

CSSA Committee Meeting

Agenda - Meeting #12-PUBLIC

2016-04-21 - 12:00 - CSIT N102 CSSA Committee Meeting

Attendance

1. Minutes of Previous Meeting and Matters Arising

1.1. Actions from Previous Meetings

2. Committee Report

3. Events

3.1. New Event Forms

3.2. Previous Event Debriefs

3.2.1 COMP2300/COMP2100 Study Event

3.2.2 COMP1100 Study event

3.2.3 OGM

3.2.4 Monthly Munchies April edition

3.3. Upcoming Events

3.3.1 Accenture Talk, Xero, IBM ??

3.3.2 CSSA Trivia night

3.3.4 Monthly Munchies May edition Fri 5/6

3.3.6 Bowling Wed 5/9 7-10pm

3.3.7 Comp1100 Study event Fri 5/13 6pm-midnight

3.3.9 Laser Tag Thur 5/26 8-11pm (after OGM)

4. Complaint - Confidential

4.1. Complaint #1

4.2. Complaint #2

5. Projects, Discussions, Updates & Other Business

5.1. Suggestions Box

5.2. Code of Conduct

5.3. Costco

5.4. Committee Applications - CONFIDENTIAL

5.5. GAC Reimbursements

5.6. Cleaning Roster

5.7. Board Games

5.8. Additional actions

Close

Minutes - Meeting 12

2016-MM-DD - xx:xx - CSIT N101

Attendance

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

Apologies: Chris Chow

Guests:

Absent: Nil

Meeting opened at 11:57.

1. Minutes of Previous Meeting and Matters Arising

- Moved to next meeting

1.1. Actions from Previous Meetings

Abbie

- Action 2016.8.5.4.1 : **Abbie** : Organise meeting with School
 - Not yet
- Action 2016.8.5.4.6 : **Abbie** : Create Mental and General Health posters to put up in common room
 - Not yet
- Action: 2016.9.2.1.1 : **Abbie** : Draft up a complaints handling documentation after seeking
 - Waiting on ANUSA still.
- Action 2016.10.4.7.9: **Abbie** : Find spot to store BBQ
 - Waiting on Admin, do we want to find a new home? The common room seems to work.
- Action 2016.10.3.3.8.3 : **Abbie** : Organise runsheet for OGM
 - Done
- Action 2016.10.4.7.1 : **Abbie** : Order and Pay for a shirt for Jan
 - **Waiting on meeting outcomes from today**

Nick

- Action 2016.8.3.2.1.2: **Nick**: Organise business cards for yourself.
 -
- Action 2016.10.4.7.7 : **Nick** : Complete the COMP2100/COMP2300 Study Event
 -
- 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
 -

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)
 - In progress
- Action 2016.11.4.4.2 : **Yaya** : go through the By-Laws, Subcommittee & Constitutional Changes
 - done
- Action 2016.11.4.1.2 : **Yaya**: write up all the suggestions to date (since last OGM) and discuss in next OGM
 - done
- Action 2016.11.3.3.4 : **Yaya** : Type up suggestions
 - 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)
 - Not done
- Action 2016.10.4.2.1 : **Jan** : apply for an anucssa.industry@anu.edu.au email
 - Changing to making our own web server
- Action 2016.10.4.7.3 : **Jan** : Send out a Week 4 newsletter
 - Send during last meeting. Should send a new one.
- Action 2016.11.4.4.4 : **Jan** : go through the By-Laws, Subcommittee & Constitutional Changes
 - Done
- Action 2016.11.4.3.1 : **Jan** : Orgsync Documentation
 - Should meet with Volis
- Action 2016.11.4.5.1 : **Jan**: Take down the form for CRO's
 - Done
- Action 2016.11.4.5.2 : **Jan**: Send email to CRO applicants that we are currently not taking CRO applications
 - Done

Probie

- Action 2016.10.3.3.10.1 : **Probie** : Book a room for a game jam
 - Remove action item
- Action 2016.10.3.3.10.2 : **Probie** : Organise Game Jam
 - Remove action item
- Action 2016.10.4.7.6 : **Probie** : Complete the COMP1100 Study Event Proposal
 - Done (Abbie)

