

CSSA Committee Meeting

Agenda - Meeting #11 -PUBLIC

2016-03-17 - 17:00 - CSIT N101 CSSA Committee Meeting

Attendance

1. Minutes of Previous Meeting and Matters Arising

1.1. Actions from Previous Meetings

2. Committee Report

2.1. Industry Report

2.1.1 Proposed formation of careers fair subcommittee.

2.2 XXX report

3. Events

3.1. New Event Forms

3.2. Previous Event Debriefs

3.2.1 Teach for Australia talk (Nick)

3.2.2 Console Night (ChrisCL)

3.2.3 ML talk (ChrisCL)

3.2.4 Git talk (ChrisCL)

3.3. Upcoming Events

3.3.2 COMP2300/COMP2100 Study Event (Nick) 3/18 FRI

3.3.3 COMP1100 Study event 3/29 Tue 6pm-12:00

3.3.4 Accenture Talk (Nick) 3/31

3.3.4 OGM (Abbie) 3/31 Thu 5:00-7:00pm

3.3.5 Monthly Munchies April edition 4/1 4:00-6:00

3.3.6 CSSA Trivia night 4/1 5:00-9:00

3.3.7 CSSA Bowling (26th April)

3.3.8 CSSA Dodgeball (5th May)

3.3.9 CSSA Lazertag (26th May)

4. Projects, Discussions, Updates & Other Business

4.1. Suggestions Box

4.2. Mailbox Feedback

4.3. OrgSync

4.4. By-Laws, Subcommittee & Constitutional Changes

4.5. CRO Applications

4.6. Working with other Societies

4.X.

4.X.

4.X. Additional actions

Close

Minutes - Meeting #11

2016-03-17 - 17:11 - CSIT N101

Attendance

Present: Abbie Wade, Chris Claoue-Long, Amy Blunt, Jan Zimmer, Tyrus Caldiera, James Volis, Nick Sifniotis, Yaya Lu, You Hong

Apologies: Chris Chow

Guests:

Absent: Probie Offner,

Meeting opened at 17:11.

1. Minutes of Previous Meeting and Matters Arising

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

Moved: Amy Blunt

Seconded: Nick

Motion carried (Resolution 2016/14)

1.1. Actions from Previous Meetings

Volis enters 17:12

Abbie

- Action 2016.8.5.4.1 : **Abbie** : Organise meeting with School
- Action 2016.8.5.4.6 : **Abbie** : Create Mental and General Health posters to put up in common room

- Action: 2016.9.2.1.1 : **Abbie** : Draft up a complaints handling documentation after seeking -- **waiting for ANUSA still, have emailed a follow up**
- Action 2016.10.4.7.9: **Abbie** : Find spot to store BBQ --**IN PROGRESS, contacted ENG admin and waiting to hear back**
- Action 2016.10.3.3.8.3 : **Abbie** : Organise runsheet for OGM -- **IN PROGRESS, will need to be finalised closer to week 7**
- Action 2016.10.4.7.1 : **Abbie** : Order and Pay for a shirt for Jan - **putting off until we fill the new committee members are brought on.**

- Action 2016.8.2.1.2 : **Abbie:** Update the constitution to reflect the holes that have occurred in this situation -- **READY FOR REVIEW**
- Action 2015.19.4.5.1: **Abbie** : By-Laws modification -- **READY FOR REVIEW**
https://drive.google.com/folderview?id=0B7M_LLhRqVizNGhOdXpJTVgtUVE&usp=s_haring
- Action 2016.10.3.3.8.2 : **Abbie** : Organise OGM Agenda -- **READY FOR REVIEW**
- Action 2016.10.4.7.13 : **Abbie** : buy cleaning stuff--**DONE**
- Action 2016.10.3.3.8.1 : **Abbie** : Write out OGM announcement for newsletter --**DONE**

- Action 2016.10.4.5.1 : **Abbie** : Do a costco run --**DONE**

Jan

- Action 2015.5.5.5 : **Jan** : Spend 2 hours writing up what you do for your role (what you wish you had been told)
 - Waiting for Pats version
- Action 2016.10.4.2.1 : **Jan** : apply for an anucssa.industry@anu.edu.au email
 - Possibly use our websites domain
- Action 2016.10.4.7.3 : **Jan** : Send out a Week 4 newsletter
 - It can be a week five news letter
- Action 2016.10.4.7.4 : **Jan** : Organise with Liam for updated photo for committee sheets -- **done**

