

The Interdepartmental Science Students' Society

Council Meeting

Minutes

5:30 PM - 7:00 PM

June 7, 2011

BS CW 410

Attendance

Executives: Brett MacGillivray, Jessica Nguyen, Stephen Chin

Councillors: Kim To, Jennifer Weekes, Brittany Matenchuk, Arun Thomas, Ethan Dorward

Chairperson: Ethan Dorward

Minutes: Stephen Chin

1. Call to order

Meeting called to order at 5:48pm.

2. Approval of minutes

Motion to approve the minutes of the last Council meeting of May 24th, 2011, as written. Jennifer/Arun. Motion carried 5/0/0.

3. Approval of agenda

Motion to approve the agenda below, as written. Brittany/Arun. Motion carried 5/0/0.

4. Presentations

1. Executive Meetings and Councillors. Stephen

5. Executive Reports

1. President, Cian Hackett
 - a. *Siwei, our VPC, will be taking a leave of absence as per our Procedures Manual section 6.2. for pressing personal circumstances from June 4 to June 19. I will be assuming the role of VPC during that time, and I don't anticipate that this short change will greatly impact the overall activities of the portfolio or of the ISSS.

- b. *I'm looking forward to coming back on June 12! I'd like to meet with all the Executives and Councillors individually at some point in the weeks thereafter to catch up on the ISSS.
 - 2. Vice President Academic, Dustin Chelen
 - a. Holidays
 - i. My sincerest apologies, but contrary to what I stated at the last Council meeting, very little will be accomplished in the VPA portfolio over the next month. My access to internet is spotty over here in Kyoto, and after 30 months of being involved in some sort of Science Faculty Association, I feel a short vacation is in order. Please feel free to email me if you have any thoughts or questions!
3. Vice President Administration and Finance, Stephen Chin
 - a. *Website
 - i. I met with Braeden Petruk, who will be assisting me with the website and am excited about it. Braeden comes highly recommended and I look forward to working with him.
 - b. *Sponsorships
 - i. Meetings have been scheduled. Everyone is welcome to attend sponsorship meetings.
4. Vice President Community, Cian Hackett for Siwei Chen
 - a. *COSSA Granting reports
 - i. From our April granting session, we have received 1 out of 3 reports that were due on June 6. I have followed up on the other two cases - one without reply and one has resulted in a deadline extension due to a November event.
5. Vice President Programming, Brett MacGillivray
 - a. Nothing to report.
6. Vice President Services, Jessica Nguyen
 - a. Science Handbook
 - i. The handbook will be done towards the end of the week.
 - ii. The CSA has still not sent in their advertisement. I have tried contacting them by phone, visiting their office, and by email, but I have gotten no response. I'm waiting on a reply from SGS about getting personal contact information for CSA members so that I can get a hold of the advertisement.

1. We will not be in debt if we don't receive the \$300 from the CSA. We're still profiting!
- b. *Grad Photos
 - i. Images of Distinction has been notified that the ISSS would like to renew the contract. They will be following up with an email in the next few days.
- c. Used Book Sale Books
 - i. There are still over 30 books in the office that are of no value to the bookstore. The rest have been sold off to the HUB BookCellar. A decision has been made to sell these books to students in the September Used Book Sale.
- d. *CAPS
 - i. Had a meeting with Catherine and Sarah about things for the upcoming year. We are waiting for a general timeline from CAPS, and we are very interested in increasing the involvement of COSSA members in regards to CAPS events. We will be drafting up proposals for new events for the upcoming year, as well as continuing to focus on improvements from previous events. Look forward to an update shortly!
- e. *Grad Rings
 - i. I am waiting on Exams & Timetabling to confirm tables in CAB for Jostens. I can't send off the contract and invoice to Jan until this has been confirmed.

6. Question Period

1. Brittany to Ethan: When are the sponsorships meetings?
2. Ethan to Brett: Are there any plans for alcoholic events?
3. Jennifer to Ethan: What exactly has been done with sponsorships?
 - a. Ethan: We are unable to start without a package.

7. Old Business

1. Strategic Plan Discussion.
 - a. Professor Appreciation Night
 - i. Jen: I think we should advertise PAN better and work with COSSA on this.
 - ii. Brett: We have to decide what the role of the PAN is, to improve faculty relations, or as a method to improve the student experience.
 - iii. Jessica: I think the PAN can fulfil both roles.

- iv. Kim: We have to think about the workload for PAN.
- v. Brittany: Don't think we should focus on students; financially it would not be fair.
- vi. Ethan: How do we advertise?
- vii. Ethan: Should we vote to include student awards?
- viii. Vote: including student awards. 2/5/2
- b. Advocacy
 - i. Newsletter to professors?
 1. Brittany: I think this is a good idea.
 2. Jessica: What are the chances that professors will read it?
 3. Kim: Would we have a separate newsletter for professors?
 4. Brett: I don't think this would hurt us in any way. Any opportunity to reach out to professors and thus students should be taken advantage of.
 5. Straw poll on implementing the newsletter. 3/1/2
 6. Kim: We should only make a newsletter as necessary.
 7. Jessica: However, we need a regular schedule.
 - ii. Lunches
 1. Jessica: This will improve faculty relations and communications.
 2. General consensus is that this is a good idea.
 - iii. Train new people.
 1. Jen: I think the exec and council should work as a whole to improve advocacy rather than select two people.
 - iv. Advocate in DAs
 1. Jessica: I think we should not impose our power, but it is worthwhile to maintain communications.
 - v. Mentor SFC members
 1. Jessica: One training session is necessary.
 2. Brittany: The meeting we had this year was a good addition and I think we should implement this.
 3. Agreed that we should continue this.
- 2. ISSSER Applications
 - a. **Motion** to move in-camera. Arun/Kim. Motion carried 5/0/0.
 - b. **Motion** to move ex-camera. Brett/Brittany. Motion carried 5/0/0.
 - i. Chloe Speakman has been selected as ISSSER.
- 3. CCIS Locker MOU, Jessica

