of the usual crowd including first years.

Goodberry's afterwards.

(Report given by Ben C.)

4.4 AGM

ACTION: Should questions to the old committee be before or after elections? Discuss with Probie and returning officer.

MOTION for \$350 for AGM

Moved: Jan

Seconded: Stuart

Unanimous

Motion carried (Resolution 2015/47)

4.5. study events

Paste from Probie:

Comp2600 basically organised by probie. Needs pizza.

The first two comp2600 study events are sorted minus pizza and advertising (I'll send Jan some text to turn into a poster in the next few days).

The first event is from 5pm to 11pm on Wednesday the 19th of August (i.e 7 days from now). I'd like pizza to arrive at 7pm, in the same quantity as for the first comp2600 study event last year. (I think you should still be able to find the receipt up on orgsync).

The second event is from 5pm to 11pm on Wednesday the 2nd of September, but I'd like to wait until after the first event to see how many people turn up for estimating the amount of required pizza.

For both events we have all but one of the rooms from 5pm, and all of the rooms from 7pm.

It'd also be nice if someone from the CSSA could sell drinks and sign people up at these events.

Hong leaves 19:25.

MOTION for \$150 for first COMP2600 study event

Moved: Stuart

Seconded: Jan

Unanimous

Motion carried (Resolution 2015/48)

4.6 CySCA

We have members willing to run CysCA for us (Ben Roberts and Grigori?)

4.7 IEEE Extreme

Had someone in the facebook group possibly willing to run this.

ACTION: find the person who wanted to run IEEE in the facebook group.

5. Projects

Did we plan to design a web site?

Creelman had some plans for this, in the back of his mind. Nothing at the moment.

Handover.

6. Discussions

6.1. Anonymous Complaint (directed to AGM)

Lack of sponsorship could be causing the CSSA to be bleeding money.

Creelman: No one has addressed this concern with me directly, and I would prefer if these complaints would be directed as me.

Committee members appears to have a 'above-the-law' state above common room officers when it comes to common room policy violations.

Schedule this as a 15 minutes discussion at the AGM. If it goes longer, attempt to move it to the open common room event.

If we schedule this before the elections, it may change the election results. This may change it for the better. Though it might change the amount of time people have to try and campaign themselves. Talk with returning officer.

7. Other Business

7.2. Additional actions

People should write handover documents!

Close

Meeting closed at 19:52.

The next meeting is scheduled for Saturday 22 August 2015, 17:00.

Jan Zimmer
Secretary