

The Interdepartmental Science Students' Society

Council Meeting

Agenda

6:15pm

March 29, 2012

CCIS 1-033

Attendance

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

Councillors: Brittany Matenchuk, Anthony Wu, Ashlea Ahmed, Meika Ellis, Arun Thomas, Kim To, Michelle Truong, Jen Weekes

Other: Colin Andrews, Victory Obiefuna, Shauna Regan, Michelle Trinh, Jaclynn Wong, Logan Smith

Chairperson: Arun Thomas (for Brittany Matenchuk)

Minutes: Stephen Chin

1. Call to order

Meeting called to order at 6:16 PM.

2. Approval of minutes

Motion to approve the minutes of the last Council meeting of March 22, 2012, as written. Meika/Anthony. Motion carried 5/0/1.

3. Approval of agenda

Motion to approve the agenda below, as written. Dustin/Meika. Motion carried 7/0/0.

4. Adjournment

Motion to adjourn the meeting at 8:00 PM. Arun/Anthony. Motion carried 8/0/0.

5. Presentations

1. Financial State of the ISSS, presented by Stephen Chin, sponsored by Stephen Chin.
Abstract: This presentation will highlight the expenses approved by both the Executive and Council assemblies since the last Financial State, the 2011-2012 income statement with updated values, and finally, the Reconciliation Report compiled by the Director of Finance and the VPAF is reattached, with the addition of both BMO and Servus statements as validation. Questions and comments are welcome.

2. Canadian Undergraduate Technology Conference, presented by Jaclynn Wong, sponsored by Stephen Chin.

Abstract: This presentation will consist of a short introduction to the Canadian Undergraduate Technology Conference, held in Calgary, Alberta on April 27th and 28th. There

is a group of students from the University of Alberta that are interested in attending the Conference, and they are seeking ISSS support. For more information on the Conference, please visit <http://cutc.ca/calgary>. Comments and questions are welcome.

6. Executive Reports

1. President, Cian Hackett

a. Elections

- i. Official results are available online. Thank you to the Councillors who were able to make the Saturday morning appeal, the minutes of which can be found online.
- ii. Chloe and Kevin will be collaborating on a report which will be made available to Council next meeting. Despite having only 16 candidates, it wasn't an easy elections period to manage, and they both deserve a huge thank you.

b. Transition

- i. Congratulations to Stephen Chin, President-elect! Stephen and I will be working closely on transition strategy and the retreat, in addition to transitioning the Presidential portfolio.
- ii. The President's transition documentation is complete and viewable on the ISSS wiki. Over the next week, I will make edits and additions to the general pages, which are accurate but incomplete.
- iii. Incoming Councillors have been paired with two outgoing Councillors each, and individual Executive transition is underway.

c. Director Experience

- i. Hanhmi conducted a Director experience survey over the last few weeks. The results will be summarized and made available to incoming and outgoing Executives before Director interviews are held, and Council will also receive the report.

d. CoFA Retreat

- i. James, Stephen and I will be attending a CoFA retreat on Saturday. The ISSS, represented by Siwei and myself, will be leading a discussion on member engagement at the retreat.

e. Governing Documents

- i. At the appeals meeting, Council directed me to upload the most recent versions of the Constitution and Procedures Manual on the ISSS website. I sent these to Stephen the following day, and they are now online.

2. Vice President Academic, Dustin Chelen

a. *Transition

- i. Congratulations to my successor, James Hwang, who will be a wonderful addition to the ISSS team over the next year. We're setting up a regular meeting schedule for oral transition over the next few weeks. It will include 100 pages of reading per week, and a weekly test.

