

CSSA Committee Meeting

Agenda - Meeting #07

2016-01-21 - 18:00 - CSIT N101

CSSA Committee Meeting

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Minutes - Meeting #07

2016-01-21 - 18:00 - CSIT N101

Meeting opened at 18:06.

Present: Abbie Wade, Pat Paton, Amy Blunt, Stuart Herring, Chris Chow, Chris Claoue-Long, Yaya Lu, Tyrus Caldeira, James Volis, Probie Offner, Nick Sifniotis

Apologies:

Guests:

Absent: You Hong

1. Minutes of Previous Meeting and Matters Arising

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

Moved: Amy Blunt

Seconded: Chris CL

Motion carried (Resolution 2016/01)

1.1. Actions from Previous Meetings

- Action 2015.19.4.5.1: Abbie : By-Laws need to be changed in terms of General
 - In progress
- Action 2015.2.2.1 : Abbie : possibility of the two people working together (for student experience) Been in contact with Ben Swift
 - Complete
- Action 2015.5.5.1 : Abbie : have someone go to belco have a copy of keys cut for Nick S
 - Will follow up once Pfalzgraf returns if need be
 - Done
- Action 2015.6.4.3.2.1 : Abbie : Organise a Market Day Roster (including setup and pack-up)
 - Complete
 - <https://docs.google.com/spreadsheets/d/1d2Wi3N8-e2vbGIM9AIIVIOxSuUcVU5s0feIPGxyp7pl/edit>
- Action 2015.6.4.4.1: Abbie : get a quote for posters from Michael
 - Complete
 - Quoted \$650 which was approved on Slack
 - Asked him to start work and complete everything except EGN before O-Week
- Action 2014.5.3.1 : Abbie : Draft up a copy of the selection criteria over the summer holidays.
 - Complete and ready for review/upload to CRO application form

- Action 2015.6.5.9.1 : Abbie : To email to all CRO Applicants
 - Completed, but not inducted
- Action 2015.5.10.1 : Abbie : Redo Committee and CRO posters.
 - Completed
- Action 2015.5.5.5 : Abbie : Spent 2 hours writing up what you do for your role (what you wish you had been told)
 - mostly done
- Action 2015.5.5.5 : Pat : Spent 2 hours writing up what you do for your role (what you wish you had been told)
 - Working on it
- Action 2015.3.1: Pat : answers to questions for compcon to be emailed to committee members
 - On the Drive
- Action 2015.2.2.2 : Pat : email Pflzgraf about the tracking attendance as well as his plans for next year (he might be coming back next semester)
 - Not Done, I plan to physically meet with him soon though.
- Action 2015.3.2.2 : Pat : to fill out debrief form for CompCon
 - Done
- Action 2015.3.2.6.1: Pat : to fill out debrief form for short notice BBQ and ASD BBQ
 - Done
- Action 2015.5.3.3 : Pat : or someone create a how to to set up the rooms such as projectors for EGN
 - Working on it
- Action 2015.5.3.4 : Pat : email stuart numbers in regards to income for EGN
 - On the drive
- Action 2015.3.3.1.1 : Pat : Make A3 poster advertising the Trivia Night
 - Not done
- Action 2015.6.4.4.2: Pat: put up quote on Slack for Approval
 - Not done, but confused on what
- Action 2015.6.5.4 : Pat : ask Liam magrath if he would like to talk photos before O-Week
 - Asked, haven't heard back.
- Action 2015.5.8.1 : Pat : Create a CSSA A4 advertisement page
 - Done
- Action 2015.5.8.6 : Pat : Ask Jack Adamson to complete a review of COMP2300
 - Done, wasn't done to my knowledge.
- Action 2015.5.10.3 : Pat : print of poster letting people know about the costco run
 - Not done, but no longer needed.
 - Finished
- Action 2015.5.10.4 : Pat : print of poster for EGN X

