

CSSA Committee Meeting

Agenda - Meeting #9

2014-04-14 - 17:00 - CSIT N102

#	Time	Details	Lead
	17:00 - 17:05	Welcome	
1	17:05 - 17:10 (5 mins)	1. Minutes of Previous Meeting and Matters Arising 1.1. Actions from Previous Meetings	Ben C
2	17:10 - 17:15 (5 mins)	2. Treasurer's update 2.1. Finances	Chan
3	17:15 - 17:35 (20 mins)	3. Update from committee members 3.1. Past Events 3.2. Upcoming Events 3.3. Other Business	All
4	17:35 - 17:45 (10 mins)	4. Major Events 4.1. #EGN007 4.2. Careers Fair	
4	17:45 - 17:55 (10 mins)	5. Projects 5.1. Tutoring website	
5	17:55 - 18:00 (5 mins)	6. Alistair/Janette 6.1. Next meetings	
6	18:00 - 18:10 (10 mins)	7. Common Room 7.1. Non-committee access	
7	18:10 - 18:25 (15 mins)	8. Other Business 8.1. Resignation of Jono Franzi and transition 8.2. Handling of complaints from members 8.3. Moving stuff to N101A 8.4. Additional actions arising from discussion	
	18:25 - 18:30	Close Next meeting	

CSSA Committee Meeting

Minutes - Meeting #9

2014-04-14 - 17:00 - CSIT N102

Attendance

Present: Ben Creelman, Chanakya Goli, Andrew Donnellan, Martin Henschke, Reyes Gonzalez, Jess Tsimeris, Ben Martin, Caitlin Macleod (via teleconference), Jono Franzi (via teleconference)

Apologies: Robert Offner, Jan Zimmer

Absent: Nil

Action Summary

Carried over

- ACTION 7.1: Ben to email school administration and ask as to why the school does not have recycling bins inside the building.
- ACTION 9.1.1: Caitlin to investigate further sponsorship opportunities
- ACTION 2.2.1: Follow up ANUSA grants backlog for end of 2013 (Chan)
- ACTION 3.3.2: Sort out Dota tournament prizes (Jan)
- ACTION 8.4.1: Contact potential sponsors about getting a server (Caitlin)
- ACTION 8.5.1: Write a new sponsorship brochure (Caitlin)
- ACTION 8.6.1: Update signup app and process - recovering information and adding new members to the mailing list (Andrew)
- ACTION 4.11.1 Post on FB and in newsletter requesting volunteers and possibly a coordinator for EGN
- ACTION 7.5.1.1: Sort out arduino script issues [Jan/Jono]
- ACTION 7.5.1.2: Set up a play store account and communicate the existence of the android widget [Andrew]
- ACTION 7.6.1.1: Arrange meeting with Paul Melloy/Student services
- ACTION 7.6.1.3: Schedule a meeting with Janette [Ben C]
- ACTION 7.7.1.1: Claim grant from the union [Chan]
- ACTION 7.7.1.2: Buy a couch for the common room
- ACTION 7.7.1.3: Buy microwave safe bowls
- ACTION 7.7.1.6: Buy small vacuum cleaner
- ACTION 7.7.1.9: Design a window banner for N102
- ACTION 7.9.1.1: Get accurate international student stats to ISD [Ben C]
- ACTION 8.5.4.1: Andrew to create CySCA posters with Jan

Actions arising

- ACTION 9.5.1.1: Set up a phone call with Bruce Fuda to understand direction [No action owner specified]

Minutes

Meeting opened at 17:09.

1. Minutes of Previous Meeting and Matters Arising

MOTION: That the minutes of the previous meeting be accepted

Moved: Ben Creelman

Seconded: Martin Henschke

Motion Carried (Resolution 2014/13)

The following resolution (Resolution 2014/12) was passed out of session:

That the time of the Ordinary General Meeting scheduled for 18:00 on 3 April 2014, be changed to 19:30.

1.1 Actions from Previous Meetings

- ACTION 7.1: Ben to email school administration and ask as to why the school does not have recycling bins inside the building.
 - Almost!
- ACTION 9.1.1: Caitlin to investigate further sponsorship opportunities
 - Not present
- ACTION 2.2.1: Follow up ANUSA grants backlog for end of 2013 (Chan)
 - Followed up, not yet paid
- ACTION 3.3.2: Sort out Dota tournament prizes (Jan)
 - Not present
- ACTION 8.4.1: Contact potential sponsors about getting a server (Caitlin)
 - Not present
- ACTION 8.5.1: Write a new sponsorship brochure (Caitlin)
 - Not present
- ACTION 8.6.1: Update signup app and process - recovering information and adding new members to the mailing list (Andrew)
 - Not present
- ACTION 4.11.1 Post on FB and in newsletter requesting volunteers and possibly a coordinator for EGN
 - Via newsletter, not yet facebook
- ACTION 7.5.1.1: Sort out arduino script issues [Jan/Jono]
 - In progress, will stay till next meeting
- ACTION 7.5.1.2: Set up a play store account and communicate the existence of the android widget [Andrew]
 - Not present
- ACTION 7.6.1.1: Arrange meeting with Paul Melloy/Student services
 - Some time in Term 2
- ACTION 7.6.1.2: Talk with Hugh re N103/N104 [Ben C]
 - Done
- ACTION 7.6.1.3: Schedule a meeting with Janette [Ben C]

- Some time in Term 2
- ACTION 7.7.1.1: Claim grant from the union [Chan]
 - Ben C to talk to Chan
- ACTION 7.7.1.2: Buy a couch for the common room
 - Hold off until more stuff is moved in to N101a
- ACTION 7.7.1.3: Buy microwave safe bowls
 - Not done (low priority)
- ACTION 7.7.1.4: Buy a fold up trolley [Jan]
 - Done
- ACTION 7.7.1.5: Buy boardgames [Jess]
 - Done
- ACTION 7.7.1.6: Buy small vacuum cleaner
 - Not done
- ACTION 7.7.1.9: Design a window banner for N102
 - Not done (low priority)
- ACTION 7.7.1.10: Buy a label maker
 - Done
- ACTION 7.7.1.11: Investigate getting the circle room (N101a) as storage [Ben C]
 - Done
- ACTION 7.9.1.1: Get accurate international student stats to ISD [Ben C]
 - Not done
- ACTION 8.5.4.1: Andrew to create CySCA posters with Jan
 - Not present
- ACTION 8.5.6.1: Jono to arrange speaker for opening day
 - Done
- ACTION 8.5.9.1: Book N101, 5-7pm April 1st (Crypto Night)
 - Done

2. Treasurer's update

2.1 Finances

Bank balance (combined) is currently \$4771.16. Grant requests have been submitted to the tune of \$1.8k.

3. Update from Committee Members

Ben Creelman

- Organisational stuff
- Talking with janette
- Looking after the OGM

Ben Martin

- Need to debrief the study events (via mailing list) and some reimbursement as well
- Organising Starcraft for EGN.

Chan

- Dealing with GAC - they keep losing our information

Martin

- Some upcoming events

Reyes

- Paintball went well, 13 people, no big injuries, advertising needs to start earlier. No expenditure from CSSA
- AoE night - 20 people attended, AoE didn't work on the lab machines, but people still had fun with other things
 - Lesson: test the set up a week beforehand

Jess

- Purchased boardgames, we are getting more people now due to more/better games

3.2 Upcoming Events

- Tech Talk - Grace Chiu (40 people) [Martin]
- Tabletop RPG night, Thursday week 9 [Martin]
- BBQ, week 8 [Reyes]
- Karaoke, week 9 or 10, \$200 approved [Reyes]
- Monthly Munchies, 24 April [Jess]

Potential events:

- Questacon fieldtrip [Reyes/David Quare]
- Multicultural potluck [Jess/Ben M/Reyes]

4. Major Events

4.1 #EGN007

Key issue is room bookings, needs to happen ASAP. Another meeting will be scheduled soon.

4.2 Careers Fair

Caitlin not present. Still planned for Wednesday 20 August. We will all need to help out as we get closer or as Caitlin requests.

Andrew Donnellan enters [17:30]

5. Projects

5.1 Tutoring website

ACTION 9.5.1.1: Set up a phone call with Bruce Fuda to understand direction [No action owner specified]

6. A/J

6.1 Next Meetings

Ben to email Janette this week.

Andrew gave CSSA report at SRC last week

7. Common Room

7.1 Non-committee access

Looking at picking 1-3 people, chosen by committee. Will advertise via the usual channels, further discussion on the mailing list.

Depending on the outcomes, looking at these roles being permanently filled by election at a general meeting (probably the AGM in Term 3).

8. Other Business

8.1 Resignation of Jono Franzi and handover

MOTION: That an Ordinary General Meeting of the CSSA be called for Tuesday 6 May 2014 at 5:00PM, with the primary focus be the filling of the casual vacancy of Jono Franzi's position.

Moved: Andrew Donnellan

Seconded: Reyes Gonzalez

Motion carried (Resolution 2014/14)

8.2 Handling of complaints from CSSA members

The committee discussed handling complaints from CSSA members. The following were outcomes from discussion:

- From time to time committee members may need to warn CSSA members about inappropriate or antisocial behaviour. This may also involve requesting people to leave the room.
 - This is supported by the committee.

- Particularly in serious incidents, it is worth following up the incident with the member concerned. This may be a day or two after the fact.
- The CSSA is people, and we need to keep this at the front of our mind.

Chanakya Goli leaves [17:55]

Caitlin Macleod calls [17:56]

8.3 Moving stuff to N101a

Various things from the common room will be moved to the store room, including some of the drinks (cut down on 'the stash'). Trying to strike a balance between easy to replenish - drinks are heavy to move around - and freeing up as much space as possible.

8.4 Additional action

Nil.

Close

The date for the next meeting of the CSSA Committee was agreed as Saturday 26th April 10:00am.

Meeting closed at 18:07.

Ben Creelman
Secretary