

The Interdepartmental Science Students' Society

Council Meeting

Minutes

6:15p.m.

September 15, 2011

CAB 269

Attendance

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

Councillors: Brittany Matenchuk, Kim To, Lu Qiao (proxy for Meika Ellis), Arun Thomas, Ethan Dorward

Other:

Chairperson: Brittany Matenchuk

Minutes: Jessica Nguyen

1. Call to order

Meeting called to order at 6:29 p.m..

2. Approval of minutes

Motion to approve the minutes of the last Council meeting of September 8, 2011, as written. Kim/Arun. Motion carried 4/0/1.

Motion to strike new business points 3a-ff. Ethan/Arun. Motion carried 4/0/1.

3. Approval of agenda

Motion to approve the agenda below, as written. Arun/Kim. Motion carried 4/0/1.

4. Presentations

1. ISSS Advocacy Strategy, Presented by Dustin Chelen, Vice President Academic
Abstract: This presentation will introduce the concept of advocacy, summarize our previous accomplishments, and seek feedback on our advocacy principles.

5. Executive Reports

1. President, Cian Hackett
 - a. Council Meetings

1. Social media posts, class talks, emails to professors, and business cards have all been organized.
2. 185 students have signed up as of 6:00 pm on September 13. Cameron will be working on assigning each of these students to the study group of their choice.
- iii. Internal
 1. Mentor manuals have been distributed to all 28 Mentors.
 2. Two training sessions were held that explained the ISSS, MSGs, learning styles, and resources to the Mentors.
- b. Advocacy
 - i. *Deanery
 1. I met with Brenda Leskiw, Senior Associate Dean (Student Services) on September 14. We discussed the new BSc Urban Planning program which will start enrolling students in September 2012, the relationship between the ISSS and the Faculty of Science, and the role of the ISSS as an advocate.
 - ii. Faculty
 1. I was invited to meet with Dr. Glen Loppnow from the Department of Chemistry. He asked for my feedback on a new 1.5 credit course SCI 200, that has students apply their knowledge to the community in interdisciplinary groups. I'll be seeking feedback from Council, as well as the SAAG. He also asked for volunteers to be interviewed by professors at a teaching seminar for Faculty-members. I'll be recruiting 5 volunteers through SAAG and Alanna.
- c. Student Consultation
 - i. Student Representatives
 1. I have met with 5/7 SU Councillors and 4/8 GFC Councillors.
 - ii. Science Academic Advisory Group
 1. 10 students sit on SAG, with 2 Councillors to be nominated after elections.
 2. The first meeting is at 6:00 pm on Thursday September 29. Our topic for discussion is Graduate Student Attributes. We will also discuss the General Program changes and the interpretation of ISSS advocacy priorities.
- a. Student Representation
 - i. *Bio Sci Department Council

1. The ISSS did not receive enough applications for BSDC. We need two more BSc Hon or BSc Spec students by the end of the week.
 - ii. Discovering Governance Series
 1. If you are interested in learning more about Advocacy through Questioning or Conflict Management, I'd love to invite you to a Discovering Governance Series as my guest!
 - b. Instructor Appreciation Night
 - i. Please book off Thursday January 26 from 7:00-8:30 pm. Dean Taylor will be our keynote speaker that evening.
 - c. Absences
 - i. I will be missing Council on September 29 due to the SAAG (when most members were available) and October 20 due to a dentist appointment. My apologies.
3. Vice President Administration and Finance, Stephen Chin
 - a. Administration
 - i. Office
 1. *Office Hours - I must stress the importance of attending your office hours. We have a lot of student traffic and a lot of expensive items within the office that could potentially be stolen if left unattended.
 2. Cian and I met with Shannon on the 13th to go through multiple office things
 - a. Keys for Councillors have arrived and will be distributed upon signing of the Key Contract.
 - b. The ISSS will have its logo and name displayed on the door.
 - c. A motion for soft seating will be made at a CCIS Committee meeting.
 - d. The phone and data ports have been ordered.
 - e. A 6x4 bulletin board will be ordered in conjunction with other CCIS furniture.
 3. Communications - There are currently three new sections in the Office Documents binder entitled "Communications, Communications - Lockers, Communications - Used Book Sale" they were created on the recommendation of a few ISSS members and should be used to communicate notices to other

office staff. A weekly notice will be printed out for everyone to read.

