

The Interdepartmental Science Students' Society

Council Meeting
Minutes
6:15 p.m.
October 13, 2011
CCIS 1-035

Attendance

Executives: Cian Hackett, Jessica Nguyen, Siwei Chen, Stephen Chin, Brett MacGillivray (7:24p.m.)

Councillors: Meika Ellis, Anthony Wu, Brittany Matenchuk, Kim To, Jennifer Weekes, Ashlea Ahmed, Michelle Truong, Arun Thomas (6:56p.m.),

Other:

Chairperson: Kim To
Minutes: Stephen Chin

1. Call to order

Meeting called to order at 6:31p.m..

2. Approval of minutes

Motion to approve the minutes of the last Council meeting of September 29, 2011, as written. Cian/Jennifer Weekes. Motion carried 5/0/2.

3. Approval of agenda

Motion to approve the agenda below, as written. Siwei/Brittany. Motion carried 4/0/3.

4. Presentations

5. Executive Reports

1. President, Cian Hackett
 - a. Organization-Wide Break
 - i. As Council is aware, the ISSS took an organization-wide break from October 3 to 7. The minimal disruption to our operations that took place was humbling, and I hope that everyone had some time for their academics, personal life and other commitments.
 - b. Elections

- i. Elections for First Year Councillors went smoothly. Chloe and I will be meeting to discuss a preliminary report before it is brought to Council.
 - c. Transition
 - i. Ashlea Ahmed has accepted the position of Third Year Councillor. I know that she will be an awesome addition to the team, and I will be transitioning her along with our two First Year Councillors, Anthony Wu and Michelle Truong. Congratulations, and welcome!
 - ii. They can be reached at ashlea.ahmed@iss.ca, anthony.wu@iss.ca, and michelle.truong@iss.ca.
 - iii. My priority is to create a positive team atmosphere and facilitate the formation of strong working relationships, while communicating slowly a broad understanding of the ISSS. I will be covering a transition checklist through weekly meetings, and each new Councillor has been assigned an experienced Councillor "buddy."
 - d. Council of Faculty Associations (CoFA)
 - i. I attended the first CoFA meeting of the year on Thursday, October 6. We learned about a new wiki for FA Executives which will contain helpful governance information. The ISSS was also given a seat on a CoFA Strategic Planning Committee which will set a long term direction for the body. Lastly, I raised an open discussion about academic advising, and based on the interest from those present, the ISSS will be proposing a CoFA sub-committee to discuss advising across the university.
 - e. Director Appointments
 - i. The Executive is currently interviewing shortlisted applicants, and Directors will be selected on October 19.
 - f. FAMF Progress
 - i. The FAMF Task Force, while awaiting a Director of Membership Fees, is refining a website at www.famf.iss.ca, will be sending a press release to The Gateway and Students' Union Council tonight, is summarizing consultations to date, encouraging internal awareness and feedback, and establishing an action plan to consult with science students at large, which will be discussed today in Council.
 - g. *Dean Taylor
 - i. It has been made public that Dean Taylor will be stepping down as the Dean of Science on June 30, 2012. I have sent an email thanking him; I am sure we will be able to thank him more formally closer to June 30.
- 2. Vice President Academic, Dustin Chelen