Amy

- Action 2015.5.5.5 : **Amy** : Spend 2 hours writing up what you do for your role (what you wish you had been told) -- **DONE**

Volis

- Action 2015.5.5.2: **Volis** : Book N115-N116 from 7pm-11pm for every wednesday for 2016 for Video Game Nights
 - In progress
- Action 2015.5.5.5 : **Volis** : Spend 2 hours writing up what you do for your role social (what you wish you had been told)
 - Not yet
- Action 2016.8.4.1.5 : **Chris** : Clean up the Events folder
 - Moved to chris
- Action 2015.5.5.5 : **Volis**: Spend 2 hours writing up what you do for your role Treasurer (what you wish you had been told)
 - Not yet
- Action 2016.8.3.1.1 : **Volis** : Clean up the Finance folder
 -
- Action 2016.7.5.7.1 **Volis** : Complete a draft budget and financial plan detailing all spending plans for CSSA 2016
 - Needs more investigation
- Action 2015.5.3.3 : **Volis** : Create a how to to set up the rooms such as projectors for EGN
 - Not yet
- Action 2016.8.5.4.5 : **Volis** : Put up EGN posters --**done**
- Action 2016.10.3.3.2.1 : **Volis** : Get in contact to organise AOE as a joint society event -- done
- Action 2016.10.3.3.9.1 : **Volis** : organise a trivia night
 - Not yet
- Action 2016.10.4.7.2 : **Volis** : Organise GAC reimbursement from 2016 events to date
 - Not yet
- Action 2016.10.4.7.5 : **Volis** : Follow up Nerd Trivia
 - Not yet

Yaya

- Action 2015.5.5.5 : **Yaya**: Spend 2 hours writing up what you do for your role (what you wish you had been told)

- Almost
- Action 2016.8.5.4.4 : **Yaya** : Create suggestion box poster to put on mailbox --
DONE

ChrisCL

- Action 2015.5.5.5 : **ChrisCL** : Spend 2 hours writing up what you do for your role (what you wish you had been told)
 - In Progress
- Action 2016.7.5.13.1 : **ChrisCL** : Looking into password storing methods
 - Not yet
- Action 2016.9.4.1.1 : **ChrisCL** : List of old committee members on CSSA Website put in
 - Not yet
- Action 2016.10.3.2.1.1: **ChrisCL** : Fill out debrief form for Installfest
 - Done
- Action 2016.10.3.2.4.1: **ChrisCL** : Fill out debrief form for AIXI tech talk
 - Done
- Action 2016.10.4.4.1: **ChrisCL**: Promote the CSSA volunteer page
 - Not yet
- Action 2016.10.4.7.11 : **ChrisCL** : Organise server computer for room (cssarobot 2.0 + vm host -- NECTAR VM instance? Talk to Roberts -- talk to Jan about anucssa subdomains + document server stuff)
 - Not yet
- Action 2016.10.3.3.4.1 : **ChrisCL**: Talk to James about borrowing projectors for console Night
 - Done
- Action 2016.10.4.7.10 : **Chriscl** : Get rid of servers and Cisco switch (useless)
 - Done
- Action 2016.10.4.7.8 : **ChrisCL** : How to installfest VM
 - Done
- Action 2016.9.3.3.6 : **ChrisCL** : Update calendar
 - Done

Probie

- Action 2016.10.3.3.10.1 : **Probie** : Book a room for a game jam
- Action 2016.10.3.3.10.2 : **Probie** : Organise Game Jam
- Action 2016.10.4.7.6 : **Probie** : Complete the COMP1100 Study Event Proposal

Hong

- Action 2015.5.5.5 : **Hong** : Spend 2 hours writing up what you do for your role (what you wish you had been told) --**DONE**

ChrisChow

- Action 2015.5.5.5 : **ChrisChow** : Spend 2 hours writing up what you do for your role (what you wish you had been told)
- Action 2016.8.4.1.3 : **ChrisChow** : Clean up the postgrad folder
- Action 2016.10.3.3.1.1: **ChrisChow** : update calendar for monthly munchies