- Not done. All posters need to be laminated now anyway.
- Action 2015.5.4.1: Amy : follow up and remove paid slack
 - Put off until discussion is complete.
- Action 2015.5.5.4: Amy : follow up with Nick in two week about App
 - Doesn't have enough time to write it.
 - Has been asked.
- Action 2015.5.5.5 : Amy : Spent 2 hours writing up what you do for your role (what you wish you had been told)
 - Have started a brief document still need to do more.
- Action 2015.6.4.3.2.4 : Amy : Organise CSSA Scavenger Hunt
 - Been having trouble with getting in contact with ANUSA Amazing Race but have an outline on what we could do instead.
- Action 2015.5.8.3 : Amy : Complete a review of COMP2400
 - Done.
- Action 2015.2.3.2: Stuart : Stuart to finish PayPal account.
 - Letter Of Authourity required.
 - In progress.
- Action 2015.3.2.1 : Stuart : to follow up Grisha about event CySCA
 - In progress.
- Action 2015.5.3.1: Stuart : Follow up on reimbursement from GAC regarding sports event (talk to kathy)
 - All finished.
- Action 2015.5.5.5 : Stuart : Spent 2 hours writing up what you do for your role (what you wish you had been told)
 - Not Yet
- Action 2015.5.3.7: Stuart : use slack to find volunteers for the joint society BBQ drinks
 - Not Yet
- Action 2015.4.2.1 Stuart to set up the database
 - Moved to Amy.
- Action 2015.6.4.3.2.2 : Stuart : Organise with ANUSA O-Week Board Games
 - Not Yet
- Action 2015.6.4.3.2.3 : Stuart : Organise Joint-Societies BBQ
 - Done by other societies
- Action 2014.3: Yaya : Get new lock for common room from school Yaya confirm if everyone has their card set up:
 - Done
- Action 2015.5.2: Yaya : Inform the CROs of paper in the recycling Bin
 - Wasn't aware of this - please inform

- Action 2015.5.5.3: Yaya : to write up specifications for the current CSSA App
 - TODO - talk to Chris & TechLauncher
- Action 2015.5.5.1: Yaya : set up the room access (email new CRO)
 - TODO - will add all new CROs into the chat and ask about appropriate times for induction.
- Action 2015.5.5.5 : Yaya: Spent 2 hours writing up what you do for your role (what you wish you had been told)
 - Will write more once we've helped organise the O-week Scavenger Hunt / Amazing Race review.
 - Write both Common Room Rep and Social Rep Stuff
- Action 2015.6.5.9.2 : Yaya : To email to all CROs about expectations and rules.
 - TODO: in induction.
- Action 2015.6.5.9.3 : Yaya : Induct new CROs in January
 - TODO (see above) (do we need to induct Jan?)

- Action 2015.3.4.1: Chris CL : draft up specifications for website
 - In progress, can people email me their requirements to merge in
- Action 2015.3.5.6.1: Chris CL : can buy some wood and build the shelf for the food table
 - Need to take measurements once recarpeted.
- Action 2015.1.1 : Chris CL : Get more ethernet cables
 - Waiting until H/W audit done after recarpeting and working out server racking.
- Action 2015.5.5.6 : Chris CL : update website
 - Need to review action item origin
- Action 2015.5.5.5 : Chris CL : Spent 2 hours writing up what you do for your role (what you wish you had been told) --
 - Need to do a bit more work on organising talks before I can flesh out my thoughts.
- Action 2015.4.1.3: ChrisCL: Talk with Nick about Careers fair, tech talks --
 - Done, organising first 2 talks, need to send out emails for end/after February spots

- Action 2015.2.2.3 : Probie : Get interested students in security course to contact Ramesh directly
 - Still waiting on enough content for a newsletter to be worth sending
- Action 2015.5.5.5 : Probie : Spent 2 hours writing up what you do for your role (what you wish you had been told)
 - Not Yet
- Action 2015.5.3.3 : Probie : Sit and talk to <name> about the complaint
 - **DONE**

- Action 2015.5.5.2: Volis : Book N115-N116 from 7pm-11pm for every wednesday for 2016 for Video Game Nights

- Haven't done it yet.
- Action 2015.5.5.5 : Volis : Spent 2 hours writing up what you do for your role (what you wish you had been told)
 - Haven't done it yet.
- Action 2015.5.6.1 : Volis : Write the email then send it to committee to be approved
 - Not sure?
- Action 2015.5.8.4 : Volis : Complete a review of COMP2600 and COMP1110 -
 - **DONE**
- Action 2015.5.5.5 : Hong : Spent 2 hours writing up what you do for your role (what you wish you had been told)
- Action 2015.5.5.5 : Chris Chow : Spent 2 hours writing up what you do for your role (what you wish you had been told)
 - in progress
- Action 2015.4.1.1 : Nick : Start seeking sponsorship
 - **DONE**
- Action 2015.4.1.2 : Nick : Start organising the Careers Fair
 - **DONE**
- Action 2015.5.8.5 : Nick Complete a review of COMP1130 and COMP1140
 - **DONE**
- Action 2015.5.5.5 : Nick : Spent 2 hours writing up what you do for your role (what you wish you had been told)
 - **DONE**
- Action 2015.5.3.2 : Tyrus : buy the alcohol wipes/disinfectant and tweezers from St John's in Deakin over the break
 - Not done.
- Action 2015.6.4.3.2.5 : Tyrus : Organise BBQ + Sport Event
 - Sports event nearly organised.
- Action 2015.5.8.2 : Tyrus : Complete a review of COMP1100, COMP1510
 - Done.
- Action 2015.5.5.5 : Tyrus : Spent 2 hours writing up what you do for your role (what you wish you had been told)
 - Not done yet.
- Action 2015.3.3.1.2 : Nick, Probie, Chris : Come up with 30 trivia questions (3 sets of 10), one set of questions related to computer science. One Round Each - Chris will write compsci