Amy

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

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)
 - Not Done
- Action 2016.6.3.3.1.1 : **Tyrus** : Make A3 poster advertising the Trivia Night
 - Not Done, has not been not confirmed yet
- Action 2016.10.4.7.12 : **Tyrus** : organise a bowling event
 - Done
- Action 2016.10.4.7.14 : **Tyrus** : clean bbq
 - DONE (NOT BY ME), after the previous COMP1100/1130 study event
- Action 2016.11.4.4.3 : **Tyrus** : go through the By-Laws, Subcommittee & Constitutional Changes
 - 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 -- **IN PROGRESS**
- https://docs.google.com/spreadsheets/d/1I-TRFVbpyrccKu1D_-PWeKWB0d91S9dA92ZBrpjLT8w/edit?usp=sharing
- -
- Action 2016.9.4.1.1 : **ChrisCL** : List of old committee members on CSSA Website put in -- **NOT DONE, move to Jan**
 - move to jan
- Action 2016.10.4.4.1: **ChrisCL**: Promote the CSSA volunteer page
 - Not done, will do now
- 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) -- **IN PROGRESS**
 -
- Action 2016.8.4.1.5 : **ChrisCL** : Clean up the Events folder - **DONE**
 -
- Action 2016.11.4.4.6 : **ChrisCL** : go through the By-Laws, Subcommittee & Constitutional Changes - **DONE**
 -

Volis

- Action 2015.5.5.2: **Volis** : Book N115-N116 from 7pm-11pm for every wednesday for 2016 for Video Game Nights
 - I think its done? Possibly have every friday night (could use for other events)
- 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 done
- 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 done
- Action 2016.8.3.1.1 : **Volis** : Clean up the Finance folder
 - Not done
- Action 2016.7.5.7.1 **Volis** : Complete a draft budget and financial plan detailing all spending plans for CSSA 2016
 - Not done
- Action 2015.5.3.3 : **Volis** : Create a how to to set up the rooms such as projectors for EGN
 - Not done
- Action 2016.10.3.3.9.1 : **Volis** : organise a trivia night
 - Not done, the bar doesnt do trivia nights anymore, need to find somewhere else
- Action 2016.10.4.7.2 : **Volis** : Organise GAC reimbursement from 2016 events to date
 - Still need to organise
- Action 2016.10.4.7.5 : **Volis** : Follow up Nerd Trivia
 - Slack group is defunct
- Action 2016.11.4.4.7 : **Volis** : go through the By-Laws, Subcommittee & Constitutional Changes
 - OGM is over

Hong

- Action 2016.11.4.4.8 : **Hong** : go through the By-Laws, Subcommittee & Constitutional Changes
 - 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
 -
- Action 2016.11.4.4.9 : **Chris Chow** : go through the By-Laws, Subcommittee & Constitutional Changes
 -

Group

- Action 2015.6.3.3.1.3 : **Nick, Probie, Chris** : Check their question with each other and not the committee
 - Remove action item
- Action 2016.8.3.2.1.1: **TBA**: Help Nick set up the sponsorship register form scripts ON HOLD - not a priority right now
 -
- Action 2016.11.4.3.2 : **Abbie + Jan** : Reaffiliate
 - Nothing has shown up on orgsync?

2. Committee Report

None this meeting

3. Events

3.1. New Event Forms

3.2. Previous Event Debriefs

3.2.1 COMP2300/COMP2100 Study Event

Positives Aspects

In general, the feedback from the two events was positive, students liked the ability to do both assignments in one event, pizza was a hit and the tutors were mostly busy with one on one support. The attendance surpassed expectations further indicating that there is significant appetite for study events of this nature among the cohort. The support from the CSSA committee is to be commended and can be considered a large factor in the success of the event overall.

Aspects To Improve

Students noted that tutors were difficult to identify amid the sea of other students. Advertising for the event was poor, the facebook event was up for merely 6 days and many students only became notified of the event by their tutor or friends. Some students said they would prefer a more structured event, with specified rooms for each course and tutors assigned to each room.

Measures for Next Time

We plan to have tutors and experienced Students wear distinguishing hats to make the easily identifiable. Advertising has begun already, Eric has been asked to send an email around to students soon and I will be mentioning the event in both classes.

3.2.2 COMP1100 Study event

- https://docs.google.com/forms/d/1CJUKQ2s0LlkK3MCtGnI5rX5PS0YN5Y2oDEo1C8P9ZOI/edit?usp=drive_web#responses

Action 2016.12.3.2.2 : Abbie : Type up report from previous study event and send to Janette

3.2.3 OGM

- Went well - most things were passed when voted on - just very long
- Wasn't any questions for us
- Need to propose a few minor things next OGM (proxy and leave to bylaws)

Action 2016.12.3.2.3.1 : **Abbie** :Type up and publish the constitution changes after previous OGM

Action 2016.12.3.2.3.2 :**Abbie**: Type up and publish the by-law changes after previous OGM

Action 2016.12.3.2.3.3 :**Jan**: Upload modified documentation to the website

3.2.4 Monthly Munchies April edition

- Chris Chow isn't here

3.3. Upcoming Events

3.3.1 Accenture Talk, Xero, IBM ??

- Need date

Action 2016.12.3.3.1 :ChrisCL: get talks going Accenture Xero IBM

3.3.2 CSSA Trivia night

- Need date and a location (Top Floor of ANU BAR doesn't do it any more)
- Will move to Next Semester

