CSSA Committee Meeting Agenda

2013-09-22 - CSIT N102

1. Minutes of Previous Meeting and Matters Arising
    1.1. Actions from Previous Meeting
2. Finances
    2.1. Treasurer's update
    2.2. ANUSA Grants
3. Past Events
    3.1. Monthly Munchies
    3.2. Board Games
4. New Committee Structure
    4.1. Attachment - Draft Committee Structure
5. Upcoming Events
    5.1. Joint Tech Talk with Engineering
    5.2. Accenture BBQ
    5.3. Palantir Trivia Night
    5.4. Postgrad Events
    5.5. EGN
    5.6. Committee Farewell
    5.7. IEEEXtreme
6. CompCon
7. CSIT Recycling Bins
8. N117
9. Common Room
    9.1. Banner
    9.2. New Furniture
    9.3. [Pending Item 4] Items for the Common Room Subcommittee
10. Committee Handover
    10.1. Mailing List
    10.2. Email Account
    10.3. Google Drive
    10.4. N102 Room Access
    10.5. Bank Account
    10.6. Shirts
11. Room Access Policy
    11.1. Access for non-committee members
12. Other Business
    12.1. Monitors
    12.2. Proxy Voting -> Postal Ballot for elections
    12.3. Cabinet Keys
    12.4. Additional actions arising from discussion

Attachment 4.1. - Draft Committee Structure

Submitted by Andrew Donnellan and Ben Creelman for discussion regarding Item 4.

Exec:
- Andrew
- Probie
- Chan
- Ben Creelman

Exec portfolios (shared):
-Elected portfolios (ie Secretary, Treasurer)
-Advocacy

General Reps
- Jono
- Reyes
- Jan
- Cait
- Martin
- Jess
- Ben Martin

Gen rep portfolios (TBD)
-Social
-Education Officer (Curricular)
-Education Officer (Extracurricular)
-Communications
-Industry
-Projects

Additional Gen rep portfolios
-Common Room Subcommittee rep
-EGN Subcommittee rep

Elected portfolios
-Postgrad students
-International students

CSSA Committee Meeting Minutes

2013-09-22 - CSIT N102

Attendance

Present: Andrew Donnellan [President], Jess Tsimeris, Chanakya Goli [Treasurer], Ben Creelman [Secretary], Ben Martin, Robert Offner [Vice President], Reyes Gonzalez, Jono Franzi, Jan Zimmer
Late: Martin Henschke
Apologies: N/A
In attendance: Pat Paton for Item 5.5.

Action Summary

Carried over

- 1.2 ACTION: Claim ANUSA sponsorship bonus (Andrew/Chan)
- 1.3 ACTION: Re-send link to handover document (Andrew)
- 1.4 ACTION: Follow up N102 networking issues with CECS IT (Andrew)
- 7.4 ACTION: Update bank account signatories (Andrew/Tessa/Chan/Probie/Jan/Fiona/Ben Creelman)
    - To happen monday 23/09, 230pm.

Actions arising

ACTION 2.2.1: Andrew and Chan to follow up the grants irregularities.
ACTION 4.1.1: Ben to create list of subcommittees of the CSSA
ACTION 4.1.2: AGENDA ITEM: Finalisation of portfolios + resolution to approve
ACTION 5.1: Ben to email all committee members with the brief / debrief form
ACTION 5.2: Andrew to create event proposal form
ACTION 5.1.1: Chan to get text for Accenture poster to Jan
ACTION 5.1.2: Jan to create and distribute poster for Accenture event
ACTION 5.3.1: Caitlin to email Palantir contacts and remind them that a decision regarding dates needs to be made.
ACTION 5.6.1: Ben to create doodle poll for Committee Farewell event. Times will be 6-8PM Weekdays and all day Saturday.
ACTION 7.1: Martin to email school administration and ask as to why the school does not have recycling bins inside the building.
ACTION 8.1: Probie to arrange meeting with school administration
ACTION 9.1.1: Members to provide comment on the draft CSSA banner design
ACTION 9.3.1: Common Room Subcommittee to provide report to committee
ACTION 10.1.1: Current committee on mailing list to be removed after Farewell event.
ACTION 10.3.1: Move Google Calendar ownership from Tessa to President (Andrew)
ACTION 10.3.2: Move ownership of Google Drive folder from Nguyen to President (Andrew)

