

CSSA Committee Meeting

Agenda - Meeting #7

2014-11-14 - 17:30 - 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. O-Week 4.2. EGN9	Cait
5	18:10 - 18:20 (10 mins)	5. Projects	
6	18:20 - 18:35 (15 mins)	6. Discussions 6.1. Casual Vacancy for a General Representative 6.2. Robert Offner Resignation (Common room Subcommittee) 6.3. Membership Benefits for 2015 6.4. Plans for 2015	
7	18:35 - 18:45 (10 mins)	7. Other Business	
	18:45 - 18:50	Close Next Meeting	Cait

CSSA Committee Meeting

Minutes - Meeting #7

2014-11-14 - 17:30 - CSIT N101

Attendance

Present: Caitlin Macleod, Benjamin Roberts, Nick Mobbs, Ben Pfalzgraf, Omid Rezvani, Jan Zimmer, Ben Creelman

Apologies: Stuart Herring, You Hong, Martin Henschke

Absent: Nil

Action Summary

Carried over

- Action 2014.3: Fix the door sensor and lock
- Action 2014.4: Arrange meeting with Paul Melloy (Natalie Young) at Student services (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 2.3.1: Stuart to invoice Microsoft for careers fair
- Action 2.3.2: Stuart to complete establishment of CSSA PayPal account
- Action 2.3.3: Ben R to finish minutes of Special General Meeting
- Action 3.2.1: Organising Minecraft Event/Licenses
- 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 5.3.2: Investigate and decide on purchase of coffee machine using ANUSA CECS Representative budget.
- Action 6.4.1.1: Have the CSSA's appliances and EGN equipment tagged and tested once purchased.
- Action 6.4.1.2: Ben C or Patrick to facebook poll about the scheduling of EGN (Week 12 vs. 13).
- Action 6.4.1.3: Caitlin to purchase a gift for Patrick in thanks of coordinating EGN8
- Action 6.6.1.1: Ben Roberts to contact ANU Security and ANUSA regarding appropriate response to inebriation in public spaces and liability of associations.

Actions arising

- Action 7.1.1: Finalise the EGN8 Orgsync submissions.
- Action 7.3.1: Update privacy policy for new members by Semester 1 2015.
- Action 7.4.1.1: Caitlin to book O-Week Market Day equipment and location.
- Action 7.4.1.2: Nick to organise and coordinate boardgames event with O-Week directors.

- Action 74.1.3: Ben R to contact CECS Marketing about CSSA presence during orientation tour.
- Action 7.6.3.1: Stuart to talk to Coffee Grounds about discount offer for 2015.

Minutes

Meeting opened at 17:48.

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 2015/18)

1.1. Actions from Previous Meetings

- Action 2014.3: Fix the door sensor and lock
 - We don't have inbound internet to run the service.
 - Swipe card access would be too expensive, look into key overridable digital lock.
- Action 2014.4: Arrange meeting with Paul Melloy (Natalie Young) at Student services (Important/Urgent)
 - No action
- Action 2014.5: Tutoring Website
 - No action
- Action 2014.8: Benjamin Roberts to talk to James Fellows about getting IP access for robot again
 - We have been given 2 new tutors machines, currently in process of getting network ports activated for them.
 - No progress made on servers.
- Action 2014.14: Caitlin to arrange meeting with Alistair and Janette (Important/Urgent)
 - Minutes of this meeting can be found on the Google Drive.
 - Closed.
- Action 1.1.2: Ben C to finish minutes of AGM and distribute to GAC (Important)
 - No progress. GAC has finished for the year without asking for them.
- Action 2.3.1: Stuart to invoice Microsoft for careers fair
 - Will process after exams.
- Action 2.3.2: Stuart to complete establishment of CSSA PayPal account
 - Will process after exams.
- Action 2.3.3: Ben R to finish minutes of Special General Meeting
 - No progress. GAC has finished for the year without asking for them.
- Action 3.2.1: Organising Minecraft Event/Licenses

