

The Interdepartmental Science Students' Society

Council Meeting

Agenda

5:30 PM

July 5th, 2011

BS CW 410

Attendance

*Executives: Jessica Nguyen, Siwei Chen, Cian Hackett, Brett MacGillivray, Stephen Chin
Councillors: Arun Thomas, Brittany Matenchuk, Meika Ellis, Katrina Tjhung (proxy for
Jennifer Weekes)*

Other: Emerson Csorba, Braeden Petruk, Chris Chen, Hanhmi Huynh, Rebecca Mercier

Chairperson: Arun Thomas

Minutes: Jessica Nguyen

1. Call to order

Meeting called to order at 5:40 PM.

2. Approval of minutes

Motion to approve the minutes of the last Council meeting of June 21st, as written.
Cian/Meika. Motion carried 4/0/0.

3. Approval of agenda

Motion to approve the agenda below, as written. Cian/Meika. Motion carried 4/0/0.

4. Presentations

1. CHARIOT Event, presented by Chris Chen

Abstract: It is becoming increasingly evident that the complex issues that burden our social, economic and environmental systems of living are indivisible. Therefore, approaching these problems in innovative and multi-faceted approaches is becoming progressively needed. CHARIOT, a University of Alberta Student group, is planning an event that will help stimulate interfaculty collaboration and spark an interdisciplinary approach to solving issues that effect several professions. To do this, CHARIOT is planning an event that will stimulate critical thinking, showcase the talents of University of Alberta students and provide a setting where students from multiple backgrounds, departments and faculties can meet and mingle. However, CHARIOT requires a great deal of help, specifically from faculty associations such as the ISSS.

2. Interim COSSA Report (on Dropbox), presented by Siwei Chen

Abstract: In the last two weeks of June 2011, meetings were set up between the Interdepartmental Science Students' Society (ISSS) and twelve of the twenty-three Council of Science Student Associations (COSSA) to discuss each respective groups programming,

services and events. The purpose of these meetings was to discover and discuss the great variety of services available to Science students as well as possibilities for collaboration between the many groups within this faculty. Once all of the meetings are held, we will hopefully get a better idea on how groups can work together in 2011-2012, and a final report on these initial meetings will be compiled.

This report summarizes some of the information, ideas and innovations discussed. At the least, this document is a great way to find out what other science groups on campus are doing, but the hope is that this report is just the starting point for a great diversity of new ways to serve students both individually as our respective groups and also collaboratively as a united community of Science students.

3. Graduate Attributes, presented by Emerson Csorba, Students' Union Vice President Academic

Abstract: In higher education, the idea of setting overarching attributes, dispositions or character traits to be instilled in students by the time that they convocate is becoming more and more common. The University of Alberta is currently championing graduate attributes in Canada, and the VPA of the Students' Union has the unique opportunity of co-chairing the committee in charge of envisioning and implementing this change. This means that graduate attributes is student-driven. Over the next three months, I will be consulting the ISSS to see how science students interpret the following attribute: "engaged citizenship." The goal of this presentation is to briefly discuss graduate attributes, and provide a heads-up for future consultations that will take place with the ISSS.

4. ISSS Website Draft, presented by Braeden Petruk

5. Executive Reports

1. President, Cian Hackett
 - a. Faculty Association Specific Orientation
 - i. The Executive is drafting a plan for a 45 minute ISSS session on September 6. If you have any ideas for interactive activities, please email me.
 - b. Diversity in Science
 - i. I met with Associate Dean Armour last week to discuss diversity in science. Some of her recommendations to ensure a diverse representation of students in the ISSS included asking questions to identify possible bias in selection processes, approaching underrepresented groups specifically and using networks to reach a wide variety of individuals. I hope to encourage the ISSS to question our processes and activities during the year to ensure we are promoting diversity within the Faculty of Science.
 - c. Mini Retreat
 - i. The date has been set for our half-day "mini retreat" on July 24 from 1:00 p.m. to 5:30 p.m.. Topics will include our Strategic Plan and financial planning.