Nick

- Action 2016.8.3.2.1.2: **Nick**: Organise business cards for yourself.
 - **TODO**
- Action 2016.7.5.16.1 : **Nick** : Research and make a comparison table for accounting software options -- **DONE in the sense that Volis has his software**

- Action 2016.10.3.3.3.1 : **Nick**: Get someone to arrange a 2-3 fruit platter for the event. -- **DONE**
- Action 2016.10.3.3.3.2 : **Nick**: work out budget for TFA tech talk and get approval over slack -- **DONE**
- Action 2016.10.4.7.7 : **Nick** : Complete the COMP2100/COMP2300 Study Event Proposal (with Andrew) -- **DONE - waiting on Janette to approve / deny**

Tyrus

- Action 2016.5.5.5 : **Tyrus** : Spend 2 hours writing up what you do for your role (what you wish you had been told)
 - **WORK IN PROGRESS**
- Action 2016.9.3.2.2 : **Tyrus**: Write up pizza order instructions
 - **DONE**
- Action 2016.6.3.3.1.1 : **Tyrus** : Make A3 poster advertising the Trivia Night
 - **WORKING ON IT**
- Action 2016.10.4.7.12 : **Tyrus** : organise a bowling event
 - **WORK IN PROGRESS**
- Action 2016.10.4.7.14 : **Tyrus** : clean bbq
 - **NOT DONE**

Group

- Action 2015.6.3.3.1.3 : **Nick, Probie, Chris** : Check their question with each other and not the committee
 - postponed
- Action 2016.8.3.2.1.1: **TBA**: Help Nick set up the sponsorship register form scripts ON HOLD - not a priority right now

2. Committee Report

2.1. Industry Report

2.1.1 Proposed formation of careers fair subcommittee.

- It's a lot of work and would like a hand
- Would need a large number of people

Action 2016.11.2.1.1: **Nick** : form subcommittee for industry

3. Events

3.1. New Event Forms

None

3.2. Previous Event Debriefs

3.2.1 Teach for Australia talk (Nick)

You can view the debriefing form here:

https://docs.google.com/document/d/1G9Z0JPU4ODEXyOeo03u_IC9TYV7CQY5bi8X7zbqS4L8/edit?usp=sharing

- 11 going 32 interested
- \$100 profit

3.2.2 Console Night (ChrisCL)

- Lowish attendance, about 12 people showed up overall (6-8 in room until 1hr before end)
- Had a volunteer for an XBone but was too late to set it up this time
- Maybe not worth running given amount of effort to set up / pack down with little attendance (clash with SuperSmashBros / AOE clubs etc?)

3.2.3 ML talk (ChrisCL)

- Quite a good talk, content went over many attendees' heads because it was quite high-level and assumed knowledge about AI and machine learning. Maybe need to specify a "difficulty"? of talk, ask people to provide more popular-science style (TED?) talks

3.2.4 Git talk (ChrisCL)

- Went somewhat well with people asking good questions at the end, seemed to grasp version control and git-flow using SourceTree
- 25 people attended overall but many walked out halfway through, ended up with about 12 sitting in
- Very quiet crowd! These events don't favour interactivity apparently
- Talks need concrete examples to practice with
- Don't rely on ANU Secure to deliver presentations it died halfway through

3.3. Upcoming Events

3.3.2 COMP2300/COMP2100 Study Event (Nick) 3/18 FRI

- Pizzas Ordered
- Rooms Booked
- Facilities, Services, Venue Hire and Security have been notified
- ¾ tutors are good to go
- Booked rooms for the subsequent 2 study events too
- Andrew is working on final details

3.3.3 COMP1100 Study event 3/29 Tue 6pm-12:00

- Room is booked, waiting on the school to confirm funding for this course.

3.3.4 Accenture Talk (Nick) 3/31

- Postponed until mid/late April.

