

The Interdepartmental Science Students' Society

Executive Meeting

Minutes

5:00 PM

June 3, 2011

BS CW 410

Attendance

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

Chairperson: Brett MacGillivray

Minutes: Jessica Nguyen

1. Call to order

Meeting called to order at 5:12 PM.

2. Approval of minutes

Motion to approve the minutes of the last Executive meeting of May 20th, as written. Stephen/Jessica. Motion carried 5/0/0.

1. **Motion** to amend the motion to strike 5.1.a from the May 20th Executive Meeting Minutes. Siwei/Stephen. Motion carried 5/0/0.

3. Approval of agenda

Motion to approve the agenda below, as written. Siwei/Jessica. Motion carried 5/0/0.

4. Old Business

1. Used Book Sale Books, Jessica
 - a. There are still over 30 books in the office. They are all of no value to the bookstore. What should be done with these books? Some things to consider:
 - i. We could sell them off to students during the September sale, but if they are of no value to the bookstore, it is unlikely that most students are looking for these textbooks.
 - ii. We could personally sell them off to students that don't mind having older versions of textbooks. For example, I think that there are three or four 11th edition Math 113 textbooks (the 12th edition is now in use) that could easily be sold to first year students.

1. Perhaps I can make a list of these books, and if anyone knows someone who may be interested in purchasing a textbook, that person can use their own judgement to determine a price and sell off the textbook?
 - iii. The books that are left over by the time we move into our new office can be given to the “Free Books” shelf in SUBtitles.
 - iv. Siwei: Fairness is a concern if we are targeting students. Some students may want to buy textbooks after they are sure they need them.
 - v. Jessica: We should just sell them at the September Used Book Sale.
 - vi. Brett: That would be the morally accepted way.
 - vii. Cian: Because we got them for free, and nobody wants them, I think we should give them away.
2. Science Handbook, Jessica
 - a. The CSA has not sent in their advertisement. I have tried contacting them multiple times, but no response. They requested half a page of advertising space. What should I do at this point?
 - b. Siwei: Have they paid us? And if they don't pay us, are we in debt?
 - c. Jessica: They haven't paid us. Technically the costs have been covered with the \$300 from Jostens.
 - d. Brett: Do we have any content to fill that page?
 - e. Jessica: Yes, we can figure something out.
 - f. Siwei: Email SGS to ask for personal information for CSA contacts.
 - g. Cian: Give them ultimatum.

5. New Business

1. **Motion** to excuse the absence of Dustin Chelen for today's Executive Meeting. Siwei/Stephen. Motion carried 5/0/0.
2. Sponsorships, Stephen
 - a. Stephen: Did Ethan contact Brett after the sponsorship meeting?
 - b. Brett: Yes, about alcoholic events. We have to be certified in order to hold events with alcohol. Not the best idea at this point.
 - c. Stephen: We need a comprehensive list of events so we can present these to companies. Need specifics regarding orientation.
 - d. Brett: Will work on it this weekend and send it to Ethan. Also, we can advertise for companies at events throughout the year, even if they aren't providing us with money for that specific event.

3. ISSS account guidelines and restrictions, Stephen
 - a. On May 1st, 2011, the ISSS had 25 users registered to its domain @iss.ca. Currently, there are 35 registered accounts, with a limitation of 50. I am concerned about reaching this limit in the coming year, and would like suggestions or guidelines on @iss.ca accounts or whether we should expand on our limit.
 - i. Jessica: Most Execs have figured out what email addresses they need at this point, so I don't think there will be much of an increase from now on.
 - ii. Brett: Any inactive accounts?
 - iii. Stephen: One and it will be deleted. Should we think of expanding? Should there be restrictions/guidelines?
 - iv. Jessica: Most people have been contacting you to create accounts for directors, so I don't think there is too much to question in regards to that.
4. *CAB and CEB lockers, Jessica
 - a. I would like to raise the price of the CAB lockers from \$6 to \$9, and the CEB lockers from \$5 to \$8 starting Fall 2011. The lockers are extremely cheap compared to lockers offered in the other locations, and I do not feel that this would decrease our sales, considering that we would still have the lowest prices on campus. Two-thirds of our sales for the CAB lockers goes to the Math Department, so I figured pricing lockers in CAB at \$9 would give us an easy \$3 to work with. Also, pricing them at \$10 would make them the same price as the lockers in the Chemistry building, which is why I chose \$9. I would also like to raise the prices on CEB lockers by \$3, just to match up with the increased prices in CAB. Thoughts?
 - i. Cian: I think that pricing both at the same price, maybe \$9, would make it a lot easier for us to administer as there was some confusion about that for us last year.
 - ii. Jessica: The CEB lockers are cheaper because they aren't accessible on the weekends.
 - iii. Siwei: We will have a different price for CCIS, so it should be fine. Since they aren't accessible on weekends, that's a feature that is missing.
 - iv. Brett: How much are CCIS lockers?
 - v. Jessica: \$15 per rental term.
 - vi. Mutual agreement for CAB lockers at \$9 and CEB lockers at \$8.

5. ***Motion** to approve no more than \$150 towards the purchase of six (6) stacking chairs for the purpose of seating COSSA members who table in the CCIS atrium. Siwei/Jessica.
 - a. Price estimate based off of this chair:
http://www.staples.ca/ENG/Catalog/cat_sku.asp?CatIds=75%2C78,81&webid=388991&affixedcode=WW
 - b. Cian: Only up to \$100 can be approved at an Executive meeting. The ISSS already owns 4 stacking chairs that we are not planning on using in our new office, to my knowledge. They are a very similar model, without padding as we felt padding is easily damaged by users.
 - c. Siwei: Want chairs for 3 or 4 tables in CCIS atrium. Want to buy 4 chairs.
 - d. **Motion** to amend the main motion to read "\$100 towards the purchase of 4 stacking chairs." Siwei/Jessica. Motion carried 5/0/0.
 - e. Stephen: Would you like to order them or shall I?
 - f. Siwei: Looking at chairs after the meeting.
 - g. Main motion carried as amended 5/0/0.
6. ***Volunteering for the Science Expo - September 24 - Do we want to participate?** Siwei
 - a. Training in August
 - b. Siwei: CCIS Grand Opening will be called the Science Expo. The FoS wants to know if we will be involved, and we will be trained. They are looking for 10 volunteers. Time commitment would be about 2 hours on the 24th.
 - c. Jessica: Definitely a good idea. Way to better relations with the faculty as we will be helping them out.
 - d. Cian: Good idea.
 - e. Siwei: Jodi and Wanda want a copy of today's meeting minutes. Should we send them out before they are approved?
 - f. Brett: Should we approve the minutes right after the meeting?
 - g. Siwei: Can we do this?
 - h. Cian: Yes, that should be fine.
7. ***Staff BBQ Volunteering Opportunity - August 17 - Do we want to participate?** Siwei
 - a. Siwei: The FoS needs volunteers for the staff BBQ. Expecting the entire faculty to come out.
 - b. Bringing this to Council.
8. ***SIPS Training - Do we want it?** Siwei
 - a. Jodi offered to book SIPS training. She wants to know if we would be interested in this.

- b. Brett: Yes.
9. *Video, Siwei
- a. Concept ideas?
 - b. Who will take the lead?
 - c. Siwei: Wanda didn't actually want a lip dub; she just wanted a video with information on CCIS.
 - d. Jessica: The video shown was not that entertaining.
 - e. Siwei: We should do something entertaining and informative. Lip dubs are too common.
 - f. Jessica: Let's make something creative.
 - g. Siwei: The video was just a suggestion.
 - h. Stephen: Can you clarify the purpose of the video?
 - i. Siwei: They want to market CCIS in a respectable way. They don't want the faculty bias to show through the video. They want students to be excited about it.
 - j. Brett: We should find out what is so special about CCIS.
 - k. Siwei: Jodi will be sending me an email about the features of CCIS. Who is in charge of the video?
 - l. Brett: I think I am in charge of the video.
 - m. Stephen: I thought it would be Siwei.
 - n. Brett: We should work on it together. Does the FoS want to see the video during the process of making it? Or just the final result?
 - o. Siwei: We are allowed to do whatever we want, within reason.
10. *Science Beer Gardens, Brett
- a. Brett: Would this be a good idea for this year?
 - b. Jessica: We should look into it.
 - c. Stephen: We should find out more about the event and talk to companies about it. Is the Beer Gardens your focus right now?
 - d. Brett: Not many ideas for event at the moment. I want to have a really big event, and maybe the Beer Gardens could be something we can do.
 - e. Jessica: I think we can do something else more worthwhile, especially because the U of A already does this.
 - f. Brett: Agreed.

6. Good and Welfare

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

7. Next Meeting

The next meeting of the Executive will be at 5:00 PM, June 17, 2011 in BS CW 410.

The chairperson of the next meeting will be Jessica Nguyen.

Minutes will be taken by Kim To.

8. Adjournment

Motion to adjourn the meeting at 6:23 PM. Cian/Brett. Motion carried 5/0/0.