ACTION 10.3.3: All Committee members to be added to google calendar (Chan)
ACTION 10.3.4: Google Calendar to be made public (Chan)
ACTION 10.6.1: AGENDA ITEM: Shirts
ACTION 10.6.2: AGENDA ITEM: Rebranding
ACTION 11.1.1: Andrew to seek legal advice regarding liability for actions in the common room when there are no committee members in the room
ACTION 11.1.2: AGENDA ITEM: Inappropriate behaviour issue
ACTION 12.2.1: AGENDA ITEM: Carry over to next meeting.
ACTION 12.4.1: AGENDA ITEM: Report on the Ada Initiative workshop
ACTION 12.4.2: Reyes to follow up with RSCS about the storage of gas bottles
ACTION 12.4.3: AGENDA ITEM: Costco
ACTION 12.4.4: AGENDA ITEM: Bigger common room
ACTION 12.4.5: AGENDA ITEM: ANUSA Clubs & Societies Awards

Minutes
Meeting opened at 13:19.

1. Minutes of Previous Meeting and Matters Arising
MOTION: That the minutes of the previous meeting be accepted
MOVED: Ben Creelman
AMENDMENT: That the minutes of the previous meeting be amended to change the location from N102 to N101.
Moved: Ben Creelman
Seconded: Andrew Donnellan
Motion carried with amendment. (Resolution: 2014/01)

1.1. Actions from Previous Meeting
- 1.2 ACTION: Claim ANUSA sponsorship bonus (Andrew/Chan)
  - **Not actioned**
- 1.3 ACTION: Re-send link to handover document (Andrew)
  - **Not actioned**
- 1.4 ACTION: Follow up N102 networking issues with CECS IT (Andrew)
  - **Re-delegated from Andrew to Jan**
- 1.5 AGENDA ITEM: CSIT recycling bins (Ben)
  - Added to Agenda
- 4.1.1 ACTION: Negotiate Accenture tech talk with ESA (Caitlin)
  - Mayank took care of this. ESA want our poster. Need a blurb for Jan
- 4.2.1 ACTION: Negotiate trivia night with Palantir (Caitlin/Jess/Mayank)
  - Email from Palantir - Caitlin to follow up email
- 6.1 ACTION: Work on banner design (Ben Martin/Reyes/Caitlin)
  - **Draft banner design here:**
    https://drive.google.com/?authuser=0#folders/0B7M_LLhRqVizSmozRnNEN3

- ○ What we're looking at from officeworks:
  http://www.officeworks.com.au/retail/print/banners-and-frames/retractable-exhibition-banners?productname=retractableexhibitionbanners
- 7.1 ACTION: Add Martin to Google Drive (Andrew)
  - ○ Done
- 7.2 ACTION: Change door code (Chanakya)
  - ○ Done, twice. Second time due to non-committee being told the door code.
- 7.4 ACTION: Update bank account signatories
  (Andrew/Tessa/Chan/Probie/Jan/Fiona/Ben Creelman)
  - ○ To happen monday 23/09, 230pm.

2. Finances

Martin enters [13:28].

2.1. Treasurer's update

The Treasurer reported that the bank handover is yet to happen. As a result the current state of finances is unknown. The Treasurer's report presented at the immediate past AGM provide the most accurate figures available.

2.2. Grants update

Andrew reports that GAC have been giving some strange amounts. Tessa has been following this up, but responsibility now falls with the new Treasurer.

ACTION 2.2.1: Andrew and Chan to follow up the grants irregularities.