3.3.4 OGM (Abbie) 3/31 Thu 5:00-7:00pm

- Agenda has been started

Action 2016.11.3.3.4 : **Yaya** : Type up suggestions

3.3.5 Monthly Munchies April edition 4/1 4:00-6:00

-

3.3.6 CSSA Trivia night 4/1 5:00-9:00

- Planned on a really bad day for Volis. Same night a EuroVision

- Change the night to when we feel appropriate
- Possible hold upstairs abouth the bar

Action 2016.11.3.3.6 : **Volis** : Organise date for Trivia night

3.3.7 CSSA Bowling (26th April)

- Roughly one packs
 - The Coach - \$30pp, includes 2 games per person and food
- Evening booking if we can, but there is a chance of other leagues being there
- Tuesday and Monday are the most quiet days
- I propose that we charge each person \$10 or \$15 and use that as an incentive to make people come but to also cover some cost
- Deposit is %50 of the full price
 - A booking confirmation form will be sent out and I pay when I hand that in
- Have to have a minimum CONFIRMED people set a week before the event i.e we if we say we have 30 people coming we pay for 15, but if we don't get 30 as our minimum, we we pay for how much we have coming (As long as it's more than 15)
- Is there something we can get back from GAC

3.3.8 CSSA Dodgeball (5th May)

- Plan is to make this a big event
- To combine it with ESA, SCI, CHEM and BIO
- Can also add a BBQ
- Will need to talk to each society and their social reps to get them involved
- Have heard that CHEM would be willing and same with ESA
- Additionally we would need to make rules and a competition if we get a lot of people.

3.3.9 CSSA Lazertag (26th May)

- Can either book normally or as a private group
- If we book normally the cost is \$810 includes a \$200 deposit which we have to pay at the time of the booking.
- Rough idea, if we get 30pp it's around \$27 pp, we can once again use an incentive of making people pay \$10-15 so they will come (this was done last year).
- It includes 2 hours of play
- \$150 if we want an extra hour (roughly \$32 pp)
- If we get more than 30, less amount each person has to pay
- It includes either 3-4 games either 15mins each or 12 minutes
- Also has the arcade games unlocked too
- Can choose to get food or go to goodberries afterwards
- If Tyrus books it will give everyone free membership which will also include the discount

4. Projects, Discussions, Updates & Other Business

4.1. Suggestions Box

Suggestion	Response	
Email janette about fixing the button on the outside door (to open auto)	Will email Jannette	Yellow
mini displayport to VGA adapter request. So others can connect to the monitors with their laptops	CHRIS - AliExpress US\$10 ones? How to "lock" them so they don't go walking?	Yellow
Bigger suggestion forms with space for email (optional)	Will do	Green
PLZ GET TUPPERWARE CONTAINER	Can't do because of sink area	Red

Action 2016.11.4.1.1 : **Nick** : Bigger suggestion forms with space for email

Action 2016.11.4.1.2 : **Yaya**: write up all the suggestions to date (since last OGM) and discuss in next OGM

4.2. Suggestion box Feedback -CONFIDENTIAL

The exec will go away and talk about strategies and present it back to the committee later

Action 2016.11.4.2: **Exec**: Work out a strategy on CSSAs leading groups of people

4.3. OrgSync

- 5 other people have access to Orgsync in this committee
- What we care about is treasury budgets
 - Itemised receipts
 - Make sure you don't get receipts from places that sell alcohol eg. a bar
 - Have a cap %5 of total budget

Action 2016.11.4.3.1 : **Jan** : Orgsync Documentation

Action 2016.11.4.3.2 : **Abbie + Jan** : Reaffiliate

Hong enters 18:10

4.4. By-Laws, Subcommittee & Constitutional Changes

By-Laws:

https://drive.google.com/file/d/0B_i9N0YUDBY6X1Fqa25VeW9QSGM/view?usp=sharing

Subcommittee:

<https://drive.google.com/file/d/0B3hIO-V-BaqqTmswZnpVMi1Pek0/view?usp=sharing>

Constitution:

https://drive.google.com/file/d/0B_i9N0YUDBY6UWFKYnltLUFpbzA/view?usp=sharing

- These documents are drafts ready to be presented at the OGM with the proposed changes
- Looking for feedback and updates which are needed before the OGM.
- We must email out all these documents by Thursday Week 6

Action 2016.11.4.4.1 : **Amy** : go through the By-Laws, Subcommittee & Constitutional Changes

Action 2016.11.4.4.2 : **Yaya** : go through the By-Laws, Subcommittee & Constitutional Changes

Action 2016.11.4.4.3 : **Tyrus** : go through the By-Laws, Subcommittee & Constitutional Changes