ii. Storage Closet

1. The ISSS currently has new keys to a storage space in Bio Sci CW 137. The Faculty is currently in the process of removing old stuff that was left in there.

iii. Meeting Documents - Documents that you don't want attached in meeting minutes should be marked with an asterisk. *Example Attachment.

iv. Website - if you want something submitted to the website, please tell me.

1. *Executives are reminded to check their pages and send updates to me as necessary. I have already gotten emails from Directors telling me that pages are outdated or display incorrect information.

b. Finance

i. Banks

1. The ISSS opened a community account with Servus Credit Union a couple weeks ago. A slow but full transition will be made, upon which the old account at Bank of Montreal will be closed.

ii. Finance Committee

1. A timeline has been constructed for Stephen to work on recruiting members for the Finance Committee.

iii. Finance Review and Reporting

1. I have been continuously updating the financial records and working to keep them up-to-date. The influx of Locker and Used Book Sale amounts will make things difficult, but it is nice to have a Director who is both involved in Finance and Lockers/UBS.
2. A report to Council on the current financial state of the ISSS will be presented biweekly by either the Director of Finance or myself.
3. A financial report to Amanda Henry will be provided by September 21st.

c. Sponsorship

- i. Meeting with Jon from Kaplan later this week. Will notify everyone of the result at next Council meeting.

1. *Meeting with Jon next week when he comes to the University of Alberta.
 - ii. Talks will be initiated with a contact from Xerox regarding sponsoring large prints.
 - iii. The recruitment of a new Director of Sponsorship will occur with the recruitment of other new directors.
 - iv. Also recruiting for a sponsorship team.
4. Vice President Community, Siwei Chen
 - a. *Newsletter
 - i. Sent out to over 1700 people, including last year's names
 - ii. Next deadline is Thursday, October 6 at 11:00pm
 - iii. Newsletter will be sent out on Monday, October 10
 - iv. You will receive email reminders beforehand
 - b. *FOS Newsletter
 - i. Wanda and I have set up a deadline for FOS Newsletter submissions to be the second Monday of each month, so all submissions to the FOS newsletter should be in to me by 11:00pm on the second Sunday of each month
 - ii. Next deadline is Sunday, October 9 at 11:00pm
 - iii. You will receive email reminders beforehand.
 - c. *Press Releases
 - i. The first one was sent to all volunteers earlier this week
 - ii. Volunteers will be receiving updates on our council meetings every week
 - iii. If you want to update volunteers about something that isn't discussed in the meeting, please email me right after each meeting.
 - d. *COSSA
 - i. Sent out a doodle poll for the first COSSA meeting
 - ii. Date will be set this Friday
 - e. *COSSA Granting
 - i. For the fall, COSSA granting committee meeting dates will be:
 1. Friday, October 15 at 5:00pm
 2. Thursday, December 9 at 10:00am
 - ii. I have emailed volunteers who are interested in this committee to see if they are free. I will also be emailing new volunteers if those interested volunteers are not sufficient.
 - f. *Office Signs