Andrew notes there will be a strange transfer on the records for the primary account, in the order of $5000 transferred in, and $5000 transferred out. This was a mistake - the transfers were meant to be between CompCon accounts.

3. Past events

The committee noted that the South Pacific Regional ACM Programming Contest, held 21 September, went well. The event was organised and run by Eric McCreath. The CSSA may be interested in running the event in the future.

3.1. Monthly munchies

Tres good. Roughly 40-50 people attended; many of these were postgrads. CECS will send us $150 to pay for it. This will run each month and CECS will pay for it each month. Included alcohol. Considering asking CECS for more money for it in the future.

3.2. Board Games

Ongoing. Less people attended for the two Wednesdays during the break - as expected.

4. New Committee Structure

4.1. Attachment - Draft Committee Structure
Ben and Andrew presented their draft committee structure, and led a discussion.

The committee discussed some issues with the structure from the previous year, as well as potential options for the coming year. Key points:
- The Gaming portfolio became EGN only, while Social took on other game related events. While this may be more logical it was not intentional
- PR and IT/Webmaster could be combined to form Communications. Caitlin raised that this would be a large portfolio. She also noted that our twitter account is currently under-used, and requested that the new Communications Officer would utilise it more.

There was discussion about the Education portfolio from last year - it ended up becoming tech talks, and there is scope for further expansion of this role. Andrew and Ben suggested this should be expanded and split into two separate roles. The committee discussed this extensively and suggested that there be two Education portfolios; Curricula and Extra-Curricula. Key points:
- Extra-Curricula will be responsible for things such as tech talks, as well as academic competitions (eg IEEE) and other academic events
- Curricula will be responsible for events involving course-based education. There has been a request for things such as PAL for later year courses, as well as

Education: last year it was basically tech talks. What about workshops? We've had questions from people about things like PAL for later years/ organising study things etc. Two types of educational events: stuff/events to get people passionate about what they do. 2) events with their own degrees.

The EGN subcommittee will remain, noting that Pat Paton is the Coordinator of EGN 6, with CSSA committee reps providing appropriate visibility.

A portfolio of Projects was created, that will be responsible for furthering invidual and smaller projects. The CSSA has already been working on some of these (such as pizza lever, door sensor) and this will provide additional attention. It was noted that there is scope within our budget to provide funding for projects. This portfolio will likely work with Education (Extra-curricula) to organise and run competitions.

It was suggested that day to day management of the common room be delegated to a subcommittee. Similar to the EGN subcommittee, some members the subcommittee will not be full committee members. The committee may request that the Common Room subcommittee consider particular items.

ACTION 4.1.1: Ben to create list of subcommittees of the CSSA

It was proposed that the Advocacy portfolio will be moved to the shared responsibility of the Executive, with a particular focus taken by the Vice President. This reflects the changing nature of the role, and the current membership of the committee and other bodies.

It was noted that this portfolio is not one that comes with solid deliverables or measurable outcomes. With Probie being a CECS representative to the ANUSA CRC, this will provide an effective channel for communication between various representative bodies.

Andrew noted the importance of retaining the named portfolio. As this is critical to the existence of the CSSA, it will need to continue to exist, even if not always with the Executive.

The following portfolios were assigned:
- Advocacy
  - Probie / Executive
- Social
  - Reyes
- Communications
  - Jan
- Industry
  - Cait
- Projects
  - Jono
- Education (Curricula)
  - Ben Martin
- Education (Extra-Curricula)
  - Martin

The following people were nominated as CSSA representatives on sub-committees of the CSSA:
- Common Room Sub-committee
  - Martin
- EGN Sub-committee
  - Jan
  - Cait

The following portfolios were reaffirmed, as these representatives were elected at the AGM:
- Postgraduate students
  - Jess
- International students
  - Ben Martin

The same portfolios are listed here, by member:

