

The Interdepartmental Science Students' Society

Executive Meeting

Minutes

5:00 PM-7:00pm

May 6th, 2011

CAB 373

Attendance

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

Councillors: Jennifer Weekes, Brittany Matenchuk

Chairperson: Dustin Chelen

Minutes: Jen Weekes

1. Call to order

Meeting called to order at 5:12 pm.

2. Approval of minutes

Meeting minutes from April 29, 2011 were approved at the conclusion of that meeting.

3. Approval of agenda

Motion to approve the agenda below, as written. Siwei/Brett. Carried 6/0/0.

4. Presentations

1. Dropbox Introduction. Presented by Siwei.
 - a. Siwei: Dropbox can be used as an external server for storing files, or an external hard drive could be purchased. It is functional offline and files will be uploaded onto the server once you are online. It is good for organizing and sharing files quickly. The first 2 GBs are free, with an additional 250 MB for each person referred. \$9.99/month or \$99.00/year for 100 GB, we would likely only need 50 GB.
 - b. Stephen: Will this replace Google Docs?
 - c. Siwei: No it will just be used to organize permanent files better.
 - d. Dustin: Should we try a free trial first?
 - e. Siwei: Yes. Maybe this can go under the VPAF portfolio.
 - f. Stephen: What exactly will Dropbox be used for?
 - g. Siwei: Mainly to share folders among ISSS council/exec. There will be folders with projects for directors and exec or council. Information would be put on the wiki explaining Dropbox and file organization.
2. ISSS Communications Standards. Presented by Siwei.
 - a. Siwei: Want to update and increase some regulations.

- i. Logos: Black and White and Color logos in guidelines are the only logos that can be used on ISSS material. Logos cannot be altered.
 - ii. Font and Colors
 - iii. Letterhead: Font guidelines must be followed along with font sizes.
 - iv. Posters: All posters must contain banner.
3. Science Faculty Council Challenges. Presented by Dustin.
 - a. Dustin: Composition of Science Faculty Council is defined by ISSS. Those appointed as current exec/council must be serving as exec or council when attending SFC meetings.
 - b. Siwei: Do I have to attend the next meeting?
 - c. Dustin: Yes. If you cannot attend, you should send a delegate and let me know by May 19th if you cannot make it.
4. Science-Specific SU Handbook. Presented by Jessica.
 - a. For 2010-2011, the insert cost was \$1572.85. Eight pages were purchased in the handbook, with 4000 handbooks printed in total.
 - i. Two pages of advertising space were purchased from the Faculty of Science. \$1000 was received from the Faculty of Science.
 - ii. Half a page of advertising space was purchased from CAPS. \$200 was received from CAPS.
 - iii. Half a page of advertising space was purchased from UA-WiSE. \$250 was received from UA-WiSE.
 - iv. In total, there was a net loss of \$122.85.
 - b. For 2011-2012, the insert cost will be approximately \$2001.14; for details, see attached. This price is relevant for purchasing eight pages in the handbook, with 4000 handbooks printed in total. Due to the price of paper at the time the handbooks are printed, minor fluctuations in the price may occur.
 - i. The Faculty of Science has expressed their interest in again purchasing two pages of advertising space. Given that this follows through, \$1000 will be received from the Faculty of Science.
 - ii. The Chemistry Students' Association (CSA) has expressed their interest in purchasing half a page of advertising space. Given that this follows through, \$300 will be received from the CSA.
 - iii. No one else has yet replied with an interest in purchasing advertising space. However, I expect that CAPS will be interested, as well as the Telus World of Science (who expressed interest last year for a full page advertisement, but I believe that they did not make the deadline). I have also contacted all the DAs and PAs, as well as MASC and Science FUNdamentals.
 - iv. Jessica: CAPS is interested, but has not yet confirmed.

- v. At this point, at minimum \$1300.00 is to be received from those purchasing advertising space.
- vi. Keeping the number of pages purchased last year consistent, I would like to discuss whether the Executive feels that keeping the number of handbooks printed consistent with the previous year is in our best interests. Are we willing to potentially absorb ~\$700.00, given that no one else expresses interest in purchasing advertising space? Should we lower the print run? (A decision does not have to be made now, since there is still time to purchase advertising space, but it would be a good idea to account for this situation when making changes to the base budget).
 1. Brett: Were there any extra handbooks last year?
 2. Jessica: No, all handbooks were taken last year.
 3. Stephen: How much space do we have for advertising? To clarify again, how many have been bought?
 4. Jessica: $\frac{3}{8}$ pages and $\frac{3}{8}$ pages have been bought.
 5. Siwei: Can we include the volunteer handbook in student handbook?
 6. Jessica: Pages must be bought in multiples of eight, so increasing the page number would be expensive and is not advised based on the cost.
 7. Cian: What is the purpose of purchasing handbook pages?
 8. Jessica: To get information on ISSS out, try to get students involved. Each executive and councillor should have a small section welcoming students to Science, which will take ~2 pages. Having pages that list programs and services is also an option.
 9. Siwei: We should print same number as last year.
 10. Stephen: What if one of the groups that you have not heard from decides to purchase advertising?
 11. Jessica: They can still purchase advertising, and it will bring in more money.
 12. Brett: Aren't all three pages already purchased?
 13. Stephen: We are able to reduce a page from content and add more advertising?
 14. Jessica: Yes
 15. Brittany: Is there a limit we should set to the amount of advertising?
 16. Siwei: We should cap advertising at the point where we break even so we can maximize information from ISSS in the handbook.
 17. Dustin: Is there a character or word limit?

18. Jessica: Will contact council and exec with more information once I have page layouts.
 19. Siwei: When is the deadline?
 20. Jessica: May 31
 - vii. Come up with a solution to the above situation, and make revisions to the base budget with respect to the amount of money allotted for the handbooks, which is currently \$1700.
5. Spring and Summer 2011 Locker Rentals. Presented by Jessica.
- a. Spring and Summer 2011 locker rentals will only occur in CAB and CEB.
 - b. All of these lockers will be cleared out (from the Winter term) by May 13, 2011.
 - c. Students may begin renting lockers for the Spring and Summer 2011 term on May 14, 2011.
 - d. A meeting will occur with the appointed Director(s) of Locker Rentals no more than a week after Directors have been appointed to their positions to discuss responsibilities, as well as how to proceed from that point on.
 - e. Jessica: As these lockers will be rented out on a case-by-case basis, am I able to access the old office (since our new office is not set up) as a meeting place to collect money from students and allow them to sign the contract?
 - I. Stephen: Do we still have old office? If so, then use the old office.
 - II. Dustin: We could have a locked dropbox outside of the office that Jessica and locker rental directors have access to.
 - III. Siwei: The security of the dropbox is a concern as well as the cost. I am also concerned with the 48 hour locker rental timeline if we miss a payment.
 - IV. Dustin: This is a good solution for the summer when there is no one in the office as this is more convenient for students, but security needs to be researched.
 - V. Cian: Can we consider not renting spring/summer lockers? It is likely not a large revenue stream.
 - VI. Jessica: There are already ~10 students interested in lockers. Although it is not a large revenue stream, we should make this available.
 - VII. Siwei/Brett: We could give them away for free for the summer.
 - VIII. Jessica: There is the issue with knowing who has the locker and lock removal in September.
 - IX. Siwei: Lockers shouldn't be free, but the dropbox security is an issue.
 - X. Dustin: We should give Jessica access to the old office. Free lockers can create an issue with September rentals and who

- has the lockers is unknown, which creates a security issue, and contracts would still have to be signed.
- f. The Director(s) of Locker Rentals will be appointed soon. Can he/she/they be granted access to the old office?
 - i. Dustin: I am concerned with other people having access to the office and lending out your key violates the key agreement.
 - ii. Brett: Could we give the Director a key agreement?
6. Events in the main calendar of the handbook. Presented by Jessica.
- a. Jeff Woodcroft from the SU, who is in charge of the handbooks, has informed me that we are able to list events in the main calendar section of the handbook at no cost to us. However, this part of the handbook is not specific to any one faculty, and thus we are allowed to list a maximum of three events to avoid potential clutter. If we decide to do this, we should ensure that students are aware that these events are for the Faculty of Science. We should take advantage of this, by using it to advertise our three largest events.
 - i. Choose the three things we want advertised in the main calendar portion of the agenda from the list below. Please add to the list, if necessary.
 1. Discount Cards
 2. Professor Appreciation Night
 3. Mini Study Groups
 4. Locker Rentals
 5. Used Book Sale
 6. CAPS Lunch Series
 7. Grad Photos
 8. Elections and By-elections
 - ii. Brett: The elections might not be necessary as they are the same time as SU elections.
 - iii. Siwei: Used book sale, locker rentals, mini study groups.
 - iv. Brittany: Breaking the ISSS?
 - v. Stephen: I don't think discount cards should be on there.
 - vi. Dustin: I agree with Siwei as these are our most popular services and the other dates are unknown.
 - vii. Brittany: I am unsure about locker rentals as they are ongoing.
 - viii. Jessica: It could be used to advertise locker rentals to students outside of the faculty. I agree with Siwei and Dustin about locker rentals, mini study groups, and used book sale should be included.
7. Student Group Services and Booking Rooms. Presented by Stephen.
- a. Booking Rooms

- i. Only executives can book a room, so room booking must go through them. Rooms can be booked through Student Group Services (SGS). (<http://www.su.ualberta.ca/services/studentgroups/booking/>). There are specialty rooms (in CCIS), how to book these rooms will be looked into.
 - ii. Cian: Will the information about booking rooms be sent out today (ie. to the Councillors)?
 - iii. Stephen: Yes, I will send out information on how to book a room.
 - iv. Cian: Will directors be given this information?
 - v. Siwei: Yes.
- b. BearsDen (<https://alberta.collegiatelink.net/>)
- i. Dustin: BearsDen is an online SGS management system. We can post photos, events, and information on ISSS. This is good for recruiting students.
 - ii. Stephen: Who has access to BearsDen?
 - iii. Dustin: Cian and Stephen.

5. Old Business

1. Directorships
 - a. **Motion** to move in-camera. Dustin/Brett. Carried 6/0/0.
 - b. **Motion** to move ex-camera. Dustin/Stephen. Carried 6/0/0.
 - c. **Motion** to omnibus motions d-v. Dustin/Siwei. Carried 6/0/0.
 - d. Motion to appoint Hanhmi Huynh as the 2011/2012 Director of Executive Administration.
 - e. Motion to appoint Karmen Li as the 2011/2012 Director of Professional Development.
 - f. Motion to appoint Brittany Matenchuk as the 2011/2012 Director of Outreach.
 - g. Motion to appoint Megan Paranich as the 2011/2012 Director of Faculty Relations.
 - h. Motion to appoint Dianne Semeniuk as the 2011/2012 Director of Advocacy.
 - i. Motion to appoint Paige Hacking as the 2011/2012 Director of Academic Programs.
 - j. Motion to appoint Jennifer Weekes as the 2011/2012 Director of Mini Study Groups (Internal).
 - k. Motion to appoint Cameron Griffiths as the 2011/2012 Director of Mini Study Groups (External).
 - l. Motion to appoint Stephen Portillo as the 2011/2012 Director of Finance.
 - m. Motion to appoint Ethan Dorward as the 2011/2012 Director of Sponsorship.
 - n. Motion to appoint Kerry Wong as the 2011/2012 Director of Volunteers.
 - o. Motion to appoint Rebecca Mercier as the 2011/2012 Director of the Public Relations Team.

- p. Motion to appoint Kim To as the 2011/2012 Director of Communications.
- q. Motion to appoint Helya Aghazadeh as the 2011/2012 Director of Programming.
- r. Motion to appoint Nancy Tran as the 2011/2012 Director of Used Book Sale.
- s. Motion to appoint Stephen Portillo and Simanpreet Panaych as the 2011/2012 Co-Directors of Locker Rentals.
- t. Motion to appoint Catherine Sauve as the 2011/2012 CAPS Ambassador.
- u. Motion to appoint Meika Ellis as the 2011/2012 Director of ISSS Athletics.
- v. Motion to appoint Arun Thomas as the 2011/2012 Director of Grad Photos.

6. New Business

1. **Motion** to allow council full access to reading the Wiki page. Siwei/Brett.
 - a. Cian: There are some pages that I, as ex-VPAF, would recommend limiting - things that specify how to admin websites and email accounts as well as the introduction letter.
 - b. Jessica: It is also not necessary to make "Executive Dedication," as well as specific pages relating to the Executive member themselves (such as the "Introduction letter to the VPS," "Key Contacts," etc.) available for viewing by Councillors, although we do not lose anything from granting Councillors access to these pages. [CH: I'd be strongly against granting access to Executive Dedication to anyone except Executives.]
 - c. Stephen: Can we change the motion to include the above limitations?
 - d. Brett: Do we know what we want to limit right now?
 - e. Jessica: Exec should go through the wiki and determine which pages council should not see.
 - f. **Motion** to table to next meeting. Dustin/Jessica. Carried 6/0/0.
2. **Motion** to recommend a marketing section of the procedures manual to Council based on the following principles: Siwei/Brett. Carried 6/0/0.
 - a. The Vice President Community will either create or approve all visual promotional materials prior to their printing and/or posting for branding consistency. These materials include but are not limited to posters, banners, PowerPoint presentations, flyers, and handbills.
 - b. Promotional materials made up of mainly text such as Facebook events or Tweets do not need to be approved by the Vice President Community for consistency.
 - c. The Interdepartmental Science Students' Society Executive and Council members who wish to hold events or anything that otherwise needs to be promoted must notify the Vice President Community at least twenty-eight (28) days before the event to allow for sufficient time to plan a marketing strategy and develop promotional materials.
 - i. Dustin: Do directors also need to get everything approved?

- ii. Siwei: Yes this includes directors.
 - d. The Executive or Council in charge of the event can have as much or as little involvement in the marketing strategy as desired. This Executive or Council member has the choice of working with the Vice President Community to develop an effective marketing strategy.
 - e. Any disagreements between the Vice President Community and the Executive or Council Member in question on promotions that cannot be resolved amongst themselves or through email consultation with other Executive or Council Members will be brought to the earliest Council Meeting for discussion.
 - f. Both the Vice President Community and the Executive or Council Member in charge of the event must mutually agree on the marketing strategy and materials before anything can be publicized.
- 3. **Motion** to collapse the two Street Teams and rename them as one team called the Public Relations Team (the PRT or “party”) whose responsibilities will be as follows: Siwei/Brett. Carried 4/0/2.
 - a. The PRT will retain all of the previous responsibilities held by the Street Teams.
 - b. PRT members will present in at least two (2) classroom presentations each semester.
 - c. PRT members will collaborate with the Director of Communications to distribute posters and other promotional materials across campus as needed.
 - d. The PRT will hold at least two (2) hours of office hours a week in the CAB/Cameron pedway. Each member must staff the table for at least two (2) hours a semester.
 - i. Brett: The two office hours a week is a lot.
 - ii. Stephen: What kind of input has there been on changing the name or was this private decision?
 - iii. Siwei: Two office hours a week refers to the collective team, so only two hours a semester per member is necessary. Changing the name was my own decision, but welcome input.
 - iv. Dustin: Holding office hours externally is complicated, so I recommend not specifying a location so office hours could be held elsewhere (ie. ISSS office).
 - v. Jessica: I like the new name. I agree with combining the street teams into one.
 - vi. Brett: We should call it PuRT.
 - e. **Motion** to strike “in the CAB/Cameron pedway.” Siwei/Dustin. Carried 5/0/1. Cian abstained.

4. **Motion** to collaborate on an initiative with other student groups on the U of A campus. Siwei/
 - a. **Motion** to table the above motion to the next Executive meeting. Dustin/Brett. Carried 6/0/0.

7. Good and Welfare

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

8. Next Meeting

The next meeting of the Executive will be at 5:00 pm, May 20, location TBA.

The chairperson of the next meeting will be Stephen Chin.

Minutes will be taken by Meika Ellis.

9. Adjournment

Motion to adjourn the meeting at 6:51 pm. Brett/Jessica. Carried 6/0/0.

Faculty Association Handbook Pricing

Presented by: Jessica Nguyen
Vice President Services

Faculty Associations (TBD)	# of Pages	Copies	Cost	GST	Total
	8	500	\$995.37	\$49.77	\$1,045.14
	8	750	\$1,058.95	\$52.95	\$1,111.90
	8	1000	\$1,130.01	\$56.50	\$1,186.51
	8	1500	\$1,257.90	\$62.90	\$1,320.80
	8	2000	\$1,384.74	\$69.24	\$1,453.98
	8	2500	\$1,512.26	\$75.61	\$1,587.87
	8	3000	\$1,637.30	\$81.87	\$1,719.17
	8	4000	\$1,905.85	\$95.29	\$2,001.14
	16	500	\$1,304.38	\$65.22	\$1,369.60
	16	750	\$1,397.39	\$69.87	\$1,467.26
	16	1000	\$1,498.04	\$74.90	\$1,572.94
	16	1500	\$1,683.17	\$84.16	\$1,767.33
	16	2000	\$1,870.37	\$93.52	\$1,963.89
	16	2500	\$2,028.83	\$101.44	\$2,130.27
	16	3000	\$2,213.02	\$110.65	\$2,323.67
	16	4000	\$2,590.59	\$129.53	\$2,720.12