- b. *Student Representation
 - i. I met with the Senior Associate Dean to better coordinate a yearly schedule to appoint student representatives to Faculty committees.
- c. *COFA Retreat
 - i. Stephen, Cian, and James will be attending as the ISSS delegates to COFA retreat. Myself and Jessica will be attending as incoming SU staff members. Siwei will be attending as a presenter. If anyone has information that they'd like us to gather from the SU or COFA members, please don't hesitate to let me know.
- d. *Vacation
 - i. I will be going on a tropical vacation from April 13 to 26, inclusive. I will have intermittent access to my email during that time.
- 3. Vice President Administration and Finance, Stephen Chin
 - a. Congratulations to Michelle Trinh, who will be taking on the role of Vice President Administration and Finance for 2012-2013! I met with Michelle on Monday to begin transition and discussed access and general VPAF responsibilities.
 - b. Administration
 - i. Office - The ordered benches from Bed Bath and Beyond should have arrived this Wednesday. *Will update on Wednesday.
 - c. Finance
 - i. Please review the updated Financial State of the ISSS documents, including the requested December reconciliation with attached statements as verification.
 - ii. Finance Committee met on March 26, 2012
 - 1. *The Finance Committee discussed a further three points of the Financial Procedure, including using the cash register, alternative methods of payment, and improving budgeting reviews. FC also discussed improving documentation.
 - iii. Finally, the cash register order was not rejected! The register is in the office, and over the next month, I'll be looking over the manual, but the majority of the learning/training will be done by the next VPAF.
 - d. External Relations
 - i. *Jesse has received the Servus Cheque, but will continue to speak with the Servus Credit Union representative about the contract terms.
 - e. Internal Relations
 - i. House Competition concludes next week! Currently Cian's team is looking to take the entire competition, but Stephen's team is looking at a 3000 point comeback with a late surge and the utilization of some 'creative influential measures'.
- 4. Vice President Community, Siwei Chen
 - a. Congratulations to all of our newly-elected family! :D I am so excited to get to

know everyone and do transition. Melyssa is done reading the VPC parts of the wiki and she and I have been meeting to go over the documents.

- b. COSSA
 - i. *Oral report, meeting right before this one.
 - c. Jackets were finally ordered last Friday (lots of telephone tag with id apparel). Should be 2-3 weeks to get them.
 - d. Public Relations
 - i. 32 classroom presentations were completed last week
 - ii. Study wizards will take place once in the last week of school, and once during finals.
 - e. Newsletter
 - i. Deadline for the last ISSS newsletter is Thursday, April 5 to news@iss.ca.
 - ii. Deadline for the FOS newsletter is Sunday, April 8 at 11:00pm to vp.community@iss.ca.
 - f. *Volunteers
 - i. *Survey being made. Deadline to send them questions is April 3.
5. Vice President Programming, Brett MacGillivray
- a. Transition
 - i. Congrats Brittany on your victory in the elections, as the VPP-elect. Transition is gonna be a hoot. I was planning to get it all done on the weekend, but due to unforeseen circumstances (flu + losing power at home for 7 hours sunday due to dumb city workers) I haven't finished all my docs yet.
 - b. Pancakes
 - i. *We approved money yesterday, and the posters have been printed.
6. Vice President Services, Jessica Nguyen
- a. Transition
 - i. I have a successor! Congratulations to Shauna Regan for her successful election to the position of Vice President Services for 2012-2013. I have complete faith in her ability to carry out the Services portfolio with absolute excellence in the upcoming year.
 - ii. The Services section of the Wiki has been partially updated, and should be done by the end of the night. Transition will be complete by the end of the week.
 - iii. Based off of the Services-specific transition that I received last year, I have shared with Shauna my vision for transition, which is comprised of three main goals that I would have liked to have seen as part of being transitioned in last year. I hope to provide Shauna with an excellent transition that will prepare her to lead this portfolio in May.
 - b. *Used Book Sale Revenue
 - i. After cross-referencing the UBS system to double check these numbers, the Winter UBS generated \$323.00 in revenue.

- c. *Graduation Photos
 - i. Photo sittings happen until Saturday. Everything is going smoothly so far.