- i. Made office signs for the acrylic stands on the desks for volunteering opportunities and services
 - g. *Community Directors Meeting
 - i. Tuesday, September 20 at 6:00pm
 - ii. If you need anything done or have ideas for any of my directors, please email me by Sunday, September 18 at 5:00pm.
 - h. *Volunteering
 - i. Applications are due on September 17 at 11:59pm. Please tell all of your friends about applying and invite them to the Facebook event
 - ii. Interview dates are: Sept 19 at 1pm and 5pm, Sept 20 at 5pm. Only need to attend one, and each is an hour
 - iii. Training dates are: Sept 22 at 6pm and Sept 23 at 6pm. Only need to attend one and each is 2.5 hours.
 - iv. Let Alanna know if you will be attending at volunteer@iss.ca
 - i. *Dropbox Documents
 - i. The poster templates were removed from Dropbox
 - ii. I don't know when it disappeared, but next time something goes missing, please tell me when you delete something because I don't know when this was missing, and this makes it difficult for people to create documents.
 - iii. It doesn't matter if you delete stuff, I have a backup copy on my computer, just tell me.
- 5. Vice President Programming, Brett MacGillivray
 - a. Orientation Report
 - i. Just finalizing finances and should be done in the next couple day or two at the latest.
 - b. *Tug of War!
 - i. September 29th! vs. CBAS and arts kids. Quad is booked from 11:30-12:30, but this might run a little later.
- 6. Vice President Services, Jessica Nguyen
 - a. Athletics
 - i. For the first part of the Fall term, we will be having two ice hockey teams registered with Campus Recreation, due to the overwhelming demand for ice hockey. Other sports will be considered beginning in October.
 - b. CAPS/Discover Science

- i. Catherine and I are currently looking into changing the name of Discover Science to a name that encompasses all the different aspects of the event.
- c. Locker Rentals
 - i. As of Tuesday, September 13 at 4:00 p.m., the ISSS has sold 539 lockers.
 - ii. I'll be sending out an email to reinforce and introduce some new office procedures for locker rentals shortly. This information will also be made available in the office.
- d. Used Book Sale
 - i. As of Tuesday, September 13 at 4:00 p.m., the ISSS has sold 55 books.
 - ii. I will be writing cheques for all sold books on Friday.
 - iii. The Used Book Sale appears to have been going very smoothly, thanks to everyone holding office hours and to our amazing volunteers!
- e. Graduation Photos
 - i. I have received replies from some COFA members and will be discussing the option of a multi-year contract with Executives shortly. A motion to approve the contract for Images of Distinction at the September 29 Council meeting.

6. Question Period

1. Meika to VPAF: Can it be asked why the current director is unable to continue in the role? (if this is out of line to ask sorry just curious since we knew what we were in for with most positions before taking them on / being appointed). Thanks.
 - a. Stephen: Defer to Ethan.
 - b. Ethan: I do not have the time or the skills that I feel are necessary for this position, and I feel that I could dedicate my time elsewhere.
 - c. Brittany: Is there a resignation procedure for a Directorship position?
 - d. Cian: Resignation is effective immediately with written notice.
 - e. Kim: Each Councillor is supposed to take on one Directorship position. What does Ethan plan to do about getting a Directorship position?
 - f. Ethan: Directorship positions have just opened and I will be looking into that.
2. Siwei to VPAF: How are our finances doing in terms of revenue, particularly from lockers?
 - a. Stephen: It is difficult to discern the amounts between locker rentals and the Used Book Sale at this time. We deposited over \$5000, and a more specific amount will be available next week.

