

The Interdepartmental Science Students' Society

Council Meeting

Minutes

5:30 PM

May 10th, 2011

CAB 373

Attendance

Executives: Cian Hackett (Skype), Dustin Chelen, Stephen Chin, Siwei Chen, Brett MacGillivray, Jessica Nguyen.

Councillors: Brittany Matenchuk, Arun Thomas, Kim To, Jennifer Weekes, Meika Ellis, Ethan Dorward (5:55PM)

Other: None.

Chairperson: Meika Ellis

Minutes: Dustin Chelen

1. Call to order

Meeting called to order at 5:36.

2. Approval of minutes

Meeting minutes from April 29, 2011 were approved at the conclusion of that meeting.

3. Approval of agenda

Motion to approve the agenda below, as written. Arun/Jen. Motion Carried 5/0/0

4. Presentations

1. Directors for the 2011/2012 year.
 - a. **Motion** to table this Presentation to the next Council meeting. Meika/Arun. Carried 5/0/0.

5. Executive Reports

1. President, Cian Hackett
 - a. Directors
 - i. The Executive selected Directors on May 6. We are waiting for successful applicants to accept positions before emailing unsuccessful

applicants and before publicizing the complete list of Directors.

Congratulations to all Councillors who received Director positions!

- b. Chancellor's Club Golf Tournament
 - i. Assistant Dean Tom Berekoff emailed me to ask the ISSS to again participate in this annual golf tournament, which is attended by major supporters of the university. I will be coordinating our involvement in the tournament which is on June 27, with Siwei as it most directly falls under the VPC portfolio.
 - c. Strategic Plan
 - i. I have drafted a section on past accomplishments of the ISSS, which is currently open for feedback from the other Executives. If you'd like a copy of my current working copy of the Strategic Plan, please email me. I am looking forward to the discussions on Awareness and Engagement as well as Financial Resources today, and hopefully these sections are near finalized after today's meeting.
 - d. *ISSSER
 - i. As of today, we have not received any applications for the ISSSER. We are required by our governing documents to appoint an ISSSER by May 15. Please see a discussion item below for discussion of ISSSER recruitment.
2. Vice President Academic, Dustin Chelen
- a. Departmental Councils
 - i. Each of the 7 Departments in the Faculty of Science is governed by a Council that has at least one voting student member, as elected by the Departmental Association. The Departments of Biological Sciences and Earth and Atmospheric Sciences both do not have a Departmental Association, so the responsibility of appointing students to these councils fall under the ISSS. I have contacted the Chairs of both Departments indicating this, and will be advertising these positions to students so that they can be filled within the month.
 - b. General Program Core of a Major
 - i. The Faculty of Science is reviewing its Major/Minor system for General students, and has asked Departments to determine which six courses formed a necessary core in order to declare a major in a particular subject area. I'll be attending the meeting when the Departments bring back their results, and welcome any feedback Council may have on this process.

- c. Science Faculty Council Student Representative Meeting
 - i. The Faculty of Science is governed by a Faculty Council, where decisions are made, including who gets to graduate, and how a student can appeal their grades. The ISSS appoints 12 student members, and I will be hosting a meeting with these members on Thursday May 19 at 9:00 am in SUB 420 to go over the agenda, and make sure that everyone is comfortable and prepared for the meeting.
 - d. Student Information Guidebook
 - i. I will be meeting with Shannon Goodwin and Wanda Vivequin regarding building a thorough guidebook with academic information pertinent to science students. Jessica and I will be working together to make sure common academic and non-academic questions from science students get answered. Look forwards to an update next meeting.
 - e. *Orientation FA-Specific Session
 - i. I've been working with the SU VP Academic, Emerson Csorba to secure a block of time for FAs to interact with their first year Members. Depending on participation on other FAs, we tentatively will have a 70-90 minute block during Orientation to use as we please. I'll be meeting with the SU and other FAs at the end of May to confirm this.
3. Vice President Administration and Finance, Stephen Chin
- a. Email Update
 - i. I would just like to make sure that all your emails are working and that you have updated signatures, contact lists, and established forwarding if necessary
 - b. Sponsorships
 - i. *Preparing to work with the new Director of Sponsorship. This is a high priority for the summer. I encourage everyone to attend our first sponsorship meeting, which will be announced shortly.
 - c. *Website
 - i. Will be working together with a student named Braeden Petruk for the ISSS website.
4. Vice President Community, Siwei Chen
- a. Volunteer Handbook
 - i. I want to compile a list of all of the volunteering positions that each Executive would like to have under their portfolio, and it would be

ideal if we can put it into the Handbook. I don't know how much space there is for that in the Handbook or if it would cost too much, but if we can do this, I'd like everyone's information at least a week before the VPS has to submit the designs.