- a. *Student Consultation
 - i. Dianne has helped me summarize the results of my consultations with Students Union(SU) and General Faculties Council(GFC) science councillors and Council of Science Student Association(COSSA) executives over the summer. Topics that came up the most included how grades were assigned, the quality of lab components, content covered in science classes, class sizes, and lack of support for student groups.
- b. Student Attributes
 - i. Members brought well-researched opinions to our first Science Academic Advisory Group meeting. The submission to the Students' Union that you see below was based largely on their feedback.
- c. Science 200
 - i. Dr. Glen Loppnow of the Department of Chemistry presented the ISSS with a proposal for a new science community service learning course, SCI 200. Based on the feedback of the Science Academic Advisory Group(SAAG), I've passed a report on the student perspective to Dr. Loppnow. It communicated our excitement for the idea of an integrated science course, but urged a more thorough analysis of science careers, the scientific method, and disciplines in science, expanding it to a 3 credit course from a 1.5 credit course.
- d. Open House
 - i. So far 15 attendees have RSVPd, including only one from COSSA. If you haven't already, please book off October 24 from 6-7 and RSVP to me.
- e. Academic Consultation Team (ACT)
 - i. Dianne, our Director of Student Consultation has drafted a terms of reference for our ACT, which will regularly poll members on their opinions on both the ISSS and the Faculty of Science (FOS) around science buildings.
- f. Mini Study Groups
 - i. Applications closed on October 7, with a total of 387 students signing up for 33 study groups.
- g. Student Survey
 - i. Dianne is also working hard on creating the 2011-2012 Survey which will be distributed by PRT, ACT, and Events and Programming volunteers on the week of October 31. The results should inform our advocacy priorities, FAMF proposal, and development of new services and events.

- h. COFA
 - i. Cian proposed that we create a Subcommittee on Advising at our October COFA meeting. We were tasked with the responsibility of creating a Terms of Reference for the committee, and those have been sent to the SU VP Academic for his review.
- 3. Vice President Administration and Finance, Stephen Chin
 - a. Administration
 - i. Website
 - 1. Braeden is currently in the process of recruiting a team of graphic designers for the website, but this team may be transferred over to Siwei's portfolio in the future.
 - ii. ISSS Passwords
 - 1. ISSS general passwords have all been changed and have been sent to all Directors, Councillors, and Executives. If you have not received the new password, let me know.
 - iii. Internal
 - 1. *The design has been updated to make room for an upcoming landing page and forum for announcements and individual project discussion.
 - 2. *All Councillors and Executives are still encouraged to regularly post their reflections so that future representatives may learn from your knowledge and your past experiences.
 - iv. Wiki
 - 1. Directors have been given access to the wiki under a general account.
 - 2. Councillors should have accessed the Wiki by now as email confirmation expired on October 3rd, as indicated in my previous report to Council.
 - v. Office Hours
 - 1. A new office hours schedule will be created after October 19th to account for new Directors and Councillors.
 - b. Finance
 - i. Over the 'break', handed over the FA financial reporting forms to Amanda Henry. Cian was later informed that we are one of two FA's who have handed in their forms, which was a welcome surprise. I am looking forward to the SU Audit Committee's report.

- ii. Met with Stephen, the Director of Finance, who will be congratulating the newly appointed Finance Committee members and setting up a meeting schedule for the Finance Committee.
- iii. Sponsorship
 - 1. Looking forward to a solid Director of Sponsorship (External Relations) and team in the next few weeks!
- c. Thanking Tom Berekoff
 - i. The location for the dinner will be decided upon in the days to come.
- 4. Vice President Community, Siwei Chen
 - a. COSSA
 - i. There was a COSSA Meeting on Tuesday, October 4. We had 15 attendees, which was more than I had expected.
 - ii. There were few discussion points, unfortunately, and the meeting went by pretty quickly. I need to think about a way to increase relevant discussion in meetings.
 - iii. I am currently trying to develop a better way to communicate with and unify COSSA for a more clearly defined role in the Faculty of Science.
 - iv. *Would anyone want to help me with COSSA? This is an informal short-term role at the moment, but I'd like to attend some of their meetings and I won't be able to make all of the scheduled times. I'd also like someone to bounce ideas off of. Ultimately, I may want to appoint a director or create a committee after evaluating our relationship with COSSA and how to best proceed. Let me know after the meeting or via email.
 - v. *Jodi emailed me and has given me to OK to remove the \$100 deposit for booking tables in the PCL Lounge. Instead, the FOS wants all bookings to use the ISSS's tables and chairs instead of having the option to use their own. I've emailed COSSA with this update.
 - b. Volunteers
 - i. We added a number of new positions for volunteers to be involved in.
 - ii. *There will be:
 - 1. Newsletter/newspaper Committee
 - 2. Academic Consultation Team
 - 3. Vlogunteers
 - 4. Sponsorship Team
 - 5. Volunteer Social Team
 - iii. *Enlarged the following committees:

