

# The Interdepartmental Science Students' Society

Council Meeting

Minutes

6:15p.m.

November 17, 2011

CCIS 1-033

## Attendance

*Executives: Jessica Nguyen, Dustin Chelen, Siwei Chen, Stephen Chin, Cian Hackett (Skype)*  
*Councillors: Anthony Wu, Arun Thomas, Brittany Matenchuk, Michelle Truong, Ashlea Ahmed, Jennifer Weekes (leaving at 7:27 p.m.), Kim To*  
*Other: Jesse Hill (leaving at 6:48 p.m.), Julian Sacher (leaving at 6:48 p.m.), Yang Hu, Stephen Portillo*

Chairperson: Michelle Truong

Minutes: Jessica Nguyen (for Cian Hackett)

## 1. Call to order

Meeting called to order at 6:20 p.m..

## 2. Approval of minutes

**Motion** to approve the minutes of the last Council meeting of November 3, 2011, as written. Kim/Anthony. Motion carried 7/0/0.

## 3. Approval of agenda

**Motion** to approve the agenda below, as written. Kim/Ashlea. Motion carried 7/0/0.

## 4. Adjournment

**Motion** to adjourn the meeting at 8:00 pm. Kim/Arun. Motion carried 7/0/0.

## 5. Presentations [6:27 p.m. to 6:48 p.m.]

1. Finance Committee Presentation, presented by Stephen, sponsored by Stephen.  
Abstract: A few members of the Finance Committee are in attendance to discuss the direction, role and influence of the Finance Committee. We are seeking Council's input to improve upon the ISSS's financial practices.

## 6. Executive Reports [6:48 p.m. to 6:56 p.m.]

1. President, Cian Hackett
  - a. Press Release
    - i. A press release has been sent to the Gateway highlighting some of the ISSS's achievements and our FAMF referendum. I am hopeful that someone will pick up the story.
  - b. Values Statement
    - i. The values that I have received from Executives and Councillors were amazing, and it's unfortunate that we will have to prioritize some over others. A values statement will be drafted this Saturday at an ISSS mini retreat.
  - c. FAMF
    - i. Avinash has worked hard to put together an agenda for the November 30 Town Hall, and is collaborating with the Community portfolio for marketing. The agenda consists of an introduction, small group sessions, sharing group discussions in plenary, and an open question period.
    - ii. The FAMF Task Force is solidifying budget breakdowns of the suggested allocations with the respective Executives, based on feedback from the November 1 volunteer meeting.
    - iii. SAGM raw data has been compiled, and is found in the attachments (must be logged onto your ISSS account to view). If there are no objections, the data will be posted online shortly.
    - iv. The final FAMF proposal will be brought to ISSS Council on December 8.
2. Vice President Academic, Dustin Chelen
  - a. advISSS
    - i. Trials are being completed over the next few weeks to see how students would use the course commenting website.
    - ii. Numerous stakeholders have been notified of the upcoming advISSS Town Hall on November 29 at 5:00 pm in CCIS 1-160.
  - b. Student Representation
    - i. Mitchell has been meeting with Department Council representatives to learn more about their work, and what support they need.
  - c. Surveys
    - i. Office volunteers will help input the results over the next week, to help spread the heavy workload.
    - ii. Preliminary results will be available at the next Council meeting.
  - d. Instructor Appreciation Night



- a. Newsletter
    - i. ISSS Newsletter content is due Monday, December 5 at 11:00pm.
    - ii. FOS Newsletter won't actually be out until the end of the month, so if you have anything else to put in for December, please send it to me by Sunday, November 20 at 11:00pm.
  - b. Photography
    - i. Portraits getting taken this week. Everyone received a confirmation email of photos. If you or your directors are not on there, make sure that the DPs know.
  - c. COSSA
    - i. Meeting on Tuesday, November 22 at 5:00pm
    - ii. Granting application deadline on Wednesday, November 30 at 4:00pm
  - d. Volunteers
    - i. Directors of Volunteers looking to get the volunteer position descriptions on the website. They will be contacting the people in charge of different volunteer positions for descriptions.
  - e. Public Relations Team
    - i. Starting fundraising and tabling in PCL Lounge tomorrow and another next week and the last one for the semester on November 29.
  - f. Design
    - i. Working on new templates for our documents
    - ii. \*Taking a look at the Communications Guidelines
    - iii. \*We have a new document template! Finalizing the b/w version. You will all be receiving emails to start using the new one when we launch.
  - g. Marketing
    - i. \*Interviews for Marketing Team in the next two weeks and they will be trained afterwards
5. Vice President Programming, Brett MacGillivray
- a. Science Week
    - i. Directors are working on a proposal that should hopefully be ready for council before the end of the month. Stay tuned!! Should be pretty awesome.
  - b. Movie Night
    - i. As long as everything stays kosher, the first one will be on December 1, 2011 at 5:30pm in a room in CCIS, and the movie, as of right now, is going to be the Tourist! Woot. Good job to Hayley and Helya getting this done :).
  - c. Fright Night