- Martin has worked out the costs involved. See report below.
- Action 4.5.1.1: Keep track of Vote3 development
 - No Progress.
- Action 4.6.2.1: Track state of common room renovations.
 - All of our equipment/property from N238 has been moved back to the common room.
 - The N238 key has been returned to Sam Slater.
 - Still waiting on wall painting and carpet cleaning.
 - Some of the furniture we requested is missing, specifically the coffee table and dividers.
- Action 4.6.2.3: Buying a new fridge
 - Find one before the start of first semester 2015.
- Action 5.3.1: Ben Roberts will open an ITS ticket to establish a Common Room Subcommittee mailing list.
 - Mailing list established (anucssa.commonroom@anu.edu.au).
 - Closed.
- Action 5.3.2: Investigate and decide on purchase of coffee machine using ANUSA CECS Representative budget.
 - The coffee machine has been ordered
- Action 6.4.1.1: Determine the ANU requirements for tagging and testing of appliances used at EGN and in the common room.
 - Once coffee machine arrives we will ask bob to tag and test all of the appliances at the same time.
- Action 6.4.1.2: Ben C or Patrick to facebook poll about the scheduling of EGN (Week 12 vs. 13).
 - Caitlin will message Patrick to perform a facebook poll.
- Action 6.4.1.3: Purchase a gift for Patrick in thanks of coordinating EGN8
 - Some sort of giant plush animal. Caitlin to buy.
- Action 6.6.1.1: Ben Roberts to contact ANU Security and ANUSA regarding appropriate response to inebriation in public spaces and liability of associations.
 - Haven't received any responses. Will send follow up emails.

Action 7.1.1: Finalise the EGN8 Orgsync submissions.

2. Treasurer's Report

The two bank accounts currently contain \$4350.74.

3. Update from Committee Members

Caitlin Macleod (President)

- Meeting occurred with Janette, Alistair, Jan and Pfalzgraf. The minutes (which are assumed as read) are available [here](#).
 - We will need to ask Bob Edwards about tagging and testing our appliances. He is under no obligation to do this work and we may need to pay a member of F&S to complete it.

- A list of our members will be sent to ANUSA and we will be asking them to analyse the various constituent demographics. This does not violate our privacy policy and the information would be useful.
- The school may be interested in sponsoring InstallFest next year.
- Would like to discuss running events for -ve year (pre-undergraduate) students at a future meeting.
- Met with Philip Tweedie with Ben R and Nick and put together a list of CECS furniture we will be given.
- We are handing out ANUSA lolly bags to students who have completed their SELT reviews. Instructions can be found on the ANUCSSA.commonroom list.

Motion 2015/19: Restrictions in the CSSA's privacy policy restricting us from providing members information to CECS will be lifted for 2015 members.

Moved Ben Roberts

Seconded: Jan Zimmer

Absent: Ben Creelman

Motion carried unanimously (Resolution 2015/19)

Action 7.3.1: Update privacy policy for new members by Semester 1 2015.

Jan Zimmer (Vice-President)

- Attended meeting with Jannette and Alistair
 - School is skittish about the CSSA's study events. Sponsoring them may lead the school to be dependant on a program that would be at risk of collapse if Pfalzgraf was absent. No overall decision was reached.
- Will prepare new membership cards etc for 2015 once returned from China.

Benjamin Roberts (Secretary)

- Sent a pair of emails to Michael Curtotti (ANUSA/PARSA Legal) and ANU Security about common room liability and responses to dangerous behaviour. Yet to receive response.
- Opened a ticket with ITS about unblocking the tutor machine ports.
- Common room subcommittee mailing list was established.
- Wants to change passwords on CSSA accounts (email etc).

Stuart Herring (Treasurer)

- No updates due to exam period.

Ben Creelman (Industry)

- Emails are pending to be sent to new prospective sponsors.

Pfalzgraf Martin (Education Rep.)

- Email to Alistair pending detailing the study event attendees.

- Forgot to get approval for several study events. Did get orgsync approvals however.
 - Potentially we should swap providing food for providing extra tutors.
- Education sub committee could be based upon the course representative system.
 - Teaching other people to run study events for their courses could alleviate schools concerns. Providing an event template package would simplify organisation.
 - Meet with Alistair and Ramesh to discuss sponsorship.