- Probie / Executive
  - Advocacy
- Jan
  - Communications
  - EGN Sub-committee rep
- Cait
  - Industry
  - EGN Sub-committee rep
- Reyes
  - Social
- Jono
  - Projects
- Martin
  - Education (Extra-Curricula)
  - Common Room Sub-committee
- Jess
  - Postgraduate students
- Ben Martin
  - International students
  - Education (Curricula)

ACTION 4.1.2: AGENDA ITEM: Finalisation of portfolios + resolution to approve

5. Upcoming Events

Andrew raised that we have an event brief / debrief form. Committee members should use this to a) brief the committee before the event b) ensure that appropriate actions have been taken prior to the event c) debrief the committee after the event has taken place. The brief / debrief form is located here:

https://docs.google.com/document/d/1KE9zIqW8ijKomGUKLACpMg6DEjWPUjdQaYTkeXNbLUo/edit

ACTION 5.1: Ben to email all committee members with the brief / debrief form

There needs to be a way for non-committee members to be able to nominate suggestions for events. It was suggested that a google form is created for this purpose. It will need to be non-threatening, i.e. easy for people to put in minimum information to allow further consideration.

ACTION 5.2: Andrew to create event proposal form

Caitlin raised that we are currently under-utilising our volunteer base. This may be to lack of communication / awareness regarding the CSSA Volunteers facebook page. The Social Officer may wish to look into this.

5.1. Joint Tech Talk with Engineering

Joint event with ESA; Accenture BBQ at Engineering BBQ area. Thursday 26 September @ 12:30-13:30. Followed by a tech talk by Accenture, 14:00 in the Engineering Theatre.

Vegetarian options need to be cooked earlier on the CSSA BBQ. Ben Roberts will be running the CSSA's part of the BBQ. Chan to talk with Reyes [Social officer] about BBQ specifics. Reyes notes she can only be there 12:00 - 13:00.

ESA have requested that we handle creating a poster. Jan
ACTION 5.1.1: Chan to get text for Accenture poster to Jan
ACTION 5.1.2: Jan to create and distribute poster for Accenture event

Our ESA counterpart is Jacob Horne; u4849725.

5.2. Accenture BBQ

Combined with Item 5.1 - Joint Tech talk

5.3. Palantir Trivia Night

Mayank is still coordinating this. Caitlin is helping out until she has the contacts/background. Mayank was not at this meeting.

We have two contacts from Palantir - one from the USA and another within Australia. We've given both of them a range of dates, and are yet to receive a response from either. It is generally agreed that at least 10 days notice is required to organise an event of this scale.

ACTION 5.3.1: Caitlin to email Palantir contacts and remind them that a decision regarding dates needs to be made.

5.4. Postgrad Events

Jess raised a possible talk by a visiting lecturer about USA universities, which has been mentioned on the mailing list. The proposed dates are the afternoons of the 24th September through the 27th September, or the weke of October 14th through October 18th. Jess will be away for those dates, suggested that Martin (as Education (Extra-Curricula)) should own this event.

Some people of the postgraduate and honours student persuasion have expressed interest in a badminton event.

Hackerspace people are keen to do an arduino workshop.

Monthly munchies will be recurring, monthly. Suggested time is 4:20.

Jess is keen to run another HDERP in the future - potentially one every term. This would

mean one this term.

5.5. EGN

Enter stage right: Pat Paton.

Pat Paton (EGN Coordinator) provided a verbal briefing to the committee on the progress of organising EGN 6.

Key points:
- We have sponsors, nearly enough to start doing the posters - at least enough to start drafting one
- Rooms are all booked
- Jan will be placing a notice in the newsletter asking for people to indicate what consoles they can bring. A note will be going on the FB page to the same.
- There needs to be an increase in the number of Subcommittee meetings

Ben requested the current EGN Sub-committee members. They are as follows:
- Pat Paton (EGN Coordinator)
- Jan (CSSA Committee)
- Cait (CSSA Committee)
- Libby
- Aly James
- Dulitha (Advisor)
- Iris (Advisor)

Exit stage right: Pat Paton.

5.6. Committee Farewell

Still hasn't happened.