1. Programming Committee
2. PAN/IAN Committee
3. Athletics Committee
- iv. *If anyone has any ideas on how to create more meaningful work for volunteers, please let Alanna Chomyn know at volunteer@iss.ca.
- c. Marketing
 - i. We are trying to get the CAB-Cameron pedway for PRT tabling, but if we cannot, we will likely have to do them in the PCL Lounge
 - ii. We will be updating the display case outside of Cameron
 - iii. *Design Team - Once we get our Director, we will be creating a design team which will work on all designs for the ISSS.
 - iv. *A really easy way to advertise events is to change your Facebook profile picture to whatever event is coming up, so I would encourage all of you to change your profile picture to the Fright Night poster. I've tagged all execs, councillors and directors in my profile picture already, so all you have to do is go to my profile picture and click "Make Profile Picture".
5. Vice President Programming, Brett MacGillivray
 - a. I hope everyone had a good break and thanksgiving
 - b. ISSS Fright Night
 - i. Tickets are in the office, \$5 each. Please come out and support the ISSS, and try and get your friends to come out too! No line, no cover, free drink with the ticket! Executives have been asked to encourage their directors to come into the office to pick up tickets (through the ticket sign-out sheet) to sell to friends
 - c. CBAS
 - i. Interested in doing a couple more events against us this year, one idea being a scavenger hunt, and another idea being Arts vs. Science "freeze off". More details to come later.
6. Vice President Services, Jessica Nguyen
 - a. *October 3 to October 10
 - i. I hope that everyone found the break and the long weekend worthwhile. It certainly gave me a chance to focus on my other commitments, while also allowing me to really focus on my portfolio in a more holistic view, rather than the day to day details that I generally facilitate. I am looking forward to the direction of the ISSS in the remaining 6.5 months of our terms.
 - b. *Athletics

- i. Meika will be setting up a meeting in the next few weeks with the seven volunteers interested in Athletics to brainstorm, finalize plans and delegate roles for Athletics this year. This in addition to the teams that have been set up through Campus Recreation.
 - ii. These seven volunteers will make up a newly created Athletics Committee, to be facilitated by the Director of Athletics.
- c. *CAPS/Discover Science: Resource Fair
 - i. Catherine had a meeting with CAPS on Tuesday and will be sending updates shortly.
 - ii. The date that was chosen for the event, November 9, happens to also be the drop deadline for Departments in the Faculty of Science. Departments will be particularly busy on this day, so we will potentially be pushing the event to occur one week later.
 - iii. The fair will be taking place in CCIS North. Logistics for the day of, including table placement, are currently being worked on.
 - iv. We are looking to borrow a truck for the day of the fair, as well as the help of some strong people, to transport the tables and chairs from Materials Management. Please let me know if you have a truck that we can borrow!
- d. *Used Book Sale
 - i. The ISSS will be switching from paper contracts to online contracts. Legalities behind online contracts have been researched, and we have deemed it safe to proceed in this direction. We will be working on the implementation of this change in the upcoming weeks.
- e. Locker Rentals
 - i. As promised, information requested by Council at the last meeting is as follows:
 - 1. As of September 24, 2011, the ISSS owes the Department of Mathematical and Statistical Sciences \$1080.00 for the Fall term, \$792.00 for the Winter term, and \$6.00 for the Spring/Summer term, for a grand total of \$1686.00.
 - ii. *The ISSS will be switching from paper contracts to online contracts. Legalities behind online contracts have been researched, and we have deemed it safe to proceed in this direction. We will be working on the implementation of this change in the upcoming weeks.
- f. *Discount Cards
 - i. Please ensure that you write receipts for the discount cards that are sold during office hours. It is difficult to track them otherwise.