Nick Mobbs (Social Rep.)

- Zone 3 currently has 35 members attending on facebook with 8 actually paid.
 - Plan was upgraded to the higher tier. Video games have been unlocked etc

Omid Rezvani (Postgraduate Rep.)

- Last monthly munchies for the year is coming up. We pay for this one as the engineers payed for the last one.
- Looking to run HDRP in early December (perhaps the 9th)
 - Don't have a GAC request in for it. Could repurpose another request to cover it
 - Will cost \$150-200
 - Could subsidise with leftover Monthly Munchies budget.
- Event idea: Postgrad Cafe. Look into this post December.

Hong You (International Rep.)

- Absent from meeting due to sickness.
- Would like to be given a budget for welcome party event to be run in Semester 1 2015.
- Event idea: "Meet friends who will be in your course"
 - Advertisement: "Don't be alone. Make some friends, stick together and study together, that will make your uni life easier and more fun"
 - People might prefer a food based event. We can prepare the food and deserts (have learnt how to make Taiwanese dessert from TSA/CSSA event).
 - Doesn't need be a joint event. Can be free for members and \$5 to join.
 - Hold it in unilodge common area
- Will need to write an event proposal so committee can consider the O-Week total budget.

Martin Henschke (General Rep.)

Hey CSSA, your question mark question mark question mark representative here.

Apologies for missing meeting. Am visiting Kaunas with university here and unavailable.

Fulfilling role as representative

Given the last two resignations I'm remiss to suggest this but I've now missed enough meetings that I can be dismissed with a 2/3rds vote I think, so CSSA can cut loose my

dead weight if they see fit! Movements are... complicated in coming months. Will return home late november and should be here for a few weeks before christmas, then possibly away in England until mid/late January, further compounding my absence. If I am not fulfilling my role as a gen rep no hard feelings if committee decides to expel me or wishes me to resign but I am keen to serve in the time available if this action is not seen as necessary, and I think it unlikely I will be going away for such a long time again next year. I *will* be at ANU for open day, and no more foreseeable travel plans beyond that.

Minecraft License Stuff (as sent on the mailing list)

- MinecraftEdu licenses include MinecraftEdu edition AND Base minecraft license
- So this version can be used for leisure activities and events in the future if so desired. Nothing in MinecraftEdu EULA suggests this is not allowed, and definitely not in the MC EULA (it would be hilarious if it was)
- MinecraftEdu itself can include ComputerCraft and I think Redpower (of most interest for teaching events, centred on Lua and FORTH respectively). Of course MC can too, Edu has the added benefit of more control to the 'teacher'; anti-griefing etc. to keep students on task
- Purchases must be made from an 'educational institution'. There was no explicit description of what this was in the license agreement but they gave examples of schools and libraries, not organizations so I expect the purchase would have to be made through CECS rather than the CSSA. This should be doable through the university, which gives the added benefit of it being available to PhD's like myself for user experimentation; perhaps someone could look into this? In a pinch I'm sure I could organize for it to be done through my supervisor.
- Pricing:
 - 18USD for individual licenses
 - 14USD if buying in bulk (<= 25)
 - 41USD for a MCEdu Server: not necessary for base game but absolutely necessary for running events using the Edu bit
- 25 licenses with the server would come to 391USD total + conversion etc.

Action: clarify w/ mojang that individual licenses are legit for events.

Open Day 2014 Ideas (-ve year events)

Minecraft Thing

- Get a bunch of non-CS students; posters, other forms of advertising would be great (perhaps at market day? Try CS while playing minecraft or something like that)
- Run through one of my classes, can forward details if needed. Pretty much just learn basic lua, build some castles with turtles then blow each other up with TNT. It's fun, I've run it mostly with high-schoolers before and it goes well
- Target audience here is 1st years who have enrolled and picked a degree but are either on the fence about electives or otherwise curious about computer science. "Art of Computing" course thing clearly designed to try and fix issues with CS being an intimidating degree here at ANU, similar objective with these workshops

- Should be run either on a weekend or after 5pm on a weekday maybe in 1st or 2nd week of Semester while such time is available
- I have no idea how turnout would be; don't know if we can draw many people from outside the degree and CS students here with 2 weeks of coursework will find this stuff hopelessly simple. For people with more experience running interdisciplinary events to critique and discuss, please.
- This would be like a million times easier if we had the licenses, or better we controlled the *platform* so we don't have to spend the first 3 hours bugging around with Forge. Otherwise I can probably organize an installer or something...