3.3.3 Dodgeball Thur 5/5 2pm-5pm

- Event has been booked
- Will need to be paid for (\$27 per basketball court for 2 hours)
- Payment: $27 * 2 * 2 = \$108$
- Can be claimed back by GAC according to guy I talked to from ESA
- I can pay for the booking and ESA said they will pay us back, is this ok?
- Posters have been made, printed, and stuck up
- Haven't stuck up any in ESA or Science but they are doing that
- Event page has been made, currently 43 people "going"
- Might need to buy more balls
- Should pump up current balls to test out
- Still organising other stuff like a BBQ and competitions

Approved to pay for the court

3.3.4 Monthly Munchies May edition Fri 5/6

- Chris Chow isn't here

3.3.5 Comp 2100/2300 Sudy event Tue 6th May 6pm-midnight

- Posters haven't been put up yet (Tyros will do this)
- Andrew is in the process of organising this. We do need to organise food though (63 Pizzas)

MOTION \$450 for food fro Comp 2100 study event

Unanimous

Action 2016.3.3.5.1: _____ : Food for 2100/2300 Sudy event Tue 5/6

Action 2016.3.3.5.2: Chris : Survey for 2100/2300 Sudy event Tue 5/6

3.3.6 Bowling Wed 5/9 7-10pm

- Deposit of \$225 has been paid
- Booking date was moved back till May 9th, 7pm
- Only 2 people have paid so far
- Currently 8 people “going”
- Booking is made for 30 people, with a minimum of 15, though this could be changed a week before (2nd May) if there are issues.
- I am still worried we won't reach 15, is there a way to get this out more so people will come and pay?
- Posters have been printed and stuck up.
- In addition I have told ESA they can join us if they wish, just to get the event out there more!
- Try a ticketing system Q-pay

Action 2016.12.3.3.7 :Tyrus: Set up Q_pay or eventbrite for ticketing

3.3.7 Comp1100 Study event Fri 5/13 6pm-midnight

- Can't go ahead until we receive funding, which requires a report about the previous one.

3.3.8 Epic Games Night 11 5/20 6pm-midnight

- I have made a new folder in Events and added all the relevant files that we will need for this semester's EGN.
- I have fixed up the Volunteer and the Equipment forms for EGN 11 and posted them on the Facebook event page.
- I have emailed Facilities on Campus about Tagging and Testing equipment to see how we can get that done.
- I had a talk with Pat regarding what needs to be done for EGN. Everything can be seen here:
https://docs.google.com/document/d/1nSQabd4QQPNgQLg2x_tv8lc19aAZy_RmYKOl9SaoMc/edit
- Volis had done the booking for the ground floor
- Cleaning still needs to be booked
- We need to form a sub-committee to fill the following roles:
 - Pizza Manager
 - Volunteer Manager
 - Front Desk
 - Crowd Sourcing Manager
 - Setup Manager
 - Pack-Up Manager
 - Costco
 - Sponsorship Getter
 - THIS IS THE MOST IMPORTANT, we will need help from people to go out and try and get us sponsored.

- Good places are: Reload, Barracks, Impact Comics, The Games Capital, Guild, The Loaded Dice (Tuggeranong, new gaming bar, I can look into that), ANUSA, Jb-Hi-Fi, Google, EbGames, GameTraders, Revolution CD (Woden)
 - Other Societies
- Buying wristbands, they will be \$0.50 each. How Many (100, 250, 500, 1000)? : <http://www.aacidsolutions.com.au/products/id-wristbands/wristbands-by-type/tyvek-wristbands/19mm-tyvek-wristbands>
- Buying stickers as labels for equipment?
 - <https://www.officeworks.com.au/shop/officeworks/p/avery-inkjet-mailing-labels-clear-25-sheets-21-per-page-av936007>
- Poster is up!
- If we wish to print A2 posters, I talked to Liam (Officeworks), he needs to know 72 hours in advance though not sure about the price. In addition, he said we could get Banner's (<http://www.officeworks.com.au/shop/officeworks/Print-And-Copy/Retractable-Exhibitions-on-Banners>) which we could put up in the ground floor of the building, people would actually see them!! Poster print will be about \$12.50 (not sure what discount he can get us) and the Banner is \$99
- Assigning all Committee and possibly all CRO's to do a job on the night if possible? As in everyone watches a room, for a 1hr shift or so?
- Also getting all Committee to get work off on the night and the next day to help with packing up?
- Prizes for EGN?
- We already have IBM on board with prizes, if i'm correct? (Nick?)