1. Jessica: Deadline for the end of the day on May 21st?
2. *If anyone has regular volunteer positions, please write a 50 word description and send them to me before May 21st to include in the handbook.

b. COSSA Partnerships

- i. I'd like a summary from all Executives on what kinds of things we can give to COSSA members and what they might want to see from us. I'd also like to start brainstorming ideas for how we could use a FAMF to benefit both parties. My goal would be set up these meetings with COSSA members in the last two weeks of June to give everyone on ISSS as well as each COSSA member to compile a well-developed list of goals for the year and the future.
- ii. *Please send me any ideas on how to collaborate with COSSA by the end of May.

5. Vice President Programming, Brett MacGillivray

a. *Early Ideas

- i. For September fundraising/awareness, I feel that getting out to do barbecues are key. However I think barbecues are maybe slightly overused by every single other Student Group. I have an idea to maybe have an ISSS sale, in which we sell either homemade frozen treats, or some store bought ones. I just think it would help people differentiate us from the other groups a little, and be a nice change for students instead of burgers. Ask me questions in question period if you want.
- ii. Also I am planning on coordinating with other faculty associations on the idea of having a bunch of small events throughout the school year, similar to the tug of war which was held last year.

6. Vice President Services, Jessica Nguyen

a. Science-Specific SU Handbook

- i. Plans for the handbook have been established. The distribution of content on each of the pages has, for the most part, been decided upon. Currently, the Faculty of Science is purchasing two full pages of advertising space, and the Chemistry Students' Association is

purchasing half a page. CAPS is interested, but still has yet to confirm. \$1300 can be accumulated from the FoS and the CSA. Meeting dates with the designer have been set. Pictures are a concern at the moment. Currently working on content for the Services/Programming page.

- b. Spring and Summer 2011 Locker Rentals
 - i. I have contacted the Co-Directors of Locker Rentals, and a meeting is set up for Friday. Lockers that have not been emptied by May 13, 2011 will have locks cut off and contents removed. Spring and Summer 2011 Locker Rentals will officially begin on May 12, 2011. Posters have been put up informing students of this. They have been told to email lockers@iss.ca if they are interested in renting a locker. Once they have emailed lockers@iss.ca, I will email them back letting them know of when I will be in the office, where they will come to sign the rental contract and I will collect the money. My two Co-Directors are Stephen and Siman - Stephen is familiar with the system already, and will be going on vacation, which is fine, as I will not need to teach him anything. I will have Siman attend office hours with me, so that she can grasp an idea of how things work.
- c. CAPS
 - i. I have emailed the appointed CAPS Ambassador (Catherine), and she has responded positively. I will be setting up a meeting between myself, Catherine, Matt, and Sarah (from CAPS) shortly to establish some ground for the upcoming year.
- d. CCIS Locker Contract with the Faculty of Science
 - i. The draft of the contract is completed - to be discussed in detail later in the meeting.

6. Question Period

1. Brittany, to VPAF: When will the new Execs and Councillors be updated on the website?
 - a. Stephen: tonight.
2. Brittany, to VPP: Have you looked into various ice-related things that we could sell?
 - a. Brett: No.
3. Brittany, to VPP: Is the ISSS considering partnering with a bar or club to help raise funds?
 - a. Brett: I would hope to.

4. Kim, to VPP: Have you considered working with Marble Slab to raise funds by making ice cream for students?
 - a. Brett: No, but I will.
5. Jen, to VPS: When will CAPS be responding regarding the Handbook ad?
 - a. Jessica: No response yet, but I hope for the end of the week.
6. Brittany, to VPS: Can we afford the handbook without the sponsorship of CAPS?
 - a. Jessica: Because of the outreach value, I believe it's worth the cost.