Tech Talk

- Cos it's probably time for one
- 1st week of semester
- These are pretty easy to run, just need interested speakers, if there are any on the list let me know and I will chase up. I can handle communications and room bookings remotely so if I have a name I can do the rest right up until the date it's being run.

Game Jam

- Was considering running another games jam?
- The *Global Game Jam* runs from 23rd to the 25th of January; might be a cool way to tie it in: <http://globalgamejam.org/> . Seeing as everyone should do this anyway, why not CSSA?
- Alternative, perhaps 1-2 weeks into semester. Depending on feedback from last year which I've yet to go over carefully, was considering doing a weekend or 48 hour challenge rather than the fortnight challenge we did last time.
- Targeting 2nd and 3rd year students. Cross-disciplinary support would be absolutely awesome; I have a contact in the school of art and might be able to get some advertising done there but uncertain.
- Like last time, probably worth doing an introduction to version control, and provide resources directly; <http://opengameartorg.org>, advice on some available engines *suitable* for the game jam: LOVE2D, Unity, GameMaker, RPGMaker, er... TADS3 maybe.
- Do it in two events; the start of the Jam and the conclusion/demonstration of games at the end in that period. Once again, if we have some machines available we could try to demo these at EGN9? More community influence in our events would be awesome.

Visit to the Hackerspace

- Again might be ripe time for one
- This best done on Tuesdays to go to a Maker's Meet. If CSSA can secure funding we can organize the pizza, which is part of the event for MHV anyway (our share of it at least). After semester starts, of course.
- Transportation tricky; I don't have a car, there are buses there, so not sure if we want to arrange carpooling for those that want to go?

- Will speak with Adam or Lachlan about this, probably follow a similar formula to Jess' event last year.

4. Major Events

4.1. O-Week

- ANUSA's Orientation Week & Friday Night Concert Directors for 2015: Dan Wall, Shallan Donohoe and Michael Liu.
- Market Day
 - We are waiting on ANUSA to open registrations
 - Will need new cards for membership
 - Booking chairs and tables will be booked from ANUSA.
- Boardgames night
 - Run one night during O-Week. Will need to be mindful of scheduling collisions with other major events (Toga party, Friday concert).
 - Book N101, 102, 108 and 109.
 - Societies which we could collaborate with:
 - ANU Anime and Gaming
 - ANU Wargaming
 - XSA
 - ANU PC Gaming
 - ESA
 - Could advertise to under 18's as a non alcoholic event on the Friday night.
 - This would conflict with the Friday night concert which draws many attendants.
- Membership benefits:
 - We need to advertise the Coffee Grounds arrangement more.
 - We offer educational/study events.
 - Job offers and newsletters
 - Common room space
 - In future we might charge ~\$4 for non-member event entry. This would encourage them to sign up as membership is \$5.
- Movie events:
 - We can't charge entry to licensed movie screenings.
 - We could make our money back by offering food/popcorn etc.
 - Palace Electric appears to be supportive of the ANU. We could contact them about running screenings.
- Membership cards:
 - Need to be finalised and ordered by mid January
 - We could place a map to the common room on the cards.
- Might be working with CECS for the Orientation tour
- International Potluck
 - Discussed in Hong's report.
 - Possibly better as a Week 1 event.

Action 7.4.1.1: Caitlin to book O-Week Market Day equipment and location.

Action 7.4.1.2: Nick to organise and coordinate boardgames event with O-Week directors.

Action 74.1.3: Ben R to contact CECS Marketing about CSSA presence during orientation tour.