3. Siwei to VPA: Why were the applications for SFC not sent to Executives? I understand that we do not vote, but I had thought we could still discuss them.
 - a. Siwei: Dustin wanted to direct applications towards Council.
4. Siwei to VPAF/President: What is the soft seating motion specifically referring to?
 - a. Cian: More comfortable seating in the front of the office.
5. Siwei to VPAF: Can Directors send you corrections to the website or does it have to come from Executives? As in, have you made the changes that Directors have requested?
 - a. Stephen: Yes, they have already been fixed.
6. Brittany to VPAF: will students be required to sign the code of conduct in order to work the office?
 - a. Stephen: I have thought about this, but I am not sure that signing it will fix the problem.
 - b. Siwei: I wasn't trained with regards to the Code of Conduct.
 - c. Stephen: Revoking privileges could be a possibility.
 - d. Arun/Kim: Agree to signing Code of Conduct.
 - e. Lu: Signing the Code of Conduct allows it to be more official.
7. Brittany to VPC: seeing as it could be a conflict of interest, will volunteers be allowed to apply to be on the COSSA granting committee if they are part of a COSSA group?
 - a. Siwei: They will be asked to leave the room during a conflict of interest.
8. Brittany to VPC/VPP: Did the Director of Marketing receive notification in time for the upcoming tug of war event?
 - a. Brett: No.
 - b. Kim: I would prefer earlier notice, but due to the nature of the marketing strategies (Facebook event), I am comfortable with this request.
9. Arun to President: What is the progress on the FAMF?
 - a. Cian: We are falling behind the timeline; FAMFlet was not ready in time for distribution; Dustin has met with SU/GFC councillors; Siwei has met with COSSA. For the proposal I will defer to Jess.
 - b. Jess: Meika has revised the proposal with COSSA consultations in mind, Jen has revised the proposal with SU/GFC consultations in mind, and I have done general edits to the proposal.
10. Arun to VPP: Do you have any plans for events happening in October/November?
 - a. Brett: Possibly movie nights in October; potential bar nights. Defer to Britt.
 - b. Brittany: There may be a bar night after midterms.
11. Arun to VPAF: There seems to have been issues around the office. Have you considered recruiting a Director to be in charge of the office?

- a. Stephen: I don't feel that it would be worthwhile to recruit a Director to do two tasks – clean and prepare office hour documents.
- 12. Arun to VPS: Will we be selling the discount cards or giving them away for free if students sign up for the newsletter?
 - a. Jessica: Students can purchase the discount card and sign up for the newsletter.

7. Old Business

- 1. Meeting Procedures Discussion, Cian/Ethan
 - a. This discussion will introduce the two major ways of conducting meetings, consensus and Robert's Rules of Order, and will allow members to express their preferences to guide a motion to be brought forward next week, to set Council meeting procedures for the ISSS.
 - b. Cian: From the last Council meeting, it was clear that there was a need for clarity in terms of how we would like to run Council meetings.
 - c. Ethan: Currently, we run our meetings both based on RRO and consensus. In APRIG's procedures, they have roles outlined, action items, and instead of majority rule, consensus is used. We have a fairly small group, and I don't feel that it would be out of the question to use consensus. We should have a chair that is not a voting member.
 - d. Brittany: What is the difference in terms of voting structure?
 - e. Ethan: Compromise allows for others to see the importance in the arguments of others.
 - f. Siwei: I am concerned about the amount of time that it will take us to come to a consensus.
 - g. Brett: I think it is a important discussion to bring up, but I am not comfortable with having change in our meeting procedures five months into our terms.
 - h. Ethan: To some extent, we already do use some aspects of consensus with our meetings.
 - i. Cian: We need to set boundaries on each section of the agenda, but we need to hear opinions from the meeting body about how we want to run meetings.
 - j. Ethan: Rather than putting everything on the chair, we can assign roles to others in the meeting body.
 - k. Kim: I think that meetings are currently being run well; something in between RRO and consensus would be effective.
 - l. Siwei: I like the speaker list and dedicating question period to questions and answers.

- m. Brittany: I like RRO.
- n. Arun: I am in favour of RRO. Time limits will be effective.
- o. Time limit reached.