7. Old Business

1. Strategic Plan Discussion
 - a. Cian: The working document for the two sections below can be found [here](#). I would encourage the discussion of the one year goals, focusing on specific tasks that are realistic to achieve within the year that work towards the broad five year vision.
 - b. Awareness and Engagement
 - i. Siwei: Ensure that graphics added to the website are focused on building the website aesthetic. As well, make backtracking easier on the site.
 - ii. Siwei: We should be selling ISSS cards to Members outside of Orientation and WoW.
 - iii. Siwei: We should allow Members present at a SAGM to proxy for a second Member.
 - iv. Siwei: Create a Director for Sponsorships should be removed.
 - v. Kim: Are we planning on holding information booths as part of our outreach program?
 - vi. Siwei: Perhaps the PR team can help with holding an information booth in the CAB/Cameron pedway? It could have a "wheel of fortune", a trifold, ISSS trivia, or other ways to engage passersby.
 - vii. Kim: When could we expect more information surrounding the pedway info booth?
 - viii. Siwei: End of June.
 - ix. Kim: Will the VPAF have any support managing the website?
 - x. Stephen: Hopefully will be working with another student.
 - xi. Siwei: Can we clarify what the shoutbox will be?
 - xii. Stephen: Ideally, it could be a member-sourced text live-updating platform.

- xiii. Brittany: How will the newsletter be drafted? Will there be HR support to improve the newsletter in the future?
 - xiv. Arun: Could we improve engagement by holding events particularly for ISSS members?
 - xv. Dustin: We should include anything surrounding to outreach events in the strategic plan.
 - xvi. Brittany: Perhaps a bar/club night could be included to help improve awareness about the ISSS?
 - xvii. Siwei: We could include a point about hosting a revenue-building event that is also an outreach event.
 - xviii. Kim: We could look at an anti-stress event during exams to help bolster our appearance to students.
 - xix. Dustin: I've included plans for an Anti-burnout event with my Director.
 - xx. Siwei: We ought to expand the people we commit to mentoring for future Exec or Council positions.
 - xxi. Jessica: Mentoring our Directors is redundant, since we ought to be doing that anyways.
 - xxii. Dustin: We could include a point that states we will involve members in the discussion of a FAMF.
 - xxiii. Ethan: The wording "refined content" doesn't clarify what information we want to give to members at a SAGM.
- b. Financial Resources
- i. Arun: We should consider how we want to distinguish between members that do pay a FAMF and members that don't.
 - ii. Brittany: If Arun feels strongly about this, should look into how we can actually check up on the FAMF.
 - iii. Meika: Agrees with Brittany.
 - iv. Ethan: Look into it, but APIRG only has like a dozen opt outs. Really don't think that if we put an opt out in, there wouldn't be many students enough to come and get money back.
 - v. Brittany: Not cost much so not opt out much.
 - vi. Arun: Our events are on campus and our events are just for Faculty of Science students. Could be used as a source of 'nationalism'.
 - vii. Brittany: Thought that for our larger events, when and if throw them, they would not be exclusive but Science students can get better deal.

- viii. Ethan: It's important that we don't exclude students from events, regardless of their Faculty.
 - ix. Dustin: We can tell who opts out of a FAMF, 0 members opted out of the ESS FAMF two years ago, and I am against excluding people from ISSS events based on if they paid a FAMF or not.
 - x. Siwei: Could we create a target for our net budget this year. Say, \$30,000 operating budget by the end of this year.
 - xi. Brittany: I think it's important that any budgetary goal is realistic.
 - xii. Ethan: \$30,000 presumes a large increase in sponsorship.
 - xiii. Jessica: If all CCIS lockers sell out both semesters at \$15/semester, that totals \$18,000 added.
 - xiv. Siwei: Our goal should be lofty on purpose.
 - xv. Arun: We should postpone the budgetary goal discussion for a month to allow for a more accurate estimate of potential sponsorships.
 - xvi. Cian: Will revise the strategic plan draft based on these suggestions, and send out an email regarding how to continue the strategic planning process.
2. ISSSER recruitment discussion
- a. Cian: We have not yet received applications for the position of the ISSSER for the 2011-2012 year. We need to appoint an ISSSER soon - we are constitutionally required to do so by May 15, and the idea behind this is that the ISSSER is required to deal with replenishment if it arises. How should we approach recruitment?
 - i. Stephen: What does the line referring to replenishment refer to?
 - 1. Siwei: It's meant to aid the replenishment process if someone resigns or is removed.
 - ii. Siwei: We should do classroom talks during the Spring semester to help recruitment.
 - iii. Kim: Who appoints the ISSSER?
 - 1. Dustin: Council
 - iv. Kim: When will Council be reconvening to appoint an ISSSER, then?
 - 1. Cian: At the next Council meeting and extend the deadline for individuals to apply. We don't have other options.
 - v. Brittany: Will there be repercussions if we delay this appointment?
 - 1. Cian: Likely not.
 - vi. Meika: Let's aim to have class talks done in the next two weeks, and the ISSSER appointed on June 7th.