7. Question Period

1. **Meika to VPP:** While it is nice to see you are well acquainted with “pancakes” I am wondering if you could expand on this point please?
 - a. *Question retracted.*
2. **Meika to Executive [Cian?]:** How are director applications coming? Should we be pushing for specific positions so that things can get done over the summer?
 - a. Cian: We are recruiting for 28 Director positions, we have received 9. I hope to receive more. We need more applications for every position.
3. **Cian to VPAF:** Don't you think your team is too far behind for any measures to work, regardless of their influence or creativity?
 - a. Stephen: No, we're not too far behind. There are still points up for grabs which I know will vault us above the LHCs. Done deal.
 - b. Cian: It's on.
4. **Anthony to VPA:** How did your meeting with the Senior Associate Dean, Dr. Leskiw go last Friday? Did you find this meeting beneficial for the ISSS?
 - a. Dustin: It went well. We talked about how student reps are appointed, and developed a schedule for these purposes.
 - b. Arun: Would you find it beneficial to have a Council discussion this meeting or next meeting, or would you be inclined to send us an email regarding what was discussed?
 - c. Dustin: If you have any questions or concerns, you are more than welcome to ask them. It's a slow process, but progress is being made.
5. **Anthony to VPC:** How's the idea of having coupons and discount cards coming along as things featured in future newsletter articles of the ISSS?
 - a. Siwei: No update as of yet. I have sent Reid an email to get in contact with Jesse. I will let you know once I find out.
6. **Anthony to VPS:** How many people have signed up for the hockey event scheduled on April 5 so far?
 - a. Meika: We have been set back in terms of marketing. However, there is a lot of interest.
 - b. Anthony: How many people are you thinking will show up?
 - c. Meika: 6200.
 - d. Arun: Is it only science students that can sign up for the event?
 - e. Meika: No.
7. **Brittany to VPA:** Will the incoming VPA be introduced to Dr. Leskiw and everyone else? Does Dr. Leskiw have an opinion about that?
 - a. Dustin: Yes, I will schedule a meeting between Dr. Leskiw, James, and myself. I will work on matching some members of the administration with the incomings. Dr. Leskiw does not have an opinion, but I am sure that she is aware that transition is occurring.
8. **Arun to the floor:** Is everyone finding the food okay?

- a. Everyone: yes...
9. **Brittany to VPAF:** I understand that we have accepted the cheque from Servus Credit Union, yet there hasn't been a solidified contract yet.
 - a. Stephen: I won't be cashing in the cheque until Jesse solidifies a contract with Servus.
 - b. Arun: What does Servus want out of the contract?
 - c. Stephen: Exclusivity. Interested in setting up a table at Orientation. Would like to speak to students at Orientation/the FA Specific Session.
 - d. Siwei: Do we have to use Servus?
 - e. Stephen: No, they want to be the only bank at Orientation. The contract will be presented to Council before it is signed.
10. **Meika to VPP:** In your report, you stated that the pancake breakfast will go until we run out of supplies. Have you accounted for the volunteers?
 - a. Brett: The posters state 8:00-10:00. Regarding the volunteers, we won't force volunteers to stay after 10:00. However, if it's just Matt and myself, we will be able to handle that.
 - b. Meika: How about clean-up?
 - c. Brett: I have free time.
11. **Brittany to VPS:** Meika mentioned that there was a minor problem with the gym rental. What was this problem, and has it been resolved?
 - a. Jessica: The gym was booked, but there was a miscommunication, because it's \$65.00 per hour. Because the contract has been signed already, we will have to approve more money, go back, get a refund, and then pay them again. If that does not work, I will pay for it myself.
12. **Anthony to VPA:** What progress is there regarding ACT and the furniture discussion for CCIS?
 - a. Dustin: The last I heard was in January with a promise for 25 more tables/chairs. I will follow up on that.
 - b. Logan: Was there a decision as to where they're going?
 - c. Dustin: Ms. Naylor did not give me any finalized plans, however, from the ACT, the consensus was that more furniture was needed for studying and 'waiting'. One of the targets was CCIS north. Furthermore, furniture would be placed in the basement, and lower level mezzanine.
 - d. Arun: What is the expected timeline?
 - e. Dustin: I will follow up on that.
13. **Arun to VPP:** I would like to know what improvements have been made to the pancake system since Science week?
 - a. Arun: For example, there is only one griddle, which held back from the efficiency, and advertisements could be improved as well.