- **Everyone - not done yet. Complete by end of O week**
- Action 2015.3.3.1.3 : Nick, Probie, Chris : Check their question with each other and not the committee
 - **Everyone - not done yet. Complete by end of O week**
- Action 2015.5.10.2 : Abbie, Pat, Tyrus, Volis : Have a meeting about EGN Handover
 - Will be done after the 21st

Actions arising

- Action 2016.7.2.1 : Probie : Create voting hashing to stop people voting more than once
- Action 2016.7.2.2 : Abbie : Nomination form
- Action 2016.7.2.3 : Chris CL: Get website ready for election
- Action 2016.7.2.4 : Abbie: Announce past resignation and announce what we are doing about it
- Action 2016.7.3.1.1 : Stuart: write up an asset list of all items and values
- Action 2016.7.4.3.1.1: ChrisCL : Draft up the flyer for market day
- Action 2016.7.4.3.1.2 : Amy : Update the database so ready for new year and members
- Action 2016.7.4.3.2.1 : Abbie: Email tony to see if we are doing this again
- Action 2016.7.4.3.2.2 : Stuart: Order pizzas for first year event
- Action 2016.7.5.2.1 : Abbie: Get the card made and ordered.
- Action 2016.7.5.6.1 : Chris CL: Costco sign explaining how much money was lost
- Action 2016.7.5.6.2: Yaya: Set up rule for purchasing things for costco - **completed (Yaya)**
- Action 2016.7.5.6.3: Nick: Stocktaking
- Action 2016.7.5.7.1 Stuart : Complete a draft budget detailing all spending plans for CSSA 2016
- Action 2016.7.5.8.1: Amy : Go through emails daily and sort into folders regarding different roles.
- Action 2016.7.5.9.1: Yaya : Create new CRO slack
- Action 2016.7.5.10.1: Abbie : Order shirts
- Action 2016.7.5.11.1 **Yaya** : Fix up/ create rosters
-

2. Vice President Resignation

- Pat will not be around this year and has sent a letter of resignation
- Pat will stay on up until we fill the position
- Filling this position
 - Hold an election for all club members to have a say
 - Online
 - Write up a paragraph say why people should choose them
 - Held in week one Friday midnight to midnight

Action 2016.7.2.1 : Probie : Create voting hashing to stop people voting more than once
Action 2016.7.2.2 : Abbie : Nomination form
Action 2016.7.2.3 : Chris CL: Get website ready for election
Action 2016.7.2.4 : Abbie: Announce past resignation and announce what we are doing about it

3. Committee Report

3.1. Treasurer's Report

Bank Balance = \$8,316.18
account payable \$200

Action 2016.7.3.1.1 : **Stuart** : write up an asset list of all items and values

<http://1drv.ms/1OHLW4Z>

talk to stuart about budget if you have anything to add

3.2. Industry Report

My report:

https://drive.google.com/open?id=1rZ_hDb84SlazCI0p5tx63qaBwejuvkt5Xzo94JIK26U

might run a separate Palantir Networking dinner
Try get google to be at our career fair

3.3. Post-Grad Report

was speaking with ESA CECS at the start of 2015 gave us \$3550 for post grad stuff we have spent about 2.8 we are going to request to top it back up to 3550 and are speaking to student services

4. Events

4.1. New Event Forms

n/a

4.2. Previous Event Debriefs

n/a

4.3. Upcoming Events

4.3.1 O-Week Market Day

- <https://docs.google.com/spreadsheets/d/1d2Wi3N8-e2vbGIM9AIIVIOxSuUcVU5s0felPGxyp7pl/edit>
- Have flier with event ready
 - Possibly have two designs one for new members one one for not as new members

Action 2016.7.4.3.1.1: **ChrisCL** : Draft up the flyer for market day

Stuart leave room 7:03

Action 2016.7.4.3.1.2 : **Amy** : Update the database so ready for new year and members

4.3.2 Week 1 First Year Event (pizza)

Action 2016.7.4.3.2.1 : **Abbie**: Email Tony to see if we are doing the First Year Event again