- vii. Siwei: We should have the applications due June 6th at 5:00 pm.
- viii. Arun: We should have the applications due June 5th at 5:00 pm.
- ix. Siwei: Submitted to iss@ualberta.ca electronically.
- x. Siwei: Let's determine a class talks schedule via email.
- xi. Kim: We should include a standard set of information to present via class talks.

8. New Business

1. Base Budget

- a. **Motion** to make the following amendments to the base budget. Jessica/Arun.
Motion Carried 5/0/0.
 - i. Handbooks - Change from \$1700 to \$2100.
 - 1. \$1700 was based on last year's prices of around \$1500 the 8 page insert, with 4000 copies printed. However, this year, the price of this same purchase has increased to just over \$2000. Fluctuations in the price of paper may occur, hence the overestimate of \$2100.
 - ii. **Motion** to amend the motion to include point "ii. COSSA Granting - Change from \$1500 to \$2500." Dustin/Ethan. Motion Carried 6/0/0.
 - 1. Dustin: COSSA members represent over half of ISSS members. And we ought to make it clear to COSSA members that we are willing to share our budget with them, particularly for a FAMF.
 - 2. Arun: Should we increase this up to \$3000?
 - 3. Siwei: We're also looking at revising the granting application process which will improve the accessibility of these grants. But I'm not comfortable with \$3000
 - 4. Brett: We should budget for \$3000, since we still have say in how it's distributed.
 - 5. Cian: Does this increase fit within the base budgeting process?
 - 6. Stephen: We should be more conservative in our budget.
- b. **Motion** to approve the finalized base budget; attached. Stephen/Brittany.
Motion Carried 6/0/0.
 - i. Siwei: I'd like to include \$100 for Volunteer Meetings.
 - ii. Dustin: I don't think this fits under stable, recurring expenditures.
 - iii. Kim: Will we be spending money on Fundraising like bake sales and BBQs?

- iv. Stephen: Cian is expecting that we'll phase out these smaller fundraising activities for more profitable activities.
 - v. Jen: How can we budget for revenue from corporate sponsorship seeing as we currently have no past revenue from or leads for sponsors?
 - vi. Stephen: We've made it a strategic priority this year.
 - vii. Meika: Why are we increasing COSSA meetings?
 - viii. Siwei: \$200 was the amount approved last year, it was spent on food, and attendance was lower than expected.
 - ix. Meika: I'd like to lower the amount to either \$150 or \$100.
 - x. Meika: Why is PAN \$500? It should be smaller.
 - xi. Dustin: I'd like to suggest reducing PAN it to **\$250**.
 - xii. Kim: Decreasing the budget may not help with our ability to market PAN.
 - xiii. Stephen: It's more conservative, which holds to the principles of the base budget.
2. CCIS Locker Memorandum of Understanding
- a. **Motion** to form an agreement with the Faculty of Science in order to relinquish the operational duties of renting out lockers in CCIS to the ISSS, with the following terms, as indicated [here](#). Jessica/Ethan. Motion carried 6/0/0
 - i. Siwei: Should we adjust the April 30th deadline?
 - ii. Jessica: I'd recommend that the agreement last until April 15, to deal with changeover.
 - iii. Dustin: I'd recommend that the agreement last until May 15th, to avoid a heavy workload during March.
 - iv. General consensus to extend the date until May 15th.
3. ISSS collaboration on an initiative with other student groups on the U of A campus discussion.
- a. **Motion** to table this motion until the next Council meeting. Siwei/Kim. Carried 6/0/0.

9. Next Meeting

The next meeting of the Council will be at 5:00 PM, May 24th, 2011 in BS CW 410.

The chairperson of the next meeting will be Jennifer Weekes.

Minutes will be taken by Stephen Chin.