- ii. Ashlea will be working on an evaluation process for Services. The questions will be sent out in two to three weeks from now, and will be compiled over the holidays, in preparation for feedback to be compiled one week into January.
- d. Grad Photos
  - i. Graduation photo sittings are occurring this week, and are running smoothly. The number of students signing up for sittings is similar to the number that signed up for the Fall 2010 graduation photo sittings.
- e. Locker Rentals
  - i. All new Directors have been trained for Locker Rentals.
  - ii. Permanent signage around the lockers that the ISSS operates will be done for November 21.
  - iii. Locker Rentals FAQs for ISSS Internal have been compiled and will be linked to the landing page shortly.
  - iv. Doug Peterson (Siwei's B LAW professor) will be taking a look at the contracts to improve wording/add in necessary phrases.
  - v. Stephen P. and Siman will be meeting with Campus Protective Services to receive advice on topics such as how to increase theft awareness.
- f. Service Development
  - i. Discussed a structure for a development program with Megan last week. She is currently writing a report outlining a structure for the program, which we hope to use to gather feedback from Executive and Council.
- g. Student Resources
  - i. Victoria is in the process of writing a proposal for this new service. She will be gathering feedback from Executives, Councillors and Directors in the next few weeks.
- h. Student Space
  - i. Andrea has completed a walk through of select buildings on campus, and has come across potential spaces for a student lounge. She is currently working on a report that outlines her research. More details will be included in my report to Council next week after a meeting with Andrea early in the week.
- i. Used Book Sale
  - i. All new Directors have been trained for the Used Book Sale.

## **7. Question Period [6:56 p.m. to 7:54 p.m.]**

1. Meika to President: The FAMF “townhall” meeting is quickly approaching. Many people in the SAGM feedback expressed that they would attend but we (the ISSS) need to advertise the townhall better than we advertised the SAGM. What steps are in place to ensure we follow this advice? (we have 13 days...)
  - a. Cian: Avinash and I have met with Kim. A poster is being printed tomorrow and will be up from November 21 to 30. There are 42 confirmed attendees on the Facebook event, which is more than the SAGM event had as Avinash and I have reached out to our personal networks. The PRT handed out 500 FAMFlets on November 8 and 9 with information about the Town Hall. Website and twitter updates may also be used.
2. Meika to VP Services: Re lockers - Are there a lot of complaints for thievery from ISSS lockers? As well, I know this has been discussed but have we implemented / are we going to implement something to avoid the ongoing concern of cutting locks that actually belong to the locker? (There were 4 incidences last week alone when I was in the office... and guessing I was not around for all of them)
  - a. Jessica: We went around to cut lockers that weren't rented out two weeks ago. Copied off list of unrented lockers. Maybe something went wrong with that. Maybe locks that were rented were on the list. Lots of complaints after the lock-cutting session.
  - b. Stephen P.: Before the November lock cutting session, the main problem was when lockers were double booked. Yang and I will be updating the locker rentals system over Winter break. Some locks were not cut by the ISSS. Will be meeting with Campus Protective Services.
  - c. Kim: If students are coming to us telling us that locks have been cut, how do we handle it?
  - d. Stephen P.: Report to Campus Protective Services.
3. Meika to VP Community: Why are we putting more time into working on a new design for our ISSS documents? I thought you put in a lot of time and effort into a good design, that was decided upon by everyone, to be the one we use?
  - a. Siwei: The current document takes up too much toner, which is a concern the VPAF has expressed, so that was the main guiding principle for the new design. As well, the current design goes right to the edge of the page, which we cannot print as shown on the computer. There is always a white border which makes the document look unprofessional. Both concerns have been addressed in this new design.
  - b. Brittany: Which documents are being changed?
  - c. Siwei: All.