ACTION 5.6.1: Ben to create doodle poll for Committee Farewell event. Times will be 6-8PM Weekdays and all day Saturday.

5.7. IEEE Extreme

IEEE 24 Hour Extreme Programming Challenge will be running again; Saturday 26 October 11:00, to 27 October 11:00. Last year we ran 2 teams, both of which were quite successful.

Andrew noted that this is the day after EGN. This means that those who are in IEEE won't be waiting around for a 01:00 pack-up from EGN.

CSSA will be organising this event again; expecting to field at least 3 teams.

Entry fee is that you must be IEEE member ($30 for student members). We will need a

supervisor who is an IEEE full member. Last year it was Weifa. They must be willing to stay around and watch. Andrew noted that there can be multiple proctors; this helps with the issue of it being a 24 hour event. Uwe was raised as a possibility.

Jono will be running this event as part of his role as projects officer.

Andrew raised that a sign-up sheet will be needed, and that we will need to confirm that those who sign-up actually register.

Ben noted that this is an academic event ($7 / person from GAC). It was noted that CySCA - also a 24hr event - spent about $17/person.

Jono will be running this event, however he notes he will not have much scope to do this until after CompCon.

6. CompCon 2013

Happening this weekend - get your excited face on. Ben asked if anything was happening on the Saturday with regard to the AFL Grand Final. Andrew said that there were no plans for any special arrangements.

Total number of people currently attending: 123
- 7 organising committee
- 27 speakers
- 87 purchased tickets (mostly students)
- 2 volunteers with free tickets

7. CSIT Recycling Bins

ACTION 7.1: Martin to email school administration and ask as to why the school does not have recycling bins inside the building.

8. N117

Recently N117 had a lock placed on the door, and furniture removed. Bindi has advised that the room will be used as an IT help desk.

The committee expressed concern surrounding the decision, in particular the lack of consultation.

As yet, no justification for the decision has been provided to the CSSA.

There are multiple issues directly resulting from this. The most significant is the loss of a freely available study space, particularly one without computers. There is already a lack of

available study space, which this will exacerbate.

Ben raised that he would like to see N108/N109 made available 24/7. The primary obstacle is security of the data projectors.

It was raised that this lack of communication may point to other issues - are there other happenings that we are not aware of, or have we annoyed someone in the school to the point where they don't consult?

It was suggested that some (2-3) members of the committee meet with school administration, such as Bindi and, preferably, Alistair Rendell. There is the need to discuss the relationship between the CSSA and the school.

The committee noted that the next SRC meeting will be held in Week 12. The meeting with school administration will need to happen before this date.

ACTION 8.1: Probie to arrange meeting with school administration

9. Common Room

9.1. Banner
As discussed at previous meetings, the committee are looking into purchasing a portable banner. A design needs to be agreed on. Reyes presented a draft that she had created, which included people's submissions in the category of "CSSA is…". There was consensus that further work was required, but progress was being made. It was suggested that all members be required to provide comment on the current draft.

The draft design is saved in the Posters folder.

The banner will likely be purchased from Officeworks:
http://www.officeworks.com.au/retail/print/banners-and-frames?product=bannersandframes

ACTION 9.1.1: Members to provide comment on the draft CSSA banner design

9.2. New Furniture
The grant from the ANU Union for capital works within the common room, which must include a banner, was for $425. The current expected cost of the banner is $139, which will leave $286 for other costs. Ben raised the possibility of spending more on the banner.

Andrew raised that he would like to replace the current tables with new ones, potentially tables that are more portable or that can be folded out of the way. It was suggested that this should be progressed once a banner has been purchased, although it was raised that the money should be spent before the end of the semester.

9.3. Items for the CR Subcommittee

As per item 4, a Common Room Subcommittee has been established. The committee requested that the CR Subcommittee consider the following items:

- Cleanliness of the microwave
- Price list for the fridge, preferably typed and updated as necessary
- How the cupboard directly opposite N102 is being used
- Future options for additional storage
- Consider the purchase of a fan

ACTION 9.3.1: Common Room Subcommittee to provide report to committee

10. Committee Handover

10.1. Mailing List

All new members have been added to the mailing list.