- g. *Graduation Photos and Rings
 - i. After further discussions between Lifetouch and Images of Distinction, we have decided to sign with Images of Distinction.
 - ii. A Doodle poll will be sent out shortly to schedule a time for all Executives and Councillors to have their pictures taken for an ISSS composite.
 - iii. Jostens has given us promotional brochures to hand out to students. They are available on the front desk in the office.

6. Question Period

1. Meika to Stephen - I'm sorry, but what did Tom Berekoff do? Just would like to be sure on what we are thanking him for. Thanks.
 - a. Stephen: Tom Berekoff was the Assistant Dean of Development for the Faculty of Science. Throughout the past two years, he has been instrumental in helping the ISSS's sponsorship pursuits.
2. Meika to Siwei - What kinds of topics are you looking to discuss / are discussing at the COSSA meetings? Was that point worded in such a way that you would like us to think of relevant topics for you?
 - a. Siwei: FAMF, Advocacy efforts, things that require greater member consultation. I would like someone who is more committed to help think of topics to bring to COSSA meetings.
3. Brittany to Cian: Did any problems arise from the week long break that we should be notified about? Is the break something which should be included in the procedures manual?(one break per semester during midterms, perhaps?)
 - a. Cian: There weren't too many issues that came up during the break. There was one issue with a locker, but this was taken care of promptly. Essentially, there weren't that many problems. The break should not be legislated, but if everybody feels that it is valuable, it could be suggested to future Executives/Councillors.
4. Brittany to Stephen: Due to the issues regarding the last Director of Sponsorship, will there be a new timeline created for the new Director of Sponsorship? How will we keep track of their progress? What do we want them to achieve during the remainder of the year?
 - a. Stephen: There will be a transition period associated with the appointment of a new Director, and the timeline will be shifted to account for that. All that was completed in the summer will be applied to the rest of the year. The main goal for the rest of the year will be to solidify the ISSS's sponsorship approach.

5. Brittany to Siwei: What things do you think should have been talked about at the COSSA meeting that wasn't? Was an agenda created and distributed/shared beforehand?
 - a. Siwei: I had envisioned that COSSA meetings would include discussion generated among COSSA members, and initiated by them. I sent out an agenda prior to the meeting, in addition to a reminder afterwards.
6. Brittany to Brett: When is the last time the Programming Committee met? When will they be meeting next? *Retracted.*
7. Brittany to Siwei: Have any concerns been brought up by volunteers regarding work load/ lack of work? What procedures are in place to ensure they have a fulfilling and positive experience working for the ISSS?
 - a. Siwei: I haven't heard too many problems except for a few isolated cases. What we are doing is trying to find more ways that volunteers can get more involved. Once we have done so, we may send out a survey in the future.
8. Brittany to Jess: The resource fair seems to be approaching fairly quickly. Is everything in place? What groups will be attending? Is marketing in place for this event?
 - a. Jessica: Everything is place for the most part, just some layout discussion. 7 groups have responded, and one of them will be the Faculty of Science. I have spoken to Kim regarding marketing this event as well.
9. Anthony to Cian: Since Michelle and I were involved in the elections that happened on September, would it be appropriate to discuss the pros/cons regarding issues of the election at this time?
 - a. Cian: It is a good question actually. We do have to evaluate the elections somehow. At this moment, it might not be an appropriate time. My understanding is that Chloe will ask all students that ran for their feedback. If you have comments now, email me or speak to me outside of the meeting. Nevertheless, it's a super good comment.
10. Anthony to Brett: What does CBAS stand for?
 - a. Stephen: Collective Body for Arts Students, it's the Faculty Association for Arts.
11. Arun to VPAF: The office appears like a centre for our services only. Will there be any initiatives taken so the Science students view it as a centre for community and advocacy as well?
 - a. Stephen: There are steps to ensure that the office experience is meaningful. Student feedback forms and training are both in place.
12. Arun to VPP: How many tickets, in total, do we have for the Fright Night?
 - a. Defer to Brittany.