- a. **Motion** to approve the CCIS Locker MOU, as attached. Jessica/Kim. Motion carried 5/0/0
4. Jostens Grad Rings Contract, Jessica
 - a. **Motion** to approve the Jostens Grad Rings Contract, as attached. Jessica/Arun. Motion carried 5/0/0.
 - i. Brett: Has Jan seen this contract yet?
 - ii. Jessica: Bookings must be made.

8. New Business

1. Does ISSS want to participate in the CBCF YAC pink glove dance video?
 - a. Brittany: Whoever wants to participate, should participate.
 - b. Kim: I sent you guys an email.
 - c. Jessica: I don't think this should be an ISSS initiative.
 - d. Arun: We only require volunteers and participation is not restricted to executive and council.
 - e. Kim: We are able to choose any location.
 - f. **Motion** for the ISSS to participate in the CBCF YAC pink glove dance video. Brittany/Arun. Motion carried 5/0/0.
 - i. Jen: I think we should get a lot of people participating.
 - ii. Arun: Telus World of Science would be a good location.
 - iii. Jessica: I think CCIS is a better location for the ISSS.
 - iv. Kim: Location is debatable.

9. Next Meeting

The next meeting of the Council will be at 5:30 PM, June 21, 2011 in BS CW 410.

The chairperson of the next meeting will be Kim To.

Minutes will be taken by Brett MacGillivray.

10. Adjournment

Motion to adjourn the meeting at 7:20pm. Brett/Jennifer. Motion carried 5/0/0.

MEMORANDUM OF UNDERSTANDING

This MOU is between the Faculty of Science and the Interdepartmental Science Students' Society (ISSS) regarding the rental of the Faculty of Science's locker units located in the Centennial Centre for Interdisciplinary Science (CCIS).

The Faculty of Science relinquishes the operational duties of renting out lockers to the ISSS, including the upkeep of the lockers and the record of rentals.

Revenue generated from locker rentals will be used to fund the ISSS's operations, and 20% of CCIS locker rental profits will be allocated to the ISSS Council of Science Student Associations (COSSA) to be competitively granted to the Departmental Associations, Program Associations, and other science student groups that are members of COSSA.

The Faculty of Science reserves the right to terminate this agreement and repossess the lockers at any point during the rental term for any Campus Protective Services violations, student misconduct, and/or breach of the stated terms and conditions. All locker tenants are solely responsible for their own property. Neither the Faculty of Science or the ISSS are responsible for lost or stolen items at any time during or after the rental period. Any acts of vandalism will be reported to Campus Protective Services.

By agreeing to this memorandum of understanding and the terms and conditions therein the ISSS agrees to undertake all obligations and duties therein.

This agreement shall remain in place until May 15, 2012 and will be reviewed by the Faculty of Science and the ISSS at that date.

Shannon Goodwin

Date

Student Life & Industrial Internship Program Advisor

Faculty of Science

Cian Hackett

Date

President



*Box 117, 2-900 SUB
8900 114 Street
University of Alberta
Edmonton AB T6G 2J7*

The Interdepartmental Science Students' Society

Jessica Nguyen

Date

Vice President Services

The Interdepartmental Science Students' Society

Jostens Graduation Rings Contract 2011-2012

This contract is between the Interdepartmental Science Students' Society (ISSS) and Jan Grieve, Jostens Representative, regarding the advertising and selling of Jostens graduation rings to Science students during the University of Alberta's Fall 2011 and Winter 2012 academic terms.

The terms and conditions of this agreement are as follows:

1. The ISSS will book a table for Jostens in the Central Academic Building (CAB) on the following dates and times:
 - a. In the Fall 2011 semester – November 29th, 30th and December 1st from 10:00 am to 3:00 pm.
 - b. In the Winter 2012 semester – March 27th, 28th, and 29th from 10:00 am to 3:00 pm.
2. Jostens must provide at least one representative to oversee the respective duties of tabling in CAB. The ISSS is not responsible for the management of these tables.
3. The ISSS will advertise Jostens graduation rings in our November and March newsletters.
4. The ISSS will display promotional materials in CAB at least a week prior to each sale, as provided by Jostens.
5. Jostens will pay the full \$300 for the advertising space in the handbook by **June 30, 2011**.
6. Jostens will accurately report to the ISSS the number of graduation rings sold, and the amount of revenue generated from these sales. The deadline for reporting these numbers is **December 16th, 2011** for the November 2011 sales and **April 13, 2012** for the March 2012 sales.
7. The ISSS will not be liable for any damage to or losses of any materials at the tables during the agreed-upon tabling times.
8. The ISSS will not be liable for any injury to any person from Jostens or otherwise during the agreed-upon tabling times.

Jan Grieve
Jostens Representative
Jostens

Date

Cian Hackett
President
The Interdepartmental Science Students' Society

Date

Jessica Nguyen
Vice President Services
The Interdepartmental Science Students' Society

Date