- b. Brett: Regarding the advertising, it was tough during Science week, but this time we will only advertise for pancake breakfast. We only have the one griddle. We should keep the demand greater than the supply. 'Pancakes' are also spelled correctly.
14. **Arun to VPA:** In your meeting with Dr. Leskiw, was there discussion on the Teaching Awards Committee?
- a. Dustin: The faculty decided that there would be one 'back-up'. I spoke with Dr. Leskiw regarding this issue.

8. Old Business

1.

9. New Business [7:13pm]

- 1. **Motion** to edit point 6.1 Directors in the Procedures Manual, replacing "to Members" with "to any University of Alberta student." Siwei/Anthony. Motion failed 4/4/0.
 - a. Siwei: Just such that students who are not Science students would be able to hold Director positions.
 - b. Victory: Do you think that students outside of the Faculty of Science would have any motivation to apply?
 - c. Siwei: I mainly put this in for students that are transferring out of the Faculty of Science but still have some connection. I think that representatives should be elected from the Faculty of Science, but Directors only focus on specific projects.
 - d. Brett: It may help bring in more applications, but at the same time, we have to be careful with those in the ISSS not being in the Faculty of Science.
 - e. Jessica: I agree with the motion, but I think that somewhere there should be preference given to Science students.
 - f. Brittany: I don't know how I feel about this motion. I understand why we might open up Directorship positions to students from other faculties. However, Directorship positions are to allow students to grow, and I would prefer if Science students were given this opportunity.
 - g. **Motion** to amend the main motion to read "**Motion** to edit point 6.1 Directors in the Procedures Manual, replacing "to Members" with "to any University of Alberta student with preference to Members." Arun/Ashlea. Motion failed 2/4/2
 - i. Anthony: I think that Executives have the power to choose.
 - ii. Victory: If there is a Business student with more qualifications, but a Science student who would benefit more from the Directorship position, who would you pick?

- iii. Siwei: I am opposed to this amendment, particularly because there are a lot of cases that can't be put into the Procedures Manual. I think that Executives should have the ultimate choice.
- iv. **Motion** to amend the amendment to read "**Motion** to edit point 6.1 Directors in the Procedures Manual, replacing "to Members" with "to any University of Alberta student, though preference should be given to Members." Arun/Anthony. Motion failed 2/5/1.
 - 1. Cian: I disagree with the amendment. I feel like it says the same thing as the original motion. For me, this motion does not provide any additional value. It is redundant.
 - 2. Meika: I am against this motion. Ditto Cian - it is unnecessary.
 - 3. Arun: I feel like it brings together the two different worlds, in a sense that we need more applications, but we should explicitly state that we have Science students that should hold those positions. The wording gives Executives flexibility.
 - 4. Anthony: What happens if one person holds a Directorship within CBAS and the ISSS? I think this motion gives Executives flexibility and transparency.
 - 5. Jessica: Jen would like to call this motion to question.
- h. Brittany: I am against this motion, because we are a science faculty association, and I think that out of the 6400 students in our faculty, we should be able to recruit 28 new Directors.
- i. Ashlea: Once the ISSS becomes more known, I don't want science students to compete with other students for a Directorship position within the ISSS.
- j. Arun: I am against this motion. Director positions are more demanding, and more public than other volunteer positions, and it would look poorly if there weren't science students holding those positions.
- k. Kim: I am 50/50. I agree with both sides of the argument. My question is, can we not do this on a case by case basis? Extending exceptions only once the time arises?
- l. Logan: To add on to Ashlea. In the future if there was competition for Directorship positions, it would look poorly if we suddenly stopped allowing other students to apply. I recommend we stick with what we have right now.
- m. Victory: This motion would just look poorly in general if we had other students hold Directorship positions. I agree with Logan.
- n. Ashlea: In regards to those that are transferring out of the Faculty of Science, I think we could use them only as reference and sources of information.
- o. Anthony: I think we could perhaps allow both applicants to hold the Directorship position.