4. Meika to VP Academic: Re advISSS town hall - I am just a little confused , who exactly would be attending this gathering? And how does it help us in opening this service to science students? I was under the impression we [the ISSS] were not allowed to make the final decision on whether or not this was allowed to be released so I am assuming science students are in the same boat as us. (just a friendly inquiry, thank-you)
  - a. Dustin: Invited members in the Faculty of Science and the AASUA to the Town Hall. Not meant for students to attend. Best way to allow them to be aware and learn more about the service that we are proposing. The idea is not to seek their approval.
5. Brittany to VPA: Who are considered “stakeholders” in advISSS?
  - a. Retracted.
6. Brittany to VPA: I was under the impression that advISSS was not able to go online, have these problems been resolved?
  - a. Dustin: advISSS not be released to the public, not that it cannot be online.
7. Brittany to VPA: Why did the ISSS decide to not be more involved in the Undergraduate Research Symposium?
  - a. Dustin: Not entirely sure what Programming plans to do. I have personally reviewed abstracts.
8. Brittany to VPAF: Who is Tara Graham? Was this meeting positive?
  - a. Stephen C.: She is the Senior Development Officer for the FoS. Extremely positive meeting. Many good questions brought up between Jesse and Tara.
9. Brittany to VPA: What kind of help with finding research opportunities are we planning on providing for students in the future?
  - a. Dustin: Put something in September newsletter to advertise existing opportunities. More like this to occur in the future. SAAG will also be speaking on this in the future.
10. Brittany to VPC: What is our volunteer response and commitment like at this time? (do they reply to emails, do they come to meetings) is this positive or negative? How can we improve upon this if it is not as good as we would like it to be?
  - a. Siwei: Two general groups of volunteers. General volunteers vs. those assigned to specific portfolios. Volunteers generally have quick responses and are committed. Trying to figure out how to make volunteers that become less committed due to exams become more involved and connected to the ISSS. DVs focusing on things that are more important than volunteer response time/attendance to meetings, etc..
  - b. Britt: Meeting with DVs at Council to discuss interactions between Council/Exec and DVs.

- c. Siwei: Personally, I don't think that it would be that useful. Address on case by case basis.
11. Brittany to VPA: What secret academic things?
- a. Dustin: SU had an open call for judges. The ISSS will be on the judging panel.
12. Arun to VPAF: I have noticed the ISSS office become a more social and informal setting. I understand that your initial intention was to make the ISSS office a formal scene. Will there be any steps taken to make the office more formal or will there be steps taken to support the ISSS office becoming a site for social gathering?
- a. Stephen: The office has become very busy with ISSS representatives. Two areas of the office to accommodate a casual vs. more formal setting.
  - b. Arun: Space is limited. Overflow into the more formal portion of the office.
  - c. Stephen: Potentially moving casual meetings out of the ISSS office. Make the casual portion of the office larger by moving the bookshelves forward.
  - d. Brittany: Would like changes to be brought to Council. Not in favour of too much casual space. Simple rules should be made.
  - e. Siwei: Redevelop what the purpose of the office is. Guiding principles vs. specific rules.
  - f. Brittany: Ten commandments of the office to maintain order.
  - g. Kim: Should have guidelines, but not too strict.
  - h. Brittany: Straw poll - rules to make office to be more formal, rules to make the office less formal or keeping the office the way it is. 3, 2, 7, respectively. General consensus to keep status quo.

**Motion** to extend question period by 15 minutes. Michelle/Arun. Motion carried 6/0/0.

13. Arun to VPS: I understand that directors have been trained for locker rentals. Will there be any additional training or re-training before the winter semester begins? It is very likely that they will forget from a lack of practice.
- a. Jessica: No need for training sessions.
14. Arun to VPP: This is not an attack, but I was not impressed at the lack of workload that you had this semester, when compared to other executives. This is likely not because of yourself, but a result of a lack of clarification and responsibilities in your portfolio. Will there be any steps taken in terms of transferring other exec's duties to yourself or simply increasing the number of events?
- a. Cian: On an organizational level, Executives generally have unsustainable workloads. Executives have accomplished what is expected of them as a representative of a Faculty Association.