8. New Business.

1. **Motion** to excuse Jennifer Weekes from today's Council meeting, Stephen/Kim.
Motion carried 4/0/1.
 - a. Jen emailed me in lab saying that it will run later than usual.
2. **Motion** to appoint 3 representatives from the BSc Honors or BSc Specialization program to Science Faculty Council. Dustin/Ethan. Motion carried 4/1/0.
 - a. Applications were forwarded to Council via email.
 - b. **Motion** to move in-camera. Cian/Kim. Motion carried 5/0/0.
 - c. **Motion** to move ex-camera. Cian/. Motion failed.
 - d. **Motion** to move ex-camera. Brittany/Kim. Motion carried 5/0/0.
 - e. **Motion** to amend the motion to read "Motion to appoint Yael Mansour, Jenny Shi and Mary Solomon from the BSc Honors or BSc Specialization program to Science Faculty Council." Arun/Ethan. Motion carried 5/0/0.
 - f. Main motion carried as amended.
3. **Motion** to appoint 4 representatives from the BSc Honors or BSc Specialization program in Biological Sciences to the Biological Sciences Departmental Council. Dustin/Arun. Motion carried 5/0/0.
 - a. Applications were forwarded to Council via email.
 - b. Kim: We only have 2 applications.
 - c. **Motion** to move in-camera. Arun/Ethan. Motion carried 4/0/1.
 - d. **Motion** to move ex-camera. Brittany/Arun. Motion carried 4/0/1.
 - e. Motion to amend the motion to read "Motion to appoint Alec Forest and Tracy Ho from the BSc Honors or BSc Specialization program in Biological Sciences to the Biological Sciences Departmental Council. Arun/Ethan. Motion carried 5/0/0.
4. **Motion** to open nominations for ISSS Finance Committee, Stephen/Arun.
 - a. 2 Councillors are voting members of the Finance Committee, and such nominations and appointments are made by Council.
 - b. Arun: How often does the Finance Committee meet?
 - c. Stephen: Once every week; time TBD.
 - d. Brittany: How many members are supposed to be on the Finance Committee?
 - e. Stephen: VPAF, two Councillors, three students-at-large, and two non-voting members.
 - f. Ethan: Nominate Arun.

- g. Arun: Decline.
 - h. Arun: Nominate Ethan.
 - i. Ethan: Accept.
 - j. Kim: Nominate Brittany.
 - k. Brittany: Decline.
 - l. Arun: Nominate Kim.
 - m. Kim: Decline.
 - n. Arun: Nominate Meika.
 - o. Lu: Decline.
 - p. **Motion** to table the motion until the next Council meeting. Stephen/Arun. Motion carried 5/0/0.
5. **Motion** to create a FAMF Task Force. Cian/Arun. Motion carried 5/0/0.
- a. We haven't been on task and on progress for the FAMF according to our FAMF timeline; therefore, we need a Task Force for organization, and to make sure that we make progress and sustain it.
6. **Motion** to open nominations for the FAMF Task Force. Cian/Arun. Motion carried 5/0/0.
- a. Cian: Meeting as needed; led by DMF, but I need some support on following through with the FAMF.
 - b. Siwei: Nominates herself. I accept.
 - c. Arun: Nominate Cian.
 - d. Cian: Accept.
 - e. Brett: Nominate Arun.
 - f. Arun: Decline.
 - g. Brittany: Nominates herself. Accept.
 - h. Kim: Nominate Stephen.
 - i. Stephen: Decline.
 - j. Arun: Nominate Meika.
 - k. Lu: Decline.
 - l. Jessica: Myself. Accept.
7. **Motion** to recommend a motion be proposed at the September SAGM to amend the Constitution to raise the limit of the expense amount that the Executive can approve to \$200.00. Cian/
- a. Motion withdrawn.

9. Attachments

None provided.

10. Good and Welfare

Comments and criticisms of the meeting for the good and welfare of the organization.

11. Next Meeting

The next meeting of the Council will be at 6:15p.m., September 22, 2011 in CCIS 1-035.

The chairperson of the next meeting will be Jen Weekes.

Minutes will be taken by Cian Hackett.

12. Adjournment

Motion to adjourn the meeting at 8:54 p.m.. Jessica/Kim. Motion carried 5/0/0.