

# The Interdepartmental Science Students' Society

Council Meeting

Minutes

5:30 PM - 7:00 PM

June 21, 2011

BS CW 410

## Attendance

*Executives: Cian Hackett, Brett MacGillivray, Siwei Chen, Stephen Chin, Jessica Nguyen*

*Councillors: Kim To, Arun Thomas, Jennifer Weekes, Meika Ellis, Brittany Matenchuk (5:41)*

Chairperson: Kim To

Minutes: Brett MacGillivray

## 1. Call to order

Meeting called to order at 5:35 pm.

## 2. Approval of minutes

**Motion** to approve the minutes of the last Council meeting of June 7th, 2011, as written Arun/Jennifer Motion carried 4/0/0.

## 3. Approval of agenda

**Motion** to approve the agenda below, as written Arun/Jennifer 4/0/0.

## 4. Presentations

1. Council meeting procedure notes, Stephen
2. Dropbox introduction, Stephen

## 5. Executive Reports

1. President, Cian Hackett
  - a. Return
    - i. I've met with all the Executives in town, and I'm really pleased with all the work that has been done in the last 7 weeks! I hope to meet with each Councillor before the next Council meeting. You can expect me to be much more responsive to emails now, and feel free to call me anytime.

- b. Transitions 2011 InfoMart
    - i. The ISSS has been invited to set up a display on September 2 from 12:00 p.m. - 1:30 p.m. at an orientation for international students. Similar to Clubs Fair, Siwei will be coordinating this.
  - c. Parent Orientation
    - i. Dustin and I will be giving a short (5 min) presentation and answering questions on July 23 at Parent Orientation.
  - d. Microwaves
    - i. Colten, VPSL of the Students' Union has informed me that out of the 10 microwaves the SU will be placing across campus, 3 will be in science buildings (1 in CAB basement, 2 in CCIS). Facilities and Operations will be cleaning and repairing them, and the SU will be replacing any broken ones. If we would like to install more microwaves this year, the ISSS will have to find the funding, and the SU will not replace ours if broken.
  - e. ISSSER
    - i. Chloe Speakman has accepted the position of ISSSER. She and I will be reviewing the ISSSER's elections report in the weeks to come.
  - f. Science Student Lounge
    - i. Jess and I will be scouting out possible locations for a science student lounge, and Siwei will be asking COSSA groups for suggestions. As well, Siwei will be collecting information on student lounges that COSSA groups have.
2. Vice President Academic, Dustin Chelen
- a. SFC Student Representatives
    - i. Applications for students who want to sit on Science Faculty Council are due on July 15, 2011. They can be found online here:  
<http://www.iss.ca/academic/committees/>
3. Vice President Administration and Finance, Stephen Chin
- a. \*Website
    - i. Design has been drafted. Braeden to be completing the design by June 30th. A presentation will be made next council meeting and comments can be made at that time.
  - b. \*Sponsorships
    - i. Going slowly but at the same time, it is beginning to pick up. Will send out a schedule on exact meeting dates and locations. Had a meeting with Derrick Stielow from the BSA and we will be meeting up with

Tara Graham tomorrow. Looking for a brainstorming of ideas on what exactly we can offer to prospective sponsors. See new business.

- c. \*Office
  - i. Currently, I have 8 keys which will be distributed amongst the executive once the furniture has been delivered. An additional 5 keys will be sent from Julie prior to the school year, at that time, keys will be then distributed to council and spare keys kept in the safe.
  - ii. The lock works!
  - iii. Current ETA on furniture delivery unknown.
- 4. Vice President Community, Siwei Chen
  - a. \*COSSA Meetings
    - i. Six meetings done on Monday, June 20
    - ii. Three meetings on Wednesday, June 22, one Thursday, one Friday, one Monday
    - iii. COSSA meetings interim report coming up for Tuesday, July 5
  - b. \*Marketing and Communications
    - i. Fixed all of the logos found on Dropbox. - Any adjustments just email me if you see any and I'll fix them.
    - ii. Made letterhead and envelopes, to discuss later in this meeting.
    - iii. Putting together new marketing materials' templates this week as well as updating the communications guidelines.
    - iv. Mocking up a version of the discount card this week
    - v. Mocking up a version of the business cards this week
- 5. Vice President Programming, Brett MacGillivray
  - a. Orientation BBQ
    - i. Started initial planning stages of the Orientation BBQ, but still have a long way to go. Lots of planning!
  - b. Programming committee applications
    - i. I am opening up (or making aware of) applications for the programming committee. So if anybody knows of any people that would be great and preferably who are creative and work good with others, tell them to apply! Applications can be found on the website.
- 6. Vice President Services, Jessica Nguyen
  - a. Jostens Grad Rings
    - i. I spoke with Jan on the phone yesterday, and she is still interested in advertising Jostens Grad Rings to students in the Faculty of Science. I