- b. Dustin: Programming has the task of engaging 6400 students. Other Executives target smaller groups of students. Potentially a constitutional issue.
  - c. Siwei: Need clarification on the exact concerns. I would suggest being more specific and constructive and discussing more detailed improvements rather than a general concern about workload.
15. Arun to President: What are the tentative ideas about the allocations for the FAMF?
- a. Cian: Allocations have not changed since they were last presented to Council. Allocations are undergoing more in depth research at the moment.
  - b. Britt: Allocations will be presented to Council next week.
16. Arun to VPS: How did your interview today with the Gateway go? What kinds of questions were you asked? How did you handle these questions?
- a. Jessica: Interview went really well. She focused a lot on the referendum. Also, a profile on the ISSS. I was able to talk to her a bit more about the ISSS. She'll include this in the article. There were general questions on what the ISSS did, FAMF, etc. She will be talking to Cian on Monday sometime to talk about more issues.
17. Arun to VPC: I overheard that the number of hits for the newsletter was very low. Is this usual compared to other newsletters? What do you believe the problem is? What steps will be taken to resolve this issue?
- a. Siwei: Very good question. Can't compare because we don't have click rates from previous months. Adding in a theme, classified section, and a focus on Science students. Click rates will likely be less than the actual readership.
- Motion** to extend Question Period by 15 minutes. Arun/Anthony. Motion carried 6/0/0.
18. Arun to President: Do you have idea about the general sentiments that the Gateway had concerning the press release?
- a. Cian: I will be able to respond to you at the next Council meeting after I meet with the Gateway reporter. My understanding is that they are very interested in the referendum proposal. I suspect their sentiments will be revealed in the published article, likely before the next Council meeting. Defer to Jess for further comments.
19. Anthony to VPS: Is the student lounge an area where students are allowed to study or work? Or is it just a place to socialize or both? (Apologies if it sounded redundant)
- a. Jessica: Both. Not finalized until we can acquire space.
20. Brittany to Council: Seeing that we made \$322 from Fright Night, would we like to continue with holding bar nights/pub crawls? How many more should we have this year?
- a. Arun: One or two a semester.

- b. Kim: One per semester. Improve on attendance.
  - c. Britt: Increased attendance with more experience planning this event.
  - d. Ashlea: Create our own events that do not align with common holidays to allow for less competition.
21. Michelle to VPS: It may be a little early to ask, but for the winter semester resource fair, will the same groups be invited to participate? Are there plans to expand the fair and attract more groups, and perhaps the groups that had declined the invitation to table at the past fair?
- a. Jessica: Yes, all that were invited will be invited once again. We will be choosing a date that ensures that Departments will be available to table at the event.
22. Ashlea to VPC: Are we recruiting more volunteers because of the increase in Directorship positions?
- a. Siwei: No, we have two recruitment sessions.
23. Anthony to VPA: Since exams are upcoming, is there anything in place to aid students with this exam period?
- a. Dustin: MSG registration closed in October. Other services at the University are available for this. One idea that we had in the past was to host a study session in Cameron library that would help students to stay focused on studying.
24. Ashlea to VPA: You mentioned that Mitchell was meeting with Departmental Councils. How is that going to help Mitchell with his portfolio?
- a. Dustin: Not necessarily to help Mitchell with this portfolio. Working with DC representatives to see what they already work on, but also what they need that will encourage them to spend time to meet with people to advocate for change.

## 8. Old Business [7:54 p.m]

- 1. Elections
  - a. **Motion** to amend the Procedures Manual as attached. Cian/Kim.
    - i. **Motion** to amend 13.6.1.4 to read "An approved candidate must not campaign within six metres of a polling station." Cian/Ashlea.
      - 1. Cian: I apologize for the confusion. My suggestion was to bring all elections changes to ISSS Council once SU Students' Council has made a decision. They approved a similar change to their bylaws on November 8. I have some work to do to clarify

wording based on feedback received from some Councillors and Executives.

2. **Motion** to table the amendment and main motion indefinitely.  
Cian/Kim. Motion carried 6/0/0.
  - a. Cian: This allows me to bring back a modified motion (since the original motion does not have to brought back) instead of the original text.