Action 2016.12.3.3.8.1 : **Volis**: Book cleaning

Action 2016.12.3.3.8.2 : **Tyrus**: Get 250 wristbands

Action 2016.12.3.3.8.3 : **Tyrus**: Form subcommittee

Action 2016.12.3.3.8.4 : **Tyrus**: Print A2 Posters and put up around CSIT (After Sponsorship)

Action 2016.12.3.3.8.5 : **Tyrus**: Print A3 posters and distribute around ANU (After Sponsorship)

Action 2016.12.3.3.8.6 : **Tyrus**: Workout timetable for the night

3.3.9 Laser Tag Thur 5/26 8-11pm (after OGM)

- Deposit of \$200 has been paid
- Booking time was moved back 1hr because of the OGM, to 8pm.
- No one has paid so far
- Currently 29 people "going"
- At this point I am not too worried about it but is there a way we can promote this more and ACTUALLY get people to come in and PAY?
- Haven't yet talked to ESA about it, would say we are hosting it entirely, with inviting ESA

4. Complaint - Public

4.1. Complaint #1

Comp 3120 Academic misconduct for the people that get 10% and 7% penalties for people that didn't plagiarism

Action 2016.12.4.1: Abbie : Email Ramesh - percentage penalty for reviewed accademic misconduct cases

4.2. Complaint #2

- The person that had done wrong will be suspended from the CSSA and events dor a period of time

Action 2016.12.4.2 :Abbie: talk to person and let them know of penalties(from Complaints)

5. Projects, Discussions, Updates & Other Business

5.1. Suggestions Box

| Suggestion | Response | |
|--------------------|------------|--|
| Restock fridge plz | eventually | |

5.2. Code of Conduct

- Add no sleeping in common room or something along those lines
- All requests made by CRO or Committee must be followed

Action 2016.12.5.2 : Yaya : Talk to David

5.3. Costco

- Look into vending machines
- Costco run for drinking possibly also some food

Motion \$1000 for costco run

Unanimous

Action 2016.12.5.3: Chris: Break down of vending machine options

5.4. Committee Applications - Public

Successful applicants were :

Joel

Faizan

Action 2016.12.5.4: Abbie: email results for Committe Apilcations

5.5. GAC Reimbursements

Action 2016.12.5.5 Volis to do Reiembersments

5.6. Cleaning Roster

Action 2016.12.5.6 :Yaya: Update cleaning roster

5.7. Board Games

Action 2016.12.5.7 :Volis: email CROS to see if anyone is willing to run it

5.8. Additional actions

Action 2016.12.5.8.1 : Jan : Send out a Week 9 newsletter

Actions Arising

Action 2016.12.3.2.2 : **Abbie** : Type up report from previous study event and send to Janette

Action 2016.12.3.2.3.1 : **Abbie** :Type up and publish the constitution changes after previous OGM

Action 2016.12.3.2.3.2 :**Abbie**: Type up and publish the by-law changes after previous OGM

Action 2016.12.4.1: **Abbie** : Email Ramesh - percentage penalty for reviewed accademic misconduct cases

Action 2016.12.4.2 :**Abbie**: talk to person and let them know of penalties(from Complaints)

Action 2016.12.5.4: **Abbie**: email results for Committe Apilcations

Action 2016.12.3.2.3.3 :**Jan**: Upload modified documentation to the website

Action 2016.12.5.8.1 : **Jan** : Send out a Week 9 newsletter

Action 2016.12.5.7 :**Volis**: email CROS to see if anyone is willing to run it

Action 2016.12.3.3.8.1 : **Volis**: Book cleaning

Action 2016.12.5.5 :**Volis**: to do Reiembersments

Action 2016.12.3.3.1 :**ChrisCL**: get talks going Accenture Xero IBM

Action 2016.3.3.5.2: **ChrisCL** : Survey for 2100/2300 Sudy event Tue 5%

Action 2016.12.5.3: **ChrisCL**: Break down of vending machine options

Action 2016.12.3.3.7 :**Tyrus**: Set up Q_pay or eventbrite for ticketing

Action 2016.12.3.3.8.2 :**Tyrus**: Get 250 wristbands

Action 2016.12.3.3.8.3 :**Tyrus**: Form subcommittee

Action 2016.12.3.3.8.4 :**Tyrus**: Print A2 Posters and put up around CSIT (After Sponsorship)

Action 2016.12.3.3.8.5 :**Tyrus**: Print A3 posters and distribute around ANU (After Sponsorship)

Action 2016.12.3.3.8.6 :**Tyrus**: Workout timetable for the night

Action 2016.12.5.6 :**Yaya**: Update cleaning roster

Action 2016.12.5.2 : **Yaya** : Talk to David

Action 2016.3.3.5.1: _____ : Food for 2100/2300 Sudy event Tue 5/6

Close

Meeting closed at 12:57.

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

Amy Blunt
Secretary