4.2. EGN9

- Collaborate with other clubs such as:
 - ANU PCG
 - ANU Board Games
 - ANU Wargaming
 - ANU Anime and Gaming
- Pat to coordinate. Will need to organise theme etc
- Date needs to be picked pending the facebook poll.

5. Projects

6. Discussions

6.1. Casual Vacancy for a General Representative

- We can appoint a replacement by a countback, an election or via co opting a member.
- Conducting a countback with eligible candidates renominating would be the most official and legitimate course of action.

Motion: That a countback of the previous election be held to fill the general representative vacancy on the CSSA committee.

Moved: Ben R

Seconded: Nick M

Motion carried unanimously (Resolution 2015/20)

6.2 Robert Offner Resignation (Common room Subcommittee)

- Probie may not be returning until second semester 2015.
- Should the committee select members for the sub committee in the future?
 - There is potentially a liability for what occurs in the room, electing members could be dangerous.
 - Last time members were chosen this way there were long debates. The process could be more direct (ie executive chooses) but would be less democratic.
- The size of the sub committee could be expanded and availability taken into account. Should be considered for first semester 2015.

- Does the association have an obligation to keep the room open during the break
 - People will be there, however less than usual.
 - Patrick Paton could be appointed as his availability would be suitable.
- Future Policies
 - Will need to have a meeting following responses from ANU Security and ANUSA Legal to Ben R's emails.

6.3. Membership Benefits for 2015

- Potential offers we could arrange for members in 2015:
 - Coffee Grounds discount (as we had in 2014)
 - Palace Electric discounts. As discussed above they have a reputation for being supportive of the ANU.
 - Newsletters and Jobs bulletin.
 - These could be separated.
 - Barracks and Reload Bar.
 - Zambreros
- Discussed above as part of O-Week.

Action 7.6.3.1: Stuart to talk to Coffee Grounds about discount offer for 2015.

6.4. Plans for 2015

- COMPCONx
 - A small, single day lightning conference held by COMPCON.
 - Would be a sort of mini comcon held by universities not holding the main conference that year.
 - This would be the responsibility of COMPCON to organise, but CSSA would be supportive.
- Early 2015 events:
 - Tech Talk. Martin can organise this remotely for Weeks 1 or 2. Discussed in Martins report above.
 - InstallFest:
 - Run in Week 2 after COMP1100
 - Could provision VM's using Vagrant. This would make installation simpler. Ben R will look into this.
 - Courses to target would be COMP1110, COMP2100 and COMP2300
 - Tools to include: LaTeX, Git, SVN, Sourcetree
 - We could offer a Git/LaTeX workshop for new users.
 - Previously there was a language barrier at the event. This should be addressed.
 - Hackerspace Visit
 - Discussed in Martins report.
 - Minecraft
 - Discussed in Martins report.
 - International Event
 - Discussed in Hong's report.

- BBQ
 - Run after the Week 1 COMP1100 lecture.
 - Nick to organise.
- LISP Workshop
 - Probie is working on the slides.
- Prepare membership cards and application
 - Currently records Domestic/International and Undergrad/Postgrad
 - We will need to periodically upload new memberships during O-Week as potentially a bug which destroys cached data.
 - Make sure expiry date is obvious.
- Future size of Committee
 - We want to expand the committee to reduce stress and run more events. Form something similar of the XSA's A-Team?
 - Committee meetings should be partitioned. For example running alternating partial/executive and full committee meetings
 - This might require changes to quorum.
 - Sub committee meetings can occur but don't have power to make binding decisions.
 - Discuss further on the mailing list.
 - Future committee could be 15 members with a 5 member executive.
 - This could be filled with a by election.
 - Filling these positions with first years would be favourable.
- Obligations to our members
 - This will be discussed at a future meeting
- Resources for new students
 - Handbooks on useful tools such as Git.
 - Handbook about CS courses at ANU.
 - Caitlin to investigate.

7. Other Business

Close

Meeting closed at 20:30.

The next meeting is scheduled for Tuesday the 9th Dec 2014, 530PM.

Ben Roberts
Secretary