## 2. Cash Register

- a. **Motion** to approve no more than \_\_\_\_ toward the purchase of a cash register.  
Stephen/Kim. Motion carried 5/0/1.
  - i. **Motion** to amend the main motion to read "**Motion** to approve no more than \$320.00 toward the purchase of a cash register."  
Stephen/Ashlea. Motion carried 5/0/1.
  - ii. Stephen: Only proposing a dollar value.
  - iii. Arun: Where is the money being allocated?
  - iv. Stephen: \$299.00 for the cash register. Replenishment for ink will be discussed as it occurs.
  - v. Kim: Same cash register as last time?
  - vi. Stephen: Yes.
  - vii. Arun: Delivery charges?
  - viii. Stephen: I will be going to Costco to pick it up.
  - ix. Arun: I do not understand the value in purchasing a cash register. Cost does not match the value that it will give the ISSS.
  - x. Jessica (for Meika): In favour of the cash register. Getting a cash register during a slow time of the ISSS is beneficial for everyone to learn how to use it decreasing major mistakes in a busy time of the year. There has been a lot of concern about the ISSS being more environmentally friendly - no receipt books means less paper used.
  - xi. Siwei: Increased accuracy. FAMF is being proposed, and need accurate records.
  - xii. Jessica: Increased efficiency for services.
  - xiii. Arun: Other FAs?
  - xiv. Stephen: ESS and BSA both use cash registers.

**Motion** to delay adjournment to 9:00 p.m.. Arun/Anthony. Motion carried 5/0/1.

## 9. New Business

1. **Motion** to excuse Brett MacGillivray from today's Council meeting, Stephen/Arun.  
Motion carried 6/0/0.
  - a. Stephen: Brett provided notification on Monday. His reasoning is quote 'I have tickets to see the Ottawa Senators beat the Oilers, and they are only in town once a year.'
2. **Motion** to excuse Meika Ellis from today's Council meeting, Stephen/Anthony.  
Motion carried 6/0/0.
  - a. Meika provided notification today. She will be at a work meeting which coincides with Council.
3. **Motion** to approve no more than \$110 towards the purchase of fundraising materials for the Public Relations Team, Siwei/Kim. Motion carried 6/0/0.
  - a. Post-Its: \$11.96/12-pack
  - b. Highlighters: (\$7.68/2 6-packs)
  - c. Pens: \$1.99/12-pack
  - d. 48 bags including only the above would cost \$90.85 including GST
  - e. They are planning on putting together mini study packs.
  - f. They would also like to include chocolate bars \$15/ 20 and the packaging for a grand total of \$110
  - g. They plan to sell them for five dollars and therefore making \$240 and a profit of around \$130.
  - h. Siwei: PRT to do office hours in the PCL Lounge. General outreach efforts. Would like to do small fundraisers each week. Three more fundraisers for the remainder of the semester.
  - i. Arun: Has this been proposed to the FC?
  - j. Siwei: No, it is not a new initiative, and does not require the process of bringing it to the FC.
4. FAMF Town Hall Questions Discussion, Jessica/Siwei
  - a. Jessica: We were discussing this in FTF today - creating questions to bring to FAMF town hall. We would like Council's opinion on what questions we would be able to bring to FAMF town hall, that are specific and relevant.
  - b. Arun: It would be valuable to go around the table and get suggestions from everyone. I think getting a whole lot of suggestions might be more valuable to this discussion,
  - c. Arun: My suggestion is: Would you rather see the ISSS spend FAMF money on academic focused values or on social values, so the difference might be academic - career fairs, social being - science frosh.
  - d. Jessica: This discussion would be in groups, much like the SAGM.