- b. Brittany: We have around 400 tickets. If we require more, we can ask for more. They were free.
 - c. Kim: How many have we sold so far?
 - d. Brittany: None
13. Arun to VPC/VPP: Will there also be any other initiatives taken to sell tickets other than FB profiles and individuals selling tickets?
- a. Siwei: From what I know, InfoLink may distribute tickets for us.
 - b. Brittany: We ask volunteers and PRT members to sell tickets. What other ways would you like to see?
 - c. Arun: More posters!
 - d. Siwei: We have done classroom presentations as well. There is also a screensaver in Cameron Library. We are trying to set up a table as well for the PRT.
14. Arun to VPC: What exactly are vlogunteers? If it is people running a vlog, then is there a director who has to manage the vlog?
- a. Siwei: You are correct. Theoretically, Kim and I are sharing depending on workload. We want to have a committee of people who will film and complete the initiative.
15. Meika to Jessica: In viewing the upcoming discussions - will the Councillors have access to the Grad photos contract? *Retracted.*
16. Arun to VPA: What was the rationale behind proposing the Subcommittee on Advising?
- a. Dustin: The quality of advising has been a much-discussed issue by students in the Faculty of Science. Last year, there were periods where a student had to wait a month in order to see an advisor. As the university Academic Plan contains a commitment to streamline advising, we believed that we could best influence this university-wide initiative with the support of COFA.
17. Arun to VPAF: How is progress on sponsorship coming along?
- a. Stephen: We will be appointing a Director of External Relations on October 19. We will be training the Director shortly after. Met with Kaplan and revised a contract. Reply obtained and will be looking into further negotiations. I am currently in contact with Campus Perks for sponsorship as well.
18. Meika to Brett: In viewing upcoming discussions - you are requesting to place a person on a committee that has not been passed by the council. Is this proper parliamentary procedure?
- a. Defer to Cian.

- b. Cian: To clarify, the Programming Committee is not defined within the PM or the Constitution. We have created some groups that could be put into the governing documents in the future.
 - c. Meika: Does this mean that members in other committees must be passed through Council.
 - d. Cian: This is up to Council to decide.
19. Ashlea to Siwei: What does COSSA stand for and what do they do?
- a. Siwei: Council of Science Students' Associations, composed of 23 program associations, departmental associations, and other science groups, for example - UA-Wise and Science Fundamentals. To become a member of COSSA, certain outlined guidelines must be followed. COSSA groups provide services and run by themselves as well.
20. Arun to Pres: Approximately when will the Faculty Association Membership Fee website be complete and available for the public
- a. Cian: The FAMF website is in public domain right now. You can visit it at famf.iss.ca, this has been discussed at the FAMF task force, and we are hoping to get it finalized within the next two weeks.
21. Arun to Pres: What is the decision for the formatting for the website? Will there be forms for students to fill out? Poll? Suggestions? Will everything posted in terms of suggestions, etc be public to all students?
- a. Cian: Again, an excellent question. We have decided not to filter anything. There will be summaries of all consultations that have been done to date. Where appropriate, there will be links to the raw data. There will be a form for students to fill out, and the details of this form will be figured out as well.
 - b. Anthony: What is meant by filtering?
 - c. Cian: We will post all positive and negative comments for and against the FAMF online.
22. Siwei to Pres: When are the evaluations results going to be completed?
- a. Cian: Hanhmi will email out individual emails.
23. Arun to Pres: Since there are three new Councillors, will there be consideration for a Fall Retreat.
- a. Cian: I am looking at a half day, however, a tentative date may be in November.
24. Kim to VPAF: Since we are getting new Directors, how are we going to keep them accountable in the office? Particularly in terms of tracking the money?
- a. Stephen: Each will go through office training. I'm considering how to make the office experience meaningful. Will be writing a proposal for a cash register.

25. Brittany to VPAF: I heard that there may be some problems in the near futures with adding Director emails, because we are running low on Google Apps. Are there any ideas on dealing with that?
- a. Stephen: We have a limit of 50 email users, and there will be 47 after appointing Directors. Some ideas are to share emails and to use University emails, and we will be considering each idea.