10. Adjournment

Motion to adjourn the meeting at 7:31. Arun/Jen. Motion carried 6/0/0

Interdepartmental Science Students' Society
2011-2012 BUDGETED Income Statement
May 10th, 2011

Grey = Actual to Date, not Final

| | Actual 2010- 2011 | Budgeted 2011-2012 |
|--|------------------------------|-------------------------------|
| Revenue | | |
| Inherited from previous science faculty associations | | |
| Bank account and float | \$1,505.41 | \$0.00 |
| Savings and Investments | | |
| Bank account interest | \$0.34 | \$0.50 |
| Donations | | |
| Invididual Donations | \$18.27 | \$0.00 |
| Sponsorship | | |
| Faculty of Science Sponsorship | \$3,250.00 | \$1,500.00 |
| External Corporate Sponsorship | \$0.00 | \$1,000.00 |
| Grants | | |
| Student Group Start Up Grant | \$750.00 | \$0.00 |
| Student Group Activity Grants | \$2,154.52 | \$2,000.00 |
| Fundraising | | |
| Barbecues | \$1,034.52 | \$0.00 |
| Bake Sales | \$205.08 | \$0.00 |
| Bar Nights | \$0.00 | \$0.00 |
| Services | | |
| CAPS Ambassador Fall Semester | \$250.00 | \$250.00 |
| CAPS Ambassador Winter Semester | \$250.00 | \$250.00 |
| Lockers, Fall Semester | \$317.00 | \$700.00 |
| Lockers, Winter Semester | \$356.00 | \$500.00 |
| Grad Photos Royalties, Fall Semester | \$480.00 | \$500.00 |
| Grad Photos Royalties, Winter Semester | \$4,320.00 | \$4,500.00 |
| Used Book Sale, Fall Semester | | \$600.00 |
| Used Book Sale, Winter Semester | \$748.00 | \$600.00 |
| Handbook Advertisements | \$1,450.00 | \$1,000.00 |
| Discount Card Sales | \$465.00 | \$500.00 |
| Total Revenue | \$17,554.14 | \$13,900.50 |

Expenses

Administration

| | | |
|------------------------------|----------|----------|
| Office Supplies | \$105.88 | \$200.00 |
| Office Toner | \$73.86 | \$100.00 |
| Office Safe | \$230.99 | \$0.00 |
| Keys and Locks | \$54.44 | \$0.00 |
| Printing Governing Documents | \$1.56 | \$10.00 |
| Bank Account Fees - Monthly | \$0.00 | \$0.00 |
| Bank Account Fees - Other | \$106.06 | \$0.00 |
| Website Domain Name | \$0.00 | \$25.00 |

| | | |
|--|-------------------|--------------------|
| Website Hosting | \$35.40 | \$75.00 |
| Meetings | | |
| COSSA Meetings | \$72.90 | \$200.00 |
| Semi-Annual General Meetings | \$205.74 | \$300.00 |
| Fundraising | | |
| Barbecue - October | \$314.92 | \$0.00 |
| Barbecue - March | \$271.98 | \$0.00 |
| Bake Sale - November | \$6.00 | \$0.00 |
| Sponsorship | | \$50.00 |
| Elections | | |
| Elections Representative Salary | \$100.00 | \$200.00 |
| September By-Elections | \$21.36 | \$200.00 |
| March Elections | \$369.05 | \$1,000.00 |
| COSSA Granting | | |
| Grants | \$1,100.00 | \$2,500.00 |
| Marketing | | |
| Cameron/CAB Display Board | \$5.13 | \$50.00 |
| Recruitment Display | \$22.09 | \$100.00 |
| Logo Design | \$150.00 | \$0.00 |
| Clubs Fair | \$30.00 | \$30.00 |
| January Involvement Fair | \$0.00 | \$30.00 |
| Outreach | \$1,926.50 | \$0.00 |
| Volunteer Appreciation | \$566.07 | \$500.00 |
| Programming | | |
| Orientation | \$1,766.96 | \$2,000.00 |
| Professor Appreciation Night | \$252.57 | \$250.00 |
| Movie Nights | \$29.34 | \$0.00 |
| Services | | |
| Handbooks | \$1,590.28 | \$2,100.00 |
| Microwaves | \$251.40 | \$0.00 |
| Lockers | \$29.35 | \$50.00 |
| Mini Study Groups | \$67.54 | \$100.00 |
| Athletics | \$0.00 | \$0.00 |
| Course Rating Website | \$0.00 | \$0.00 |
| Street Team: Study Wizards | \$85.93 | \$200.00 |
| Used Book Sales: Admin | | \$100.00 |
| Total Expenses | \$9,843.30 | \$10,370.00 |
| Net Earnings | | \$3,530.50 |
| Retained Earnings, April 30, 2011 | ESTIMATE: | \$7,710.84 |
| Cash, April 30, 2011 | ESTIMATE: | \$6,394.36 |
| Retained Earnings, April 30, 2012 | | \$11,241.34 |