- d. Evaluations
 - i. As you will recall, we had agreed on an evaluation process at the end of the summer. I believe that an evaluation conducted by a third-party will be extremely valuable, and as such, Hanhmi will be drafting a process to bring to a Council meeting for discussion in the near future.
2. Vice President Academic, Dustin Chelen
 - a.
3. Vice President Administration and Finance, Stephen Chin
 - a. Website
 - i. I'm happy with Braeden's work; it's progressing on schedule and is looking extremely good. Comments about what everyone has seen today can be said at today's meeting, or else emailed to me so I can pass them on to Braeden. Once the new design is implemented, we will work on changing the navigation, further updating pages as necessary, and creating new graphics.
 - ii. I am beginning to look into a new web host that remains stable throughout the year. Ideas are welcome.
 - b. Office
 - i. Old computers have been removed from the old office and sent to a local eco-station.
 - ii. *If you have not done so, I would like everyone to finalize their school schedules by July 24th, and bring a paper copy so that we can begin scheduling office hours for the school year.
 - c. Sponsorship
 - i. *Meeting with Tom Berekoff, Associate Dean of Development
 1. Provided us with valuable information regarding sponsorships.
 - d. Meeting Attendance and New Summer 2011 Schedule
 - i. those that have not seen it yet, there is an attendance spreadsheet shared with everyone on Google Docs.
 - ii. Please note once more that councillors are required to record minutes at an Executive meeting, on a rotating basis, and likewise, executives required to record minutes at a Council meeting. A member may be absent only if he/she suffers from an illness, has a prearranged appointment, or has a pressing family emergency. Notification of their absence and a reason must be provided to the VPAF no later than 1 day after the meeting. Motions must be made to excuse the member from the meeting.
 - iii. A new summer 2011 meeting schedule has been made available and can be seen [HERE](#). In it I have included two more columns detailing who will chair and who will take minutes at each meeting. If you are unable to make any of the meetings, let me know as soon as possible

so a replacement can be found. The schedule will be emailed out as well.

- e. Budget
 - i. *I will be drafting up the annual budget for the 2011-2012 school year and require reports from all executives in as much detail as possible: amount of revenue and expenses expected per event, service, or activity. Sent to me no later than July 22nd.
- 4. Vice President Community, Siwei Chen
 - a. Interim COSSA Report - met with 12/23 COSSA members. Will ideally be meeting the rest of them throughout the summer, but we will have to move forward on some of our decisions based on these meetings for now. This report will be sent to all COSSA members as well.
 - i. *Note: If anyone wants to contact any of these groups about a particular topic, please email me first, and I can update you on what was discussed so they do not have to repeat any information. Beyond that, it would be best if you spoke to a representative directly.*
 - b. Volunteer Training
 - i. Making a ppt (or prezi) presentation and manual
 - ii. This training session will be mandatory for all executives, councillors and directors to attend. You will be attending at the same time as new volunteers so that you can all get to know them and work with them.
 - c. PRT Update
 - i. Rebecca is in the process of detailing the duties of PRT members and creating a timeline for goals and deadlines throughout the year.
 - ii. Rebecca is also listing some quantitative information about the PRT like number of volunteers, frequency of meetings, number of events per month, types of events, etc.
 - iii. Rebecca can now access the publicrelations@iss.ca email and the streetteam@iss.ca email is deleted.
 - iv. *An email will be sent out with the details of the PRT and any questions can be addressed there. If there are any larger concerns, we will bring them to a council meeting.
 - d. Biochemistry Students Association is putting together a Winter Formal this upcoming year. For now, they're trying to fundraise, so anyone who might want to help out in their Bottle Drive that's coming up, let me know!
 - e. CCIS Video Planning Session
 - i. Jessica, Brett and I will be meeting on Wednesday, July 6 at noon for at least 2 hours at SUBstage to discuss the video we'd like to make for the CCIS grand opening.
 - ii. Anyone is welcome to join us to help brainstorm and film!