7. Old Business

1. Finance Committee, Stephen
 - a. **Motion** to amend the ISSS Procedures Manual as follows. Stephen/Arun.
 - i. Change 5.1.2.2 from *2 Councillors shall be members of the Finance Committee, as nominated and appointed by Council* to *5.1.2.2 1 Councillor shall be a member of the Finance Committee, as nominated and appointed by Council.*
 - ii. Arun: What if more than one Councillor wants to be a member?
 - iii. Stephen: We could appoint at least one Councillor.
 - iv. **Motion** to amend the main motion to read “motion to amend the ISSS Procedures Manual as follows:
 1. Change 5.1.2.2 from *2 Councillors shall be members of the Finance Committee, as nominated and appointed by Council* to *5.1.2.2 At least 1 Councillor shall be a member of the Finance Committee, as nominated and appointed by Council.*
 2. Arun/Jen. Motion carried 5/0/3.
 - v. Main motion carried as amended. 5/0/3.
 - b. **Motion** to open nominations for the ISSS Finance Committee, Stephen/Meika. Motion carried 5/0/3.
 - c. Arun: Nominate myself. Accept.
 - d. Arun: Nominate Ashlea. Accept.
 - e. Arun: Nominate Brittany. Decline.
 - f. Meika: Nominate Jen. Decline.
 - g. Kim: Nominate Meika Decline.
 - h. Arun: Nominate Anthony. Decline.
 - i. Kim: Nominate Michelle. Decline.
 - j. **Motion** to close nominations for the ISSS Finance Committee. Arun/Jen. Motion carried 5/0/3.
 - k. Anthony: What is the Finance Committee?

1. Stephen: The Finance Committee is a group of Science students that review proposals that have been brought to Council, including new services or events that the ISSS wants to pursue to ensure that expenses are responsible.
2. **Motion** to appoint Kaley Donaldson to the Programming Committee. Brett/Brittany.
Motion carried 5/0/3.
 - a. Brett: I would like to appoint her, because from the interviews, she scored really well.

8. New Business

1. **Motion** to excuse Dustin Chelen from today's Council meeting, Stephen/Arun.
Motion carried 6/0/2.
 - a. Dustin has a commitment in Calgary early tomorrow morning and as such is unable to make it to today's Council meeting.
 - b. Brittany: Dustin has missed a number of meetings.
 - c. Brett: I would like to speak in favour. It is up to Council. He is busy with family.
2. **Motion** to excuse Brett MacGillivray from today's Council meeting, Stephen/. Motion withdrawn.
 - a. Brett showed up.
3. **Motion** to approve the science student attributes submission to the Students' Union. Cian/Jen. Motion carried 5/0/3.
 - a. The ISSS has been asked to discuss student attributes with our constituents, and propose a set of student attributes to the SU to be brought forwards to the University Committee on Competencies and Attributes.
 - b. Meika: I would like to speak in favour. There is a lot of our input within the document. I think it should be edited for grammar.
 - c. Kim: Is this the final draft?
 - d. Cian: I think the idea was to approve the ideas within the document.
 - e. Jen: I trust that Dustin will proofread the document prior to sending it to Emerson.
4. FAMF Consultation with General Membership Discussion, FAMF Task Force
 - a. After brainstorming and evaluating ideas, the FAMF Task Force would like to bring forward the top 3 to 5 for discussion in Council today.
 - i. Townhall
 1. Jessica: This will occur on November 30. It will be a chance for students to voice their concerns.
 2. Kim: What do you guys have to-date?