Action 2016.11.4.4.4 : **Jan** : go through the By-Laws, Subcommittee & Constitutional Changes

Action 2016.11.4.4.5 : **Nick** : go through the By-Laws, Subcommittee & Constitutional Changes

Action 2016.11.4.4.6 : **ChrisCL** : go through the By-Laws, Subcommittee & Constitutional Changes

Action 2016.11.4.4.7 : **Volis** : go through the By-Laws, Subcommittee & Constitutional Changes

Action 2016.11.4.4.8 : **Hong** : go through the By-Laws, Subcommittee & Constitutional Changes

Action 2016.11.4.4.9 : **Chris Chow** : go through the By-Laws, Subcommittee & Constitutional Changes

4.5. CRO Applications Confidential

Applicants were:

Pfalzgraf Martin

Liam Magrath

However we have decided that we are currently not taking any CRO applications

Action 2016.11.4.5.1 : **Jan**: Take down form for CRO's

Action 2016.11.4.5.2 : **Jan**: Send email to CRO applicants that we are currently not taking CRO applications.

4.6. Working with other Societies

- ESA, Solar Car, RoboGals, Engineers without Borders, Fifty50
- Hackathon Week 8 Friday (~48hrs)
- Want 1 person to take charge on this who is not exec to be the CSSA rep and works with 1 other rep from each group

- ESA
 - Dodgeball
 - LaserTag
 - More if we suggest it

- Committees Meetup
 - Most Likely Friday Wk7
 - A chance to get to know and talk to all CECS committee members

4.7. Costco Update

Latest costco run:

<https://docs.google.com/spreadsheets/d/1zmNYX2ZR0CXnuoMkAsHLqD9LluUOaAIN3SPCgKoh374/edit#gid=0>

- **Amount spent on Costco : \$1,444.60 + \$ 791.78 = 2236.38**
- **What it should total to when everything is brought: \$2,935.00 + \$721.92**
- **Expected Profit: \$1,340.90 + \$916.08**
- **Income to date: 491.20 + 241.00 + 759.00 + 622.00 = \$2113.20**

4.8. CRO - Confidential

4.9. Additional Action Items

Action 2016.11.4.9.1: **Nick** : Update the whiteboard in the foyer with this weeks question

Actions Arising

Action 2016.11.2.1.1: **Nick** : form subcommittee for industry

Action 2016.11.4.1.1 : **Nick** : Bigger suggestion forms with space for email

Action 2016.11.4.9.1: **Nick** : Update the whiteboard in the foyer with this weeks question

Action 2016.11.4.4.5 : **Nick** : go through the By-Laws, Subcommittee & Constitutional Changes

Action 2016.11.4.4.2 : **Yaya** : go through the By-Laws, Subcommittee & Constitutional Changes

Action 2016.11.4.1.2 : **Yaya**: write up all the suggestions to date (since last OGM) and discuss in next OGM

Action 2016.11.3.3.4 : **Yaya** : Type up suggestions

Action 2016.11.4.4.4 : **Jan** : go through the By-Laws, Subcommittee & Constitutional Changes

Action 2016.11.4.3.1 : **Jan** : Orgsync Documentation

Action 2016.11.4.5.1 : **Jan**: Take down the form for CRO's

Action 2016.11.4.5.2 : **Jan**: Send email to CRO applicants that we are currently not taking CRO applications

Action 2016.11.4.3.2 : **Abbie + Jan** : Reaffiliate

Action 2016.11.4.4.1 : **Amy** : go through the By-Laws, Subcommittee & Constitutional Changes

Action 2016.11.4.4.3 : **Tyrus** : go through the By-Laws, Subcommittee & Constitutional Changes

Action 2016.11.4.4.6 : **ChrisCL** : go through the By-Laws, Subcommittee & Constitutional Changes

Action 2016.11.4.4.7 : **Volis** : go through the By-Laws, Subcommittee & Constitutional Changes

Action 2016.11.4.4.8 : **Hong** : go through the By-Laws, Subcommittee & Constitutional Changes

Action 2016.11.4.4.9 : **Chris Chow** : go through the By-Laws, Subcommittee & Constitutional Changes

Close

Meeting closed at 18:34.

The next meeting is scheduled for Weekday 00 Month 2016, xx:00.

Amy Blunt
Secretary