- f. General reminder that if anyone has deadlines and stuff they want promoted, please let Kim know at marketing@issss.ca and she can put stuff up on Facebook and Twitter for you.
- 5. Vice President Programming, Brett MacGillivray
 - a. Programming Committee
 - i. Just a reminder that applications are due on July 15th. So tell all your friends about this amazing opportunity! Also if any councillors are interested in being a part of the committee, please apply!
 - b. CBAS/ISSS events
 - i. So after the meeting with CBAS, their events coordinator and I would like to host a few competitive events to try and kindle some sort of Arts vs. Science rivalry throughout the year. One event that they really want to do is a Rap battle, possibly early on in the school year.
- 6. Vice President Services, Jessica Nguyen
 - a. Locker Rentals System and Logistics Improvements
 - i. We've compiled a list of the improvements that we would like to see happen this year. Changes to the locker rentals system will begin this week, and improvements to the logistics of locker rentals are underway! More details later in the meeting.
 - b. Jostens Grad Rings Contract
 - i. Jostens will be offering us a \$10 rebate per ring sold. The ISSS will be advertising Jostens grad rings in our classroom talks for grad photos, booking tables for Jostens in CAB, and advertising through Facebook and Twitter. We'd like to see how successful Jostens grad rings are this year, and renegotiate accordingly in future years.
 - ii. Jan is on vacation until July 18th, so the contract will have to be signed after then. I have discussed the contract (as seen below) with her, and she has no problems with it. Contract to be discussed later in the meeting.
 - c. CAPS
 - i. A meeting has been scheduled for July 13 to discuss the specifics of the Science Career Lunch Series. Look forward to a detailed report at the next Council meeting.
 - ii. Catherine will be meeting with Siwei and Stephen tomorrow to discuss advertising for CAPS.
 - d. Used Book Sale
 - i. General consensus at the June 28th Executive meeting to hold the UBS in one location. The two possible locations were the CAB-Cameron pedway and the ISSS office. More were in favour of having the UBS on the pedway. I would like to hear opinions from all Councillors later in the meeting, and make a final decision today.

- ii. A detailed list of improvements is underway, and will be available for discussion at the July 19th Council meeting.
- e. iClickers
 - i. General consensus at the June 28th Executive meeting to have an iClicker consignment system for this year, to determine the demand. A rental system is something to keep in mind for future years.
 - ii. An iClicker consignment system proposal is underway, and will be available for discussion to seek approval from Council at the July 19th Council meeting.
- g. Foursquare
 - i. Wanda suggested the use of the U of A's foursquare page (<https://foursquare.com/ualberta>) to advertise the ISSS's locker rentals. We will be including CCIS/CEB/CAB/Cameron lockers, the new ISSS office, and DA offices on foursquare. If you have any additions over the year, please email me.
 - ii. Thanks to Siwei, an email has been sent out to COSSA members notifying them of the opportunity to advertise through foursquare. The deadline for submissions is July 31, 2011.
- h. Discount Cards
 - i. Thanks to Siwei for drafting up a great design for the front of the discount card! We are able to submit our own designs to the company that does the cards, so Siwei will be refining the design soon. We'll be taking a look at a draft of the design later in the meeting.
 - ii. *We will be offering two different discount cards this year. One will offer discounts at places like Hudsons, Union Hall, The Ranch, Squires, The Billiard Club, and Julio's Barrio, while the other will feature places like Oil City, The Rack, The Pint, Lucky 13, Vinyl, and The Bank.

6. Question Period

1. Arun to VPS: Is it a good idea to have to different cards? Combined for a unified card?
 - a. Jessica: I don't see any problems with it. Different people are offering us these cards, so we don't have the option to combine them.
2. Arun to VPS: Will we be able to add more stores/restaurants/etc or is this list set in stone?
 - a. Jessica: The participating stores have been finalized.
3. Brittany to VPAF: Do we want to change our sponsorship email address?
 - a. Stephen: Maybe. More discussion later.
4. Brittany to VPC: Is there a plan for marketing PRT to volunteers?
 - a. Siwei: Yes.
5. Siwei to VPP: Do you want the PRT to work with you in the science competition?
 - a. Brett: More discussion between us later.

6. Stephen to VPS: Will there be two designs for the discount card? Are you pricing them differently?
 - a. VPS: Yes there will be two designs for the discount cards, and I am still looking into pricing them. Possibly offering them in a bundle.
7. Meika to VPS: Will we be offering the cards for free at any point this year?
 - a. Jessica: Yes, at Clubs Fair.
8. Brett to Council: Would any Councillors like to be on the Programming Committee?
 - a. Meika: Can you send information to Council?
 - b. Brett: Yes.