will be negotiating with her in the next few days to come to a compromise.

- b. Athletics
  - i. Meika and I have quickly drafted up a document regarding preliminary planning for ISSS Athletics. We are planning to have intramural teams for science students, as well as teaming up with the Health and Wellness Movement in Winter 2012. More details to follow later in the meeting.
- c. Locker Rentals
  - i. Prices for the upcoming locker rental terms have been set. \$9 per rental term in CAB, \$8 per rental term in CEB, and \$15 per rental term in Cameron and CCIS.
  - ii. Warning signs have been put up in Cameron library for students to remove their belongings. All locks will be cut on August 22.
  - iii. Improvements to the locker rentals system will begin shortly.
- d. CCIS Locker Contract
  - i. \*The contract has been signed!
- e. Used Book Sale
  - i. We will be getting things officially started this week with the UBS, as Nancy is back from vacation. She has been reading over the documents that I've sent to her, and will be sharing her thoughts with me tomorrow at our first meeting.
- f. Science Handbook
  - i. Pages have been submitted to the SU.
  - ii. Honorary membership and lunch to thank Ivan. To be discussed later in the meeting.
- g. Advertising Locker Rentals in CCIS
  - i. Wanda has informed me that the ISSS will be able to advertise locker rentals through the TV's, the Faculty of Science Facebook page, putting information in Student Services, and the faculty's August newsletter, all as alternatives to putting up posters in CCIS.

## 6. Question Period

1. Jennifer to VPS: Could you elaborate on Grad Rings?
2. Jessica: I couldn't get dates for tables in CAB because we are unable to confirm with Exams and Timetabling just yet. I am making other arrangements but they are still interested.

## 7. Old Business

1. **Motion** to excuse Dustin Chelen from the council meeting on June 7<sup>th</sup>. Meika/Brittany. Motion carried 5/0/0.
2. **Motion** to excuse Meika Ellis from the council meeting on June 7<sup>th</sup> Arun/Jennifer. Motion carried 5/0/0.
  - a. Meika was unexpectedly sick and was unable to attend the meeting through any means.
3. **Motion** to excuse Cian Hackett from the council meeting on June 7<sup>th</sup> Arun/Brittany. Motion carried 5/0/0.
  - a. An unexpected Internet outage resulted in Cian being unable to connect to the meeting through Skype.
4. Strategic Plan Discussion, Community, Cian
  - a. General trends from email input: ski trip removed, COSSA granting should be restricted based on attendance, but leniently, focus on the experience of volunteers instead of numbers, add a point on volunteer-only events as community building and recognition
  - b. Graduation Formal
    - i. In favour: potential to reach a high number of students, make the ISSS known for a big event
    - ii. Against: difficulty selling tickets, high cost, opportunity cost of our time and other resources, competing with smaller dinners, loss of autonomy
    - iii. Would the ISSS like to spend its resources on a graduation formal this year?
    - iv. Siwei: A suggestion is that there would be a graduation council made up of COSSA groups, then within that raise funds and collectively work together.
    - v. Jessica: Which groups are interested in being a part of grad council?
    - vi. Siwei: Ones without their own graduation were more interested than ones with their own.
    - vii. Meika: We don't know how successful one would be, therefore it would be a large undertaking, and if it fails, then it would reflect poorly on the organization. There are already other celebrations that would coincide with one that we might hold.
    - viii. Brittany: Do the small groups that have one break even or do they have a deficit?