Action 2016.7.4.3.2.2 : **Stuart**: Order pizzas for First Year Event

discuss money at a later date

4.3.3 STEM BBQ

- Have to advertise it
- Think it's 1pm on thursday week one

Stuarts enters the room 7:07

4.3.4 Scavenger Hunt

- Plan some ideas for the scavenger hunt
- Get in touch with Caitlin regarding names and contact details
- Need information by middle of next week for Amazing Race ANUSA Collaboration to be plausible

4.3.5 Trivia Night

--- Haven't followed up the the details

4.3.6 O-Week Board Games

- Has been put through the ANUSA calendar
- Use the drinks in the triangle room as refreshments for event

5. Projects, Discussions, Updates and Other Business

5.1. Suggestions Box

- Will go over next meeting.

5.2. Membership Cards

<https://drive.google.com/folderview?id=0B4etQu5oZuhsS19wa2R3RDRDaDg&usp=sharing>

- We are going with the blue one.

Action 2016.7.5.2.1 : **Abbie**: get the card made and ordered.

5.3. CRO Selection Criteria

https://docs.google.com/document/d/1bXxp_5VSKiIFFQmNnhRVOpXW6l3gpESX0kxb2vc2RIA/edit

- Put it at the bottom of the CRO application form (feel free to edit as seen fit)
- it's a general criteria which is basically everything we talked about in the past

5.4. CRO Subcommittee

- someone will organise this
- TODO crow badge?

5.5. Board Games

- we have spent last year's budget for new board game plus 55 of this semesters

5.6. Costco Run

- Do one single \$1500 run then put up a sign saying we have spent \$20,000 on costco loss 25% from them and if we don't get x back from this run then we will no longer do costco
- Approval for run

Action 2016.7.5.6.1 : **Chris CL**: Costco sign explaining how much money was lost

Action 2016.7.5.6.2: **Yaya**: set up rule for purchasing things for costco - **completed (Yaya)**

- No money exchange (we're not a bank)
- You should pay for your items as soon as you buy them, or

Inform someone if you are unable to pay immediately

- We will not tolerate theft etc., the items are there with minimum profit, if there is a loss in the next meeting we will no longer do any costco runs

Action 2016.7.5.6.3: **Nick**: Stocktaking for Costco

5.7. 2016 Budget

- Have a dedicated marketing budget for bigger events e.g monthly munchies

Action 2016.7.5.7.1 **Stuart** : complete a draft budget and financial plan detailing all spending plans for CSSA 2016

5.8. Email Inbox

Action 2016.7.5.8.1: **Amy** : Go through emails daily and sort into folders regarding different roles.

5.9. Slack Education

- Adding cro can become quite costly but can be more convenient
- Could create another slack account for CROSS where all committee and CROs are in it
- Stay on our current payed plan where it currently doesn't cost to much so we can have the 10,000 message back

Action 2016.7.5.9.1: **Yaya** : create new CRO slack

5.10. Shirts

- People would like shirts
- Everyone have polo and the select few have button up such as Nick for businesses
- Bright colour
- Stripes
- CSSA is paying
- done by the beginning of o-week

Post on Slack sizes you would like if you want female please specify

Action 2016.7.5.10.1: **Abbie** : Order shirts

5.11. Cleaning

- Have the CROS do more cleaning.
- Like the image on having the committee also clean e.g once a week (maybe have committee do the once a week items where CROS do the daily), or maybe clean less.

Action 2016.7.5.11.1 **Yaya** : Fix up/ create rosters

5.12. Database

- Amy will be setting it up for this year

5.13. Passwords For CSSA

currently different people have passwords for different thing making it difficult if we are in a situation where we need to access something and we don't have access to usernames and passwords

- do we want to have something like a vault to store passwords

Action 2016.7.5.13.1 : **ChrisCL** : Looking into password storing methods

5.14. Newsletter Content

- Put in info for newsletter content through form

5.15 Anything Else?

- On Wednesday 3rd February it is being opened up for students \$20 entry for conference free food all day plenty of talks
- Put out newsletter on monday with VP stuff, o-week stuff 3rd february conference and anything else everyone has will consider this our final email to everybody

5.16. Additional actions

5.17.1. Fix Up Calendar

Action 2016.7.5.16.1 : Stuart : research and make a comparison table for accounting software options

5.18. Meeting times

- Have it once a fortnight

- Hour in length
- We will have the next meeting before o'week (just a short one)wednesday before o-week (3rd February) 6:00pm

Close

Meeting closed at 19:57.

The next meeting will be scheduled for Wednesday 03 February 2016, 18:00.

Amy Blunt
Secretary