7. Old Business

1. **Motion** to excuse Ethan Dorward from the June 21st council meeting. Arun/Katrina. Motion carried 1/0/3. Motion reconsidered below.
 - a. Ethan was unable to book time off from work to attend the meeting.
 - b. Cian: Was there documentation to prove this within one day of the meeting?
 - c. Stephen: No. There was an email, however.
 - d. Brittany: Has he made the necessary arrangements to attend future meetings?
 - e. Meika: We were informed beforehand, so sufficient notice has been made to Councillors about meeting dates. Arrangements should have been made already to ensure attendance.
 - f. Arun: Can Stephen inform Ethan of Council's concerns regarding attendance?
 - g. Stephen: Yes.
 - h. **Motion** to reconsider the motion to excuse Ethan Dorward from the June 21st Council meeting. Cian/Arun. Motion carried 4/0/0.
 - i. **Motion** to excuse Ethan Dorward from the June 21st Council meeting. Arun/Cian. Motion defeated 1/2/1.
2. Business Cards, Siwei
 - a. **Motion** to allocate no more than _____ towards the purchase of business cards for the ISSS. Siwei/Meika.
 - i. Staples
 1. \$24.98 for 250 cards double sided full color
 2. \$44.95 for 500 cards double sided full color
 3. \$204.97 for 1000 cards double sided full color
 4. \$400.95 for 2000 cards double sided full color
 - ii. Rayacom
 1. \$58.50 for 500 cards double sided full color
 - iii. Stephen: Best option is number 2 in terms of pricing.
 - iv. Arun: Note the number of cards you want.
 - v. Brittany: \$100 for 1000 cards is the best deal.
 - vi. Brett: Agree with Brittany.

- vii. Rebecca: Cheaper design?
 - viii. Meika: I like the designs. Agree with Brittany.
 - ix. Stephen: Has Siwei looked at all the options?
 - x. Siwei: No.
 - xi. Meika: We should focus on the cost - design is another issue.
 - xii. Jessica: No need to search for other prices - this is a good deal.
 - xiii. Brittany: When does the sale end?
 - xiv. Siwei: I tried to find out, but no reply. I believe it is offered frequently.
 - xv. General consensus for \$120.
 - xvi. **Motion** to amend the motion to allocate no more than \$120 towards the purchase of business cards for the ISSS. Arun/Meika. Motion carried 4/0/0.
 - xvii. Main motion carried as amended. 4/0/0.
3. **Motion** to approve the Jostens Grad Rings Contract, attached. Jessica/Meika. Motion carried 3/0/1.
- a. Siwei: Safe to keep the 10:00 AM to 3:00 PM time slots even though they aren't confirmed with Exams and Timetabling?
 - b. Jessica: Should be okay as I am booking them the day booking begins, so I don't expect too many conflicts with tabling in CAB.
4. Strategic Plan Discussion, Faculty Relationship Revisited, Cian
- a. A number of issues have been brought to my attention, and I would like to re-address this section to deal with them:
 - i. Addressing our vision through one year goals
 - 1. How will we strengthen relationships to build mutual respect?
 - a. Stephen: Should have open communication with the faculty. Having monthly meetings with them would be good to update them on the ISSS.
 - b. Siwei: What does the FoS want to know from students? Do a vlog monthly to answer these questions, and use this to inform the faculty.
 - c. Meika: Mutual respect between who?
 - d. Cian: The ISSS and the FoS.
 - 2. How will we develop an effective advocacy capacity?
 - a. Siwei: Lots of communications and details.
 - b. Cian: Multiple points of contact from various committees within the faculty would be beneficial to us.
 - c. Brittany: Agree with Cian. Voice of the students to the FoS.
 - 3. How can we communicate information to students?
 - a. Meika: Make use of the bulletin board in the CAB-Cameron pedway.
 - b. Stephen: Website updates.

- c. Brittany: Markers to write on our office windows.
- ii. PRT office hours and role of the PRT in student interaction
 1. Cian: Are PRT office hours intended to replace office hours?
 2. Siwei: No. Intended to have more office hours for students to access the ISSS's services and other events/information.
- iii. Mechanisms of collecting student data
 1. Cian: How can we advertise the shoutbox, survey, etc. to students?
 2. Meika: Provide incentive for students to use them?
 3. Siwei: Will discuss with Dustin.
- iv. Professor newsletter
 1. Brittany: I would like to make a monthly newsletter for professors that is similar to the ISSS's newsletter but more condensed. Professors can inform their students on this.
 2. Cian: Emails in the past suggested no support for this. Re-discussion may be worthwhile.
 3. Meika: Is this initiative worthwhile for the ISSS?
 4. Arun: Brittany is willing to allocate time towards this.
 5. Siwei: This does not necessarily mean that it is something we should pursue.
 6. Cian: Updates to the FoS might be more effective, and doing something like this may cause professors to view us negatively.
 7. General consensus against a professor newsletter.