- ix. Siwei: They usually break even.
- x. Cian: What's the general feeling about this?
- xi. Kim: Who are we trying to get to attend? All Science students?
- xii. Brittany: If we had to, would we rather expend resources on leaving students rather than on continuing students?
- xiii. Stephen: A graduation formal is a service, as well as a celebration. You can target the incoming students as well as outgoing.
- xiv. Jessica: Doing one would be cool. They will be more aware of the ISSS that way.
- xv. Jennifer: Probably not for two years or so, because most grads haven't had ISSS their whole University experience.
- xvi. Cian: I agree not this year because we have not had the entire time to engage those graduating students.
- xvii. Kim: If we don't do it this year, than we can use it as a survey for students to see if they would like one.
- xviii. Cian: Decision to consider next year.
- c. Skills-based competition
  - i. There was some confusion here. The event being proposed is a competition where teams would have to apply interdisciplinary knowledge to solve a problem. Suggestions have ranged from a science obstacle course with small problems such as pipetting and differentiating, to a half-day business-style competition where teams would present a response to a more societal problem to a panel of judges.
  - ii. Do we want to do a skills-competition, and on what scale? Can it be incorporated into the team competition point?
  - iii. Brett: Yes we do, and incorporate into a team competition.
  - iv. Jessica: Kind of like what JDC West does, but for Science.
  - v. Siwei: We could look at ISSS Age and use that as a platform to go off from, and maybe use ideas from Geer week and Antifreeze.
  - vi. Arun: Concern is that Antifreeze people may not want to do it.
  - vii. Brett: We would not interfere with Antifreeze.
  - viii. Arun: Why don't we do it as individual competitions, separate from each other, with their own separate prize.
  - ix. Meika: It's more fun when you compete as a team, rather than as an individual.
  - x. Siwei: Shall we incorporate a deposit? It would help with attendance.

- xi. Cian: No logistics please, I'd like to focus on the question asked.
- xii. General answer is yes.
- d. Volunteer Screening
  - i. Should we conduct group interviews? Will our positions potentially be competitive (i.e. will we say no to anybody)?
  - ii. Siwei: Yes we are conducting group interviews! Very low bar in my mind. If you can public speak, remember information, are enthusiastic and are a nice person then it's good enough.
  - iii. Arun: Should we open up to non-faculty of science students for volunteers?
  - iv. Brittany: I think we should because they'd be really helpful.
  - v. Kim: Are we all agreeing?
  - vi. Siwei: I assume first batch of people will be alright, then if we reach capacity then we may restrict it to science students.

## 8. New Business

- a. **Motion** to excuse Dustin Chelen from today's council meeting Jennifer/Meika.  
Motion carried 5/0/0.
- b. **Motion** to create a new ISSS communications group for the ISSS council.  
Stephen/Brittany. Motion carried 5/0/0.
  - a. The new group will use [councillors@iss.ca](mailto:councillors@iss.ca).
  - b. This will essentially be an email list to address communications to council as a whole. It will be similar to [executives@iss.ca](mailto:executives@iss.ca)
- c. Mid-summer mini-retreat, Cian
  - a. Is there a time when we can all come together for a half day in July with a mix of business and team building? We had previously determined that July 17 to 23 was a good time.
  - b. Brittany: Is it OK to ask with a Doodle poll?
  - c. Cian: I can do it.
- d. **Motion** to accept the nomination of Ivan Au as an honorary member of the ISSS.  
Jessica/Brittany. Motion carried 5/0/0.
  - a. See attached for the letter of request.
- e. ISSS Athletics Preliminary Plans, Jessica
  - a. See attached for a very brief idea of how Meika will be approaching the planning of Fall 2011 athletics (detailed discussion to come in the meeting).  
We are planning to team up with HWM in the Winter 2012 term. We'd like to