- e. Arun: Suggestion - Is there any major initiatives that you want the ISSS to take on?
- f. Siwei: We aren't looking for allocations anymore, we want more discussion on the more general principles on how the FAMF will be handled. While some of this is our responsibility, we can't keep asking for allocations.
- g. Jessica: To speak more about some of the suggestions that Cian had - surrounding the use of money.
- h. Siwei: Everyone come up with suggestions. We can bring this up next week as well, if that is more valuable.
- i. Michelle: Let's go clockwise.
- j. Anthony: Sounds awesome. I had one question about FAMF - from what I'm hearing from the prior discussions, do we have a focused objective, or something that the FAMF will allow us to implement?
- k. Jessica: The purpose of the FAMF is to have money to increase some of the things that we do. So to increase the quality of programming, services, more money to advocate on behalf of science students. What I want to focus on are questions that we can focus on the FAMF townhall that won't be repetitive from discussion that we've had in the past. A lot of that has been very specific to the allocations, and to make the FAMF townhall as useful as it could possibly be, we must stray away from the specifics, and focus more on guiding general principles.
- l. Jessica: Questions that talk about, for example, how students can make sure that the ISSS is spending their money responsibly. If it does pass, one question that I suggested is "If you had to change one thing in the FAMF proposal, what would you change and why?"
  - a. Dustin: I have two suggestions, ultimately when it comes to presenting this, what's going to matter more is the allocations. Three questions
    - i. Give them our proposed allocations, cut it in half, and then the reverse:
    - ii. Double the amount that we would have to spend, and see where they would spend the money.
    - iii. Third, to give them smaller allocations that focus on specific endeavours: services, internal development, programming. And see which ones out of those they would pick out of.
  - b. Siwei: What would be the biggest concern that you have regarding levying the FAMF?
  - c. Stephen P.: Are you satisfied with the consultation that the ISSS has done with the FAMF? Do you believe that now is the best time for the FAMF or in the future?

- d. Kim: Agree with Stephen P. What can we do to increase confidence about the FAMF? What are we missing?
- e. Brittany: What we should target with these questions is concerns/ask what they have questions about/want clarification of regarding the FAMF from students so that they know that they are making the right decision when they vote. Allow enough information to allow the ISSS to respond to concerns of students before voting.

## **10. Attachments**

- 1. Fright Night Report

## **11. Good and Welfare**

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

## **12. Next Meeting**

The next meeting of the Council will be at 6:15p.m., November 24, 2011 in CCIS 1-033.

The chairperson of the next meeting will be Jen Weekes.

Minutes will be taken by Dustin Chelen.

## **13. Adjournment**

**Motion** to adjourn the meeting at 8:46 p.m.. Jessica/Arun. Motion carried 6/0/0.

## **ISSS Fright Night – Club Night Evaluation**

### **Summary**

Despite some shortcomings, “Fright Night” the first ISSS club night of the 2011/2012 term can generally be considered a success.

### **Strengths**

Fright night can be considered a success for the following reasons: it was profitable, it provided exposure for the ISSS, it received positive feedback from students who attended, and it encouraged peer-to-peer networking within the science faculty.

Here is an elaboration of the expenses for the night:

There were 77 tickets sold (69 sold from office and external interpersonal interaction, and 8 sold from infolink) at \$5.00 per ticket; this results in total revenue of \$385.00. The only expenditure of the night was \$63.00 for an offsite liquor permit. Thus there was a profit of \$322.00.

### **Thing to improve upon**

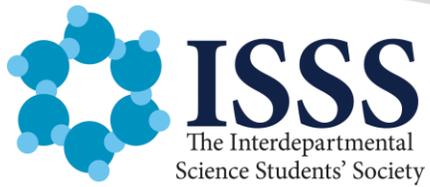
Although 77 tickets were sold and the event did produce the aforementioned \$322.00 profit, we did initially anticipate selling at least 200 tickets and therefore a minimum profit of \$937.00. During advertisement of the event, students did show some reluctance towards Lucky 13 as the venue. There was a lot of competition with Lister, other pub crawls and students who generally had other plans for the holiday weekend. There was some confusion and negativity regarding the benefits of the tickets expiring before 10:00 PM. The requirement of an offsite liquor permit and working with SGS was unforeseen and moderately painstaking. Finally, our partnership with infolink only produced approximately 10% of sales.

### **Conclusion**

Although there were a quite a few disappointments for Fright Night, it can generally be deemed successful due to the aforementioned strengths and only if the disappointments are remedied for the next club night. Potential remedies include changing the venue from Lucky 13 to a more widely preferred arena like The Rack, selling tickets that have a later expiry date than 10:00 PM, and changing the date of future club nights at a more convenient and less contested date to avoid competition with other holiday themed events.

Mathieos Belayneh

Programming Committee Member



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