3. Jessica: I don't think we have any particular ideas at the moment. However, it is important to approve the idea as a whole.
 4. Arun: What were student recommendations for the Townhall?
 5. Jessica: There wasn't any particular recommendations for the Townhall.
 6. Meika: I am in favour of the Townhall. It is a great opportunity to get more community feedback. It will allow us to obtain more specific feedback.
 7. Arun: I am also in favour of the Townhall. It is an event that will be specialized for the FAMF.
 8. Brittany: I would also like to speak in favour of the Townhall, provided that it is advertised vigorously and with gusto. The Townhall will allow us to reach more students that are not currently involved with the ISSS.
 9. Kim: I am also in favour of the Townhall. As of right now, the only introduction to the FAMF has been through the SAGM. It's a great way to reach more students.
 10. Jessica: Is there a general approval?
 11. Council approves.
- ii. Volunteers soliciting feedback from students
1. Arun: I will speak in favour, although in terms of the timeline, perhaps it would be better to include this before the Townhall.
 2. Brittany: I agree with Arun.
 3. Jen: I think it is a good idea, although the volunteers should have to be trained to effectively answer questions regarding the FAMF. It would reflect poorly on the ISSS if volunteers are unable to field difficult questions.
 4. Kim: I agree with Jen,
 5. Siwei: Things that come to mind are to train volunteers, or else only give it to the PRT, or else create a separate consultation group of volunteers.
 6. Meika: I think we could have this before and after the Townhall. Based off of what Siwei has said, I think it would be useful to have specific volunteers for the FAMF. I would stress quality over quantity.
 7. Further details will be discussed in FTF.
 8. Jessica: Is there general approval?

9. Council approves.
- iii. Free coffee offered from the ISSS office in exchange for a feedback form
 1. Brittany: A “coffee in the ISSS office” proposal has been worked on by myself. I was wondering when Council would like to see this proposal, and if they actually support it.
 2. Meika: If it is being used as an incentive for filling out a FAMF survey, then I would like to see more options given to students, and not just coffee. In response to Brittany, I think that a proposal should be brought to Council as soon as possible. As soon as next week, perhaps.
 3. Kim: I am in favour. We should think of other things to give as well.
 4. Arun: Do we want to consider other places as well? SUB? CAB? At this point, the ISSS office is still hard to find.
 5. Brittany: The PRT booth? Logistic wise, how do you see this?
 - a. Arun: Frequency depends on the cost.
 6. Jen: I think that it would help draw people into the office.
 7. Anthony: Did the committee do something like this last year? How many people are we anticipating to come?
 8. Jessica: Not this year.
 9. Cian: We offered free hot chocolate and free popcorn during Breaking the ISSS last year in the CAB/Cameron pedway. We estimate that 1000-2000 students came to visit us at the table.
 10. Brittany: Any other suggestions?
 11. Kim: I would suggest hot chocolate, tea, coffee..
 12. Meika: I suggest that you research more on the costs of offering hot chocolate, tea, coffee.
 13. Arun: Do we want to consider other alternatives, like jelly beans?
 14. Siwei: Certain companies sign a contract that allows them exclusive rights to sell coffee within a certain radius.
 15. Anthony: Would it be an option to obtain sponsorship to help offer beverages.
 16. Jessica: In terms of sponsorship, it would be something to discuss with Stephen. I think we should research the costs first.
 17. Arun: I also think that sponsorship undermines the fact that we want valuable student feedback.

18. Ashlea: Is there a timeline for gaining student feedback? I know that after Halloween, there will be a lot of candy for the ISSS to offer to students.
19. Council approves.
5. **Motion** to increase the amount allocated to Office Supplies by \$100.00, bringing the total to \$300.00. Stephen/Jen. Motion carried 8/0/0.
 - a. Meika: Just to clarify on the amount that is remaining from the \$200.00
 - b. Stephen: There is \$11.83 remaining.
 - c. Arun: Is there any consideration into having a shredder?
 - d. Stephen: I have considered purchasing a shredder as well.

9. Attachments

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., October 20, 2011 in CCIS 1-035.
The chairperson of the next meeting will be Arun Thomas.
Minutes will be taken by Siwei Chen.

12. Adjournment

Motion to adjourn the meeting at 8:05p.m. Jessica/Meika. Motion carried 8/0/0.