- p. Brittany: I wanted to point out that the chances that someone else not within the Faculty of Science applying to a Directorship position are very slim. I think that if we pass this motion, the case where a student outside of the Faculty holds a Directorship position is still only a possibility, not a certainty.
2. **Motion** to excuse Michelle Truong from the March 22nd Council meeting.
Stephen/Anthony. Motion carries 7/0/1.
- a. Stephen: Received notification from Michelle stating that she had some stuff come up with her family.
 - b. Brett: Why wasn't this motion put up last Council meeting?
3. Transition Discussion, Kim
- a. **Motion** to table this discussion until next Council meeting. Kim/Meika. Motion carried 8/0/0.
 - b. **Motion** to move in-camera. Kim/
 - c. Discussion tabled.

10. Attachments

- 1. [Approved Expenses since February 29th, 2012](#) - Financial State of the ISSS
- 2. [Current Income Statement](#) - March 24, 2012 - Financial State of the ISSS

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 6:15pm, April 5, 2012 in CCIS 1-033.

The chairperson of the next meeting will be Anthony Wu

Minutes will be taken by Siwei Chen

13. Adjournment

Motion to adjourn the meeting at 7:58pm.

Financial State of the ISSS

Review of approved expenses since March 1st, 2012

Wednesday February 29th, 2012 | Executive

1. **Motion** to approve \$25 for candy to give out to participants at Discover Science.
2. **Motion** to approve a \$60.00 deposit for the rental of a flipchart for March 3's public speaking workshop.
3. **Motion** to approve \$40.00 for a PRT Bake Sale.

Thursday, March 1st, 2012 | Council

1. **Motion** to approve \$2184.00 to pay the Department of Mathematical and Statistical Sciences for Locker Rentals from September 5, 2011 to February 16, 2012.
2. **Motion** to approve an additional \$1627.25 with \$50 going to director appreciation for the Volunteer Appreciation event bringing the total to \$2127.25.

Wednesday, March 7th, 2012 | Executive

N/A

Thursday, March 8th, 2012 | Council

1. **Motion** to increase the Volunteer Appreciation Night budget by \$155.25 to a total of \$2247.50

Wednesday, March 14th, 2012 | Executive

N/A

Thursday, March 15th, 2012 | Council

N/A

Wednesday, March 21st, 2012 | Executive

1. **Motion** to approve \$65.00 for the rental of the Education Gym for street hockey on Thursday, April 5

Thursday, March 22nd, 2012 | Council

1. **Motion** to approve \$30.00 for locker rental refunds.



Income Statement

Stephen Chin
Vice President Administration and Finance
The Interdepartmental Science Students' Society

Code	General Category	Amount Estimated (Includes Operating Budget)	Amount Approved (Includes Base Budget)	Actual To-Date	Amount Remaining
Revenue					
	Sponsorship				
	Faculty of Science Sponsorship			\$1,500.00	
	External Corporate Sponsorship			\$2,000.00	
	Donations				
	Individual Donations	\$0.00		\$0.00	
	Savings and Investments				
	Bank Account Interest	\$0.50		\$0.40	
	Grants				
	Student Group Activity Grants	\$2,000.00		\$350.00	
	Fundraising				
	Bake Sales		\$0.00	\$0.00	
	Chocolate Banana Loaf Fundraiser			\$74.69	
	Bar Nights		\$0.00	\$385.00	
	Services				
	CAPS Ambassador, Fall Semester	\$250.00	N/A	\$250.00	

CAPS Ambassador, Winter Semester	\$250.00	N/A	\$0.00
Locker Rentals, Spring/Summer	N/A	N/A	\$42.00
Locker Rentals, Fall Semester	\$700.00	N/A	\$7,599.00
Locker Rentals, Winter Semester	\$500.00	N/A	\$3,908.00
Handbook Advertisement - Faculty of Science	\$1,000.00	N/A	\$1,000.00
Handbook Advertisement - Centre for Writers	\$300.00	N/A	\$300.00
Handbook Advertisement - MASC	\$600.00	N/A	\$600.00
Graduation Royalties, Fall Semester	\$500.00	N/A	\$340.00
Graduation Royalties, Winter Semester	\$4,500.00	N/A	\$0.00
Graduation Ring Royalties, Fall Semester		N/A	\$60.00
Discount Card Sales, Fall	\$250.00	N/A	\$55.00
Discount Card Sales, Winter	\$250.00	N/A	\$0.00
Used Book Sale, Fall Semester	\$600.00	N/A	\$1,401.00
Used Book Sale, Winter Semester	\$600.00	N/A	\$0.00

Total Revenue	\$12,300.50		\$19,865.09
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Expenses

1 General ISSS

1.1	Elections	\$1,750.00	\$222.47	\$1,527.53
1.2	Semi-Annual General Meetings	\$300.00	\$253.09	\$46.91
1.3	FAMF	\$1,205.00	\$1,081.00	\$124.00 *
1.4	Recognition	\$85.00	\$52.65	\$32.35
1.5	Documentation	\$110.00	\$102.19	\$7.81
1.6	Career Information HUB	\$80.00	\$52.49	\$27.51
1.7	Internal Professional Development Workshop	\$40.00	\$40.00	\$0.00

2 Administration

2.1	Office	\$1,300.00	\$774.88	\$525.12
2.2	Printer/Toner	\$1,690.00	\$1,279.37	\$410.63
2.3	Website	\$100.00	\$100.00	\$0.00
2.4	Sponsorship	\$50.00	\$0.00	\$50.00
2.5	Finance	\$320.00	\$33.17	\$286.83

3 Academic

3.1	Faculty of Science	\$50.00	\$40.95	\$9.05	
3.2	Instructor Appreciation Night	\$747.00	\$682.58	\$64.42	
3.3	Mini-Study Groups	\$100.00	\$84.12	\$15.88	
3.4	SAAG	\$35.00	\$22.61	\$12.39	
3.5	Survey	\$190.00	\$149.88	\$40.12	
3.6	I Am a Science Student	\$288.00	\$131.25	\$156.75	*
3.7	Discover Science	\$110.00	\$98.11	\$11.89	

4 Community

4.1	COSSA	\$6,300.00	\$3,990.68	\$2,309.32	*
4.2	Volunteers	\$2,247.50	\$0.00	\$2,247.50	
4.3	Marketing	\$230.00	\$142.66	\$87.34	
4.4	Public Relations Team	\$460.00	\$309.21	\$150.79	
4.5	Fairs	\$130.00	\$129.19	\$0.81	
4.6	Business Cards	\$232.00	\$146.98	\$85.02	

5 Programming

5.1	Orientation	\$2,015.00	\$1,494.01	\$520.99	
5.2	Social Events	\$123.00	\$123.00	\$0.00	
5.3	Student Programming	\$280.00	\$165.35	\$114.65	
5.4	Science Week	\$1,450.00	\$1,309.87	\$140.13	

6 Services

6.1	Handbooks	\$2,100.00	\$2,001.14	\$98.86	
6.2	Athletics	\$90.00	\$25.00	\$65.00	
6.3	Locker Rentals	\$395.00	\$276.87	\$118.13	
6.4	Used Book Sale	\$200.00	\$95.57	\$104.43	

Total Expenses

\$24,802.50	\$15,410.34	\$9,392.16
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Net

\$4,454.75