8. New Business

1. **Motion** to excuse Dustin Chelen from today's meeting. Stephen/Arun.
 - a. Stephen: Dustin recently returned from Kyoto, but was not able to attend today.
 - b. Cian: Dustin is not in Edmonton, possibly in Calgary. An email was sent stating that Dustin would not be able to attend.
 - c. Arun: Stephen, did you receive information on why people were not able to attend this meeting?
 - d. Stephen: Yes. Except for Dustin.
 - e. **Motion** to table this discussion to the next Council meeting. Cian/Arun. Motion carried 4/0/0.
2. **Motion** to excuse Ethan Dorward from today's meeting. Stephen/Meika. Motion defeated 1/1/2.
 - a. Stephen: Ethan has work. He notified me about this beforehand.
3. **Motion** to excuse Kim To from today's meeting. Stephen/Arun. Motion carried 3/0/1.
 - a. Stephen: She has a sprained ankle.

4. **Motion** to add the following point to the ISSS Procedures Manual under section 6.2 Incapacitation:
 - 6.2.1.2 *The Executive assuming the role shall count as two Executives for quorum and voting purposes at meetings of the ISSS, but when voting as the incapacitated Executive during these meetings, must abstain.*
 - a. Cian/Meika. Motion carried 4/0/0.
 - b. Siwei: Technically like a proxy, but incapacitated, and therefore unable to vote.
5. **Motion** to add the following points to the ISSS Procedures Manual under a new section 3.7 Other Promotion and Marketing, based on previous approved principles:
 - 3.7.1 *The VPC shall approve all visual promotional materials prior to their printing and/or use for branding consistency. These materials include but are not limited to posters, banners, PowerPoint presentations, flyers, and handbills.*
 - 3.7.2 *Promotional materials made up primarily of text such as Facebook events or Tweets do not need to be approved by the VPC.*
 - 3.7.3 *Members who wish to hold activities which require promotion under the ISSS's name must notify the VPC at least twenty-eight (28) days before the activity to allow for sufficient time to plan a marketing strategy and to develop promotional materials.*
 - 3.7.4 *The Member in charge of the event can have as much or as little involvement in the marketing strategy as he/she desires. The Member may choose to with the VPC to develop an effective marketing strategy.*
 - 3.7.5 *Any disagreements between the VPC and the Member in question on promotions that cannot be resolved amongst themselves or through email consultation with the Executives or Councillors involved will be brought to the next Council meeting for discussion.*
 - a. Cian/Meika. Motion carried 4/0/0.
6. Locker Rentals System and Logistics Improvements, Jessica
 - a. See attached for a document that outlines the improvements we plan to make to the locker rentals system and logistics beginning this week. Any other suggestions for improvements?
 - b. Cian: Any legal implications with an online contract?
 - c. Siwei: Have a checkbox and confirmation button to be safe. Legally, it should be fine.
 - d. Cian: We should consider adding in other locker locations and prices from other organizations.
 - e. Jessica: I will consider that.
7. Science Clubs Fair, Siwei
 - a. Following up on the sponsorship discussion of selling tables at a science clubs fair
 - b. After September 23 (CCIS Grand opening), we can book CCIS Quad