- hear everyone's thoughts on our plans for athletics-related events for the upcoming year.
- b. Meika: Should we pay or get students to pay?
  - c. Siwei: Students should probably pay to enforce attendance.
  - d. Meika: We'll discuss more logistics later.
  - e. Jessica: Would we restrict registration to only Science students?
  - f. Siwei: If they are paying themselves, then allow others too. If we reimburse maybe we could only reimburse Science students.
- f. Sponsorships discussion, Stephen
- a. Stephen: When we contact businesses, we need to offer them something in return; I'd like a brainstorming of ideas on what we can offer.
  - b. Siwei: I talked to Jessica from AIESEC. She said a lot of businesses would gain from advertising job positions for students. It would be worthwhile to find out more about that, and be able to pitch our students as potential employees in the future.
  - c. Cian: Logos, product placement, commercials before movies, opportunities to meet students, names of events, having career nights, scholarship funding, and booth or event visibility.
  - d. Stephen: BSA sells tables at clubs fair. Can we do that? They had their own clubs fair and sold tables.
  - e. Brittany: Could we do that?
  - f. Siwei: I will look into it.
- g. Letterhead and envelopes, Siwei
- a. Can be found on Dropbox.
  - b. Which of the three do you like or would you like me to combine parts of them?
  - c. If you want more samples, would you like more complexity? Less complexity? Colors, lines (curved or straight), and shapes?
  - d. Siwei: Green would be taken out if we all agree to remove it.
  - e. All agree.
  - f. Siwei: The letterhead with the circles on the side is agreed upon as the best design.
  - g. Jessica: I don't like the circles at all.
  - h. Stephen: It does follow that the circles make an arc or a crescent. So maybe instead of dots, make a crescent instead?
  - i. Siwei: I will fix dots.

h. Business Cards, Siwei

- a. <http://www.staplescopyandprint.ca/printonlineinfo/businesscardinfo.aspx>
- b. I made a quick version of what the front could look like, you can find it on Dropbox.. NOTE: I am making some changes to the communications guidelines to include two more colors: a 'brilliant lime' and a 'greenish grey'. Presentation pending.
- c. What information do you want on the back?
- d. **Motion** to allocate no more than \_\_\_\_\_ towards the purchase of business cards for the ISSS.
  - i. **Motion** to table the main motion until next council meeting on July 5th. Arun/Jennifer. Motion carried 5/0/0.
  - ii. There is not enough information to make a good judgment on allocating funds.

**9. Next Meeting**

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

The chairperson of the next meeting will be Arun Thomas.

Minutes will be taken by Jessica Nguyen.

**10. Adjournment**

**Motion** to adjourn the meeting at 6:54 pm. Brett/Arun 5/0/0.

June 18, 2011

Request for Honorary Membership

Dear ISSS Council,

I, Jessica Nguyen, Vice President Services, nominate Ivan Au to be granted life-long honorary non-voting membership to the Interdepartmental Science Students' Society, in recognition of his value and contributions to the Faculty of Science's undergraduate community at the University of Alberta.

Sincerely,

Jessica Nguyen

---

## ISSS Athletics Preliminary Planning

### Mandate:

- 1) To field as many intramurals sports teams as can be populated by interested Science students who would like join science intramural teams (i.e. those who do not have a team already).
- 2) Actively recruit students for more involvement in athletics in general.
- 3) Help build a science undergraduate community via athletic activities.

### Plan of Action:

#### **June**

- Contact Campus Recreation to find out dates for registration and other details
- Begin planning effective marketing strategies
  - o At orientation
  - o With the use of the Public Relations Team
- T-shirts for the team
- Draft application

#### **July**

- Recruit people for marketing
- Training days, if necessary
- Finalize marketing materials
- Finalized budget, approved by Council
- Post up application in the last week of July

#### **August**

- Posters up in last week of August
- Make info sheet for ISSS office
- Sign up sheets, info sheet
- Book rooms for meetings
- Recruit athletics committee, deadline end of August

#### **September**

- Implement all marketing strategies
- Set up a form of registration

### Budget:

All depends on the sport. Examples based on summer sports.

- Ultimate Frisbee = \$105.00
- Soccer = \$155.00
- Volleyball = \$85.00

Links:

- <http://www.uofaweb.ualberta.ca/intramurals/>

In the Winter 2011 term, the ISSS will be partnering up with HWM's Health Week. More details to come.