ACTION 10.1.1: Current committee on mailing list to be removed after Farewell event.

10.2. Email Account

All members are aware of usage of the CSSA email account, and that they can request access.

10.3. Google Drive

All members have been added to the access list for Google Drive. Old committee members have been removed.
ACTION 10.3.1: Move Google Calendar ownership from Tessa to President (Andrew)
ACTION 10.3.2: Move ownership of Google Drive folder from Nguyen to President (Andrew)
ACTION 10.3.3: All Committee members to be added to google calendar (Chan)
ACTION 10.3.4: Google Calendar to be made public (Chan)

10.4. N102 Room Access

The door code was changed (twice). All members have been emailed the newest code.

10.5. Bank Account

Bank account handover is yet to happen.

10.6. Shirts

Andrew raised the possibility of buying shirts for the committee. He also raised the possibility of a larger rebranding of the CSSA, including the logo.
ACTION 10.6.1: AGENDA ITEM: Shirts
ACTION 10.6.2: AGENDA ITEM: Rebranding

11. Room Access Policy

11.1. Access for non-committee members
Chan raised that the current room access policy is that committee members are the only people with the door code and the only people allowed to have the room open. It was suggested that this be expanded to include non-committee members, in order to make the common room accessible at more times.

In particular, three different groups of people were considered for granting room access:
- Life Members (Nguyen, Dulitha, James Fellows)
- Common Room Subcommittee (membership to be determined)
- Former committee members

Andrew raised that there are certain issues around legal liability, as the CSSA, by extension the committee, have some liability regarding happenings of the common room. This may not be transferable to non committee members.

ACTION 11.1.1: Andrew to seek legal advice regarding liability for actions in the common room when there are no committee members in the room

Andrew also raised that the committee are responsible for ensuring the environment of the common room reflects that of the CSSA.

A discussion was held regarding what the committee considers appropriate behaviour, and the need for the common room to be a place where people feel safe. A reference was made to the committee meetings when this issue was discussed - 16 March 2013 and 16 May 2013 - and that there is the need for ongoing discussion within committee, particularly with regard to making the common room feel safe for all members.

In-principle approval was given for all three groups of people to be given access to the common room door code and to keep the room open, pending further discussion regarding legal liability and responsibility for the behaviour of others.

Andrew suggested that there be a form regarding responsibilities that come with having the room open, particularly, quote, "ably and willing to enforce committee policy on inappropriate behaviour".

ACTION 11.1.2: AGENDA ITEM: Inappropriate behaviour issue

12. Other Business

12.1. Monitors
Chan raised that he would like for there to be more external monitors in the room for use by others. It was suggested that this would be more viable if we can get a bigger common room.

12.2. Proxy Voting -> Postal Ballots for election

Chan is keen to get this issue sorted. There was insufficient time to discuss this issue at the meeting.

ACTION 12.2.1: AGENDA ITEM: Carry over Proxy Voting to next meeting.

12.3. Cabinet Keys

Jan suggested that rather than the current set-up of keys for the filing cabinet and cash boxes, we get keys cut for each member of the committee. The committee approved a budget of up to $100 for the cutting of keys.

12.4. Additional actions arising from discussion

ACTION 12.4.1: AGENDA ITEM: Report on the Ada Initiative workshop
ACTION 12.4.2: Reyes to follow up with RSCS about the storage of gas bottles
ACTION 12.4.3: AGENDA ITEM: Costco
ACTION 12.4.4: AGENDA ITEM: Bigger common room
ACTION 12.4.5: AGENDA ITEM: ANUSA Clubs & Societies Awards

Close

The date for the next meeting of the CSSA Committee was not agreed.

Meeting closed at 16:11.

Ben Creelman

Secretary