

# The Interdepartmental Science Students' Society

Executive Meeting

Minutes

5:00 PM

June 17, 2011

BS CW 410

## Attendance

*Executives: Cian Hackett as President, Cian Hackett for Siwei Chen as VPC, Stephen Chin, Jessica Nguyen*

*Other: Kim To, Brittany Matenchuk, Siwei Chen, Jen Weekes (5:10pm)*

Chairperson: Cian Hackett

Minutes: Kim To

## 1. Call to order

Meeting called to order at 5:05pm.

## 2. Approval of minutes

**Motion** to approve the minutes of the last Executive meeting of June 3rd, 2011, as written. Jessica/Stephen. Motion carried 2/0/2.

## 3. Approval of agenda

**Motion** to approve the agenda below, as written. Jessica/Stephen. Motion carried 3/0/1.

## 4. Old Business

## 5. New Business

1. Cameron Library Lockers, Jessica
  - a. There are about 10 full sized lockers in Cameron basement that the ISSS is in charge of managing. I would like to price these lockers at \$15 per rental term. Thoughts?
  - b. Siwei: