

Semi-Annual General Meeting

Agenda

5:30pm to 7:00pm

September 23, 2013

CCIS L1-160

Attendance: Shauna Regan, Fahim Rahman, Albert Vu, Victoria Pham, Betty Wang, Colin Andrews, Evan Sande, James Hwang, Kirsten Kelly, JeeSu Suh, Jenna Lehr, Dylan Podkowka, Nathan Chu, Robin Manaloor, Cindy Wu (for Arun Thomas), Dawson Zeng, Shakiba Azimi, Ting Wang, Annie Duan, Lok To, Sai Vemula, Victory Obiefuna, Lipee Bodarya, Niti Patel, Rupam Arora, Natalia Binczyk, Jeffrey Tran, Olivia Hee, Ashley de Mesa, Keith Phua, Janie Hao, Nicholas Smoliak, Hian Huynh, Si Le

Chairperson: Shauna Regan, ISSS President

Minutes: Albert Vu, ISSS Vice President Administration and Finance

Membership:

0. INTRODUCTIONS

Introductory activities and refreshments.

Brief Introduction on Robert's Rules of Order.

1. CALL TO ORDER

Meeting called to order at **5:39 PM**.

2. APPROVAL OF MINUTES

1. **Motion** to approve the minutes of the last Semi-Annual General Meeting of January 24th, 2013, as written. Proposed by James Hwang, seconded by Kirsten Kelly. Motion is carried unanimously.

3. APPROVAL OF AGENDA

1. **Motion** to approve the agenda below, as written. Motion proposed by Victoria Pham, seconded by Natalia Binczyk. Motion is carried unanimously.

4. PRESENTATIONS [5:42 PM]

1. State of the ISSS, presented by Shauna Regan, President

Abstract: This presentation will provide an overview of the current state of the affairs of the ISSS and highlight items of importance since the previous Semi-Annual General Meeting and present the 2013-2014 vision for the ISSS as outlined in the 2013-2014 Strategic Plan.

- a. Natalia to VPS: Where are you going to be placing the new microwaves after you purchase them?
 - a. Colin: Everywhere, if we can! Except for the Computer Sciences building. They have it covered already.
- b. Sai to President: Is there an at-cost printing service in the ISSS office right now?
 - a. Shauna: Yes!
 - b. Colin: Just bring your documents to the office either on your laptop or on a USB, and we can print it for \$0.10 per black and white page, or \$0.20 per colour page.
- c. Natalia to President: Why are there only 3 election candidates listed on the ISSS website? To my knowledge, there were 5 people running in the elections.
 - a. Shauna: That's because we didn't receive all of their information on time. They will be uploaded as soon as they send it in.
 - b. Natalia: When are they going to start campaigning?
 - c. Shauna: The campaign period started last Saturday.

2. Financial State of the ISSS, presented by Albert Vu, Vice President Administration and Finance

Abstract: This presentation will provide an overview of the current finances of the ISSS and the projected Operating Budget for 2013-2014 which will be motioned for approval later.

- a. Natalia to VPAF: Why is the ISSS projecting to earn less in net revenue than last year?
 - a. Albert: As an FA, we try to allocate the majority of our budget to go towards improving the undergraduate student experience on campus. Excess funds should go back to the Science community rather than sit in our bank account.
- b. Victory to VPAF: Who is holding the SCI 5 funds right now?
 - a. Albert: The U of A Students' Union.
- c. Robin to VPAF: When is the ISSS expecting to receive the SCI 5 (Faculty Association Membership Fee) money?
 - a. Albert: As soon as we submit our financial reporting documents to SU, by the end of October.
- d. Victoria to VPAF: Is there any chance that the ISSS doesn't receive the SCI 5 money?
 - a. Albert: Only a small chance. If the ISSS does not comply with SU bylaws or is deemed financially unsustainable, SU has the authority to withhold the SCI funds until the ISSS submits valid and satisfactory documents.
 - b. Victoria: Will we need to take a loan from SU next year as well?
 - c. Albert: We're going to do everything we can to avoid having to take out a loan next year.
 - d. Shauna: We've made PM changes that push back COSSA granting deadlines, so that we won't be obligated to pay out the grants before we receive SCI 5 money. Next year, we don't expect to take another loan.
- e. Shakiba to VPAF: Will we run out of money anytime soon?

- a. Albert: No, we've earned enough revenue from locker rentals already, which will cover our expenses for the near future.

3. Budget Cuts, presented by Fahim Rahman, Vice President Academic.

Abstract: This presentation will summarise some of the changes that have occurred in the Faculty of Science as a consequence of last year's massive budget cut to the University of Alberta. Discussion on future cuts can be held under Discussion Items.

- a. Victory to VPA: Which Science program is being cut?
 - a. Fahim: a math major specialization.

5. ACTION ITEMS [6:23 PM]

1. **Motion** to approve all changes to the ISSS Procedures Manual made since the last Semi-Annual General Meeting. Motion proposed by Betty Wang, seconded by JeeSu Suh. Motion is carried with one abstention.

- a. See attachment.
- b. Natalia to President: For replenishment procedures, where did the 21-day limit come from?
 - a. Shauna: It's stated in the current Procedures Manual.
- c. Natalia to President: How do we make sure COSSA groups are spending grants appropriately, as they outline in their grant applications?
 - a. Shauna: We will start asking COSSA groups to submit their annual budgets, past expenses, and comprehensive descriptions of what the money will be used for. The application process will be like for SU, but slightly less stringent.

2. **Motion** to approve all changes to the ISSS Constitution made since the last Semi-Annual General Meeting. Motion proposed by Fahim Rahman, seconded by Jenna Lehr. Motion is carried with one abstention.

- a. See attachment.
- b. Natalia to VPA: Which SU policy regarding lab fees is the ISSS advocating?
 - a. Fahim: SU states that it is against SU bylaws for any Faculty Association to condone increases in student fees. The ISSS must therefore comply with that policy, and oppose the introduction of lab fees on students' behalf.
- c. Colin to President: What happens with the Constitutional Review Committee?
 - a. Shauna: We will need at least 2 Councillors, the Director of Governance, and any other interested volunteers to join the committee.

3. **Motion** to approve the 2013-2014 Operating Budget. Motion proposed by Dylan Podkowka, seconded by Victory Obiefuna. Motion is carried with one abstention.

- a. See attachment.

4. Motion to allocate \$4000.00 from the Science Student Investment Fund to one or two of the following projects (Science Week, Leadership Conference, COSSA Granting Pool, Graduation Banquet, Instructor Appreciation Night, pre-existing ISSS initiative suggested by students).

- a. Sai: Can you tell us more about the leadership conference?
 - a. Shauna: It will take place during Science Week. We've never done it before so the details are still tentative.
 - b. Betty: Last year's VPP decided it would be a good event to pursue. We haven't planned anything specific yet, but we are accepting suggestions. It will be on a Friday. Mainly Science and community based, including stuff like poster presentations, guest speakers, leadership activities, and community building.
- b. Natalia: Does the ISSS need more money for COSSA granting?
 - a. Shauna: We're not sure yet. It depends on the number of COSSA groups that apply for grants, but with a larger granting pool, we'll be able to give each COSSA group even more money to use for their events and services.
- c. Sai: Is the ISSS responsible for high school outreach?
 - a. Shauna: No, we focus mainly on Science undergraduates.
- d. Kirsten: If we divide the budget between two projects, how would the funds be split?
 - a. Shauna: \$2000 will go to each project if we decide on 2 projects.
 - b. Fahim: Will this money go towards the event for the 2013-2014 year?
 - c. Shauna: Yes.
- e. Victory: I think it's difficult to make this decision right now, without having many of the details or the projects laid out. Can you give us more information about the use of the money?
 - a. Shauna: The money could be used to bring in renowned guest speakers for the leadership conference. Allocate more money for COSSA groups.
 - b. Betty: For graduation, we would like it to include all of the different departments in Science for a collaborative grad, rather than multiple smaller ones. The money would go towards building a sense of unity among the different departments and programs, allowing us to organize a larger scale graduation event to accommodate everyone.
 - c. Sai: Can we see a summary of last year's expenses on each of these projects?
 - d. Shauna: Sure. Some of the events are new, though, so we don't have any record of how much we've spent on them in the past.
- f. Natalia: If COSSA groups haven't used all of their grant money in the past, will they still be entitled to it this year?
 - a. Shauna: That will play a part in our evaluation process for their applications. But yes, they should still be entitled to the money.
- g. Victory: I think the money would be well allocated for Science Week. I support it. Can Fahim elaborate on how the money could be used to enhance IAN?
 - a. Fahim: Currently, we have the event slated to take place at the Faculty Club. With more money, we could expand the event even further, renting a nicer venue and inviting more people.
- h. Betty: I supposed allocating money to graduation in addition to Science Week.
- i. **Motion** to split \$4000 equally between Science Week and Graduation. Motioned by Victoria Pham, seconded by Natalia Binczyk. Motion carried with two in opposition and one abstention.

6. DISCUSSION ITEMS

All members present are encouraged to ask questions about the past accomplishments of the ISSS, future projects and plans, the state of the Faculty, or any other matter relevant to the purview of the ISSS.

1. Science Student Feedback

- a. Sai: Can you tell us more about the SCI 5 scholarships and grants?
 - a. Shauna: The scholarships are for students meeting different criteria like Science involvement, community involvement, and overall excellence. The grants are for students wishing to attend leadership or professional development conference, who meet the criteria and/or otherwise cannot afford the registration fees.
 - b. Sai: Are there scholarships for students wishing to raising funds for research?
 - c. Shauna: No, only for those who have already completed the research and demonstrated exceptional engagement in their area of research.

2. Budget Cuts

- a. No comments.

7. INFORMATION ITEMS

8. ADJOURNMENT

Motion to adjourn the meeting at 6:48 PM. Proposed by Colin Andrews, seconded by Nathan Chu. Motion is carried unanimously.