- c. If we do something like a clubs fair that may see a couple hundred students, we will likely need site reconditioning, which is \$200.
 - i. Other costs can be found online.
- d. Do we want to do a Science Clubs Fair?
 - i. Sponsorship gain vs. cost of event
 - ii. Amount of work involved in doing a clubs fair: finding clubs to table and sponsors to purchase tables.
 - iii. Attendance by students and presenters - particularly the difference between offering free tables (for student groups?) and charging for tables
 - iv. Meika: Would this be worthwhile for the ISSS to do this year?
 - v. Siwei: I believe so. We have 23 COSSA members that could potentially be involved.
 - vi. Cian: Would it be better to do this during another time of the year?
 - vii. Stephen: Many Science clubs will be at Clubs Fair. Considering another time would be a good idea to avoid redundancy.
 - viii. Arun: In favour of having a Science Clubs Fair. Would be beneficial to advertise other Science groups out there.
 - ix. Meika: Agree with Arun.
 - x. Cian: More information needed.
 - xi. Siwei: Need to focus on the main point.
 - xii. Brittany: Could be financially structured like how we approached the handbook. We could see the demand for these tables.
 - xiii. Siwei: \$200 minimum cost to run this event.
 - xiv. Brittany: Monetary cost low; manpower high. I don't see a problem.
 - xv. Cian: Not enough information on all costs. We need to get a better idea of everything we need before moving forward.
 - xvi. Siwei: I would like to consider this as a whole. I want to see if everyone would be interested in holding an event like this, rather than the small details at this point.
 - xvii. Stephen: Tangible. Could be marketed to a company for sponsorships.
 - xviii. Arun: Do we have sufficient time to get sponsors?
 - xix. Stephen: Yes, as long as the event isn't too close to the beginning of the year.
 - xx. Meika: Manpower will be from other clubs.
 - xxi. Siwei will be creating a proposal.
- 8. Used Book Sale Location, Jessica
 - a. The two options we're looking at are the CAB-Cameron pedway, and the ISSS office. There was more support towards holding the UBS on the pedway from Execs. I'd like to hear opinions from all Councillors on this to finalize a location by the end of this discussion.
 - b. Brittany: I would like to see the UBS on the pedway. More traffic involved.

- c. Meika: Pedway attracts more than just science students.
 - d. Arun: Many people on the pedway during busy times. Security is an issue. I am in favour of using the office.
 - e. Katrina: Pedway. The ISSS office is far away.
 - f. Jessica: In favour of the ISSS office. Although not a high traffic area like the pedway, we can use it to establish the ISSS's location to students, also advertising the other things that the ISSS does through our office. Over the years, we can build onto this visibility.
 - g. Arun: CCIS will be a centralized place for science students.
 - h. Brittany: Will there be classes in CCIS? Not nearly as many sales as we could get because people won't know about it.
 - i. Meika: Do we have space?
 - j. Cian: People want to go to our office for other things. No storage space if we hold it in the pedway.
 - k. Siwei: Try doing one on the pedway, and re-evaluate later.
 - l. Jessica: We can ask FoS ahead of time to see what classes are in there. Other traffic will have to be observed in the upcoming year.
 - m. General consensus to hold the book sale in the pedway.
 - n. Cian: Is the pedway contingent on getting storage space near it?
 - o. Arun: I had a lot of trouble moving books last year. It's important point to note.
9. Designs, Siwei
- a. Discount Card
 - i. See attached for a first draft of the discount card.
 - ii. Brittany: I like last year's card better.
 - iii. Arun: Possibly too much clutter on this draft design.
 - iv. Siwei: I would like ideas for the creation of other cards.
 - v. Stephen: Office information.
 - vi. Brett: I like the brain design.
 - vii. Arun: Add in equations.
 - b. Letterhead - where do we go from here?
 - i. Siwei: Would we like these printed off right now? Or replace current document formatting?
 - ii. Brett: Keep it as a file. Print when needed.
 - iii. Siwei: I would like to know if we need to order them. I will look into the cost of getting color copies.
 - iv. Cian: We should keep the formatting for the documents. The letterhead is better for letters.
 - v. Brett: Agree with Cian.
 - vi. General consensus to use letterhead for letters.
10. Web Design Discussion, Stephen

- a. Comments and Suggestions
- i. Siwei: When is the new website going up? Is there a way to have an easy to see calendar?
 - ii. Braeden: Just let me know when it needs to be up.
 - iii. Arun: Can we have a continuous blog area?
 - iv. Braeden: Yes.
 - v. Brittany: How does this relate to the goals we set at the beginning of the year for the website?
 - vi. Stephen: Very bold design and we wanted to make it look cleaner. We also took into consideration suggestions.
 - vii. Arun: Include photos.
 - viii. Brett: Blog style is easy for people our age to read.
 - ix. Cian: Better way to highlight navigation system?
 - x. Siwei: Logo should be bigger.
 - xi. Jessica: Maybe move it down.
 - xii. Braeden: Consistency is important. Navigation system on one page should be in the same place on another page.
 - xiii. Brittany: Move the banner down and put something else up there?
 - xiv. Cian: Can we use the ISSS logo and put text in the middle?
 - xv. Stephen: Too many pictures may be difficult. Website should be mainly text based.
 - xvi. Brittany: How easy will it be for the next designer to manage the website?
 - xvii. Braeden: Fairly simple.
 - xviii. Arun: Logo should be more to the center and larger.
 - xix. Braeden: I need more information on what will be included in navigation.
 - xx. Stephen: We can discuss more once the website goes live regarding navigation.
 - xxi. Braeden: Would you like the updating process to be the same as the old one?
 - xxii. Stephen: Yes.

9. Next Meeting

The next meeting of the Council will be at 5:30 PM, July 19th, 2011 in BS CW 410. The chairperson of the next meeting will be Brittany Matenchuk. Minutes will be taken by Cian Hackett.

10. Adjournment

Motion to adjourn the meeting at 8:26PM. Meika/Cian. Motion carried 4/0/0.

Jostens Graduation Rings Contract 2011-2012

This contract is between the Interdepartmental Science Students' Society (ISSS) and Jan Grieve, Jostens Representative, regarding the advertisement and sale 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) as follows:
 - a. In the Fall 2011 semester – Three days near the end of November 2011 from 10:00 am to 3:00 pm each day.
 - b. In the Winter 2012 semester – Three days near the end of March 2012 from 10:00 am to 3:00 pm each day.
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 graduation photos classroom talks, through Facebook, and Twitter in November 2011 and March 2012.
4. The ISSS will display promotional materials in CAB at least a week prior to each sale, as provided by Jostens.
5. Jostens will provide the ISSS with a \$10 rebate from every ring sold during the agreed-upon tabling times in CAB, by **January 16, 2011** for the November 2011 sales and **May 14, 2012** for the March 2012 sales.
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 16, 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.

This agreement shall remain in place until May 15, 2012 and will be reviewed by the Jostens and the ISSS after that date.

Jan Grieve
Jostens Representative

Date

Jostens

Cian Hackett
President
The Interdepartmental Science Students' Society

Date

Jessica Nguyen
Vice President Services
The Interdepartmental Science Students' Society

Date

Locker Rental Service Logistics Changes

Jessica Nguyen, ISSS VP Services

Siman Panaych and Stephen Portillo, Co-Directors of Locker Rentals

- Cameron Library and CCIS areas will be added to the locker system
 - CCIS areas will be identified by a building map
- The rental contract will no longer be paper, but instead provided to the renter on the locker rentals system upon reservation of the locker, with a signature implied by the renter confirming the reservation
- A stamp will be created with the fields location, locker number, term, and expiry, and will be used to stamp both copies of the receipt, to ensure that this information is recorded with every locker-related transaction

Locker Rental Program Design Changes

1. Rented lockers will lapse into the available state once their terms end
 - a. Bug fix
2. Admins can change all messages on the system without changing the code
 - a. Add properties to the system class with all of the messages, add a MessageHandler to edit these
3. Admins are able to mass e-mail locker holders, identified by area and term
 - a. Useful for renewals, announcements
 - b. Another page, CommunicationHandler, with the ability to select a group to e-mail ({area}/all areas) intersect ({term}/all terms)
4. Users are able to identify the position of a locker within an area (top/middle/bottom)
 - a. Add a location property to the locker class
 - b. Divide available lockers using the location property
5. Admins are able to add lockers, with their locations, en masse
 - a. Add a mass locker adder to the area handler that will create one locker per line of input
6. Terms are not able to be used when they are not active (eg. a new reservation for Fall/Winter when Fall has already completely passed)
 - a. Add a deactivated property to terms, representing when renters can no longer request this term (ie. when the first term of the combination expires)
7. Admins are able to quickly see the number of rented lockers in each area for each active term
 - a. Add a summary table to the AreaHandler or SystemHandler
8. Users are able to quickly see the number of lockers of each type available in each area

- a. Replace the list of areas with a summary table to the SystemHandler
9. Most admin actions are accompanied by a log in the system that may be consulted later
 - a. Change “Payment Confirmed” to “Assign Locker”, and put term changing in this mechanism, rather than raw editing
 - b. “Assign Locker” and “Free Locker” will create Action objects containing the date and nature of the action, which can be consulted later
10. Admins are able to see the contract and receipt numbers corresponding to each locker’s rental
 - a. Add a documentation property to the locker class
11. Admins are able to change the pictures displayed without changing the code
 - a. Change the built in images to a flickr gallery, and have HTML link to that
12. CCIS II and EAS are included in the banner rotation
13. Lockers will be listed in ascending order
 - a. Investigate if this is possible within Google App Engine

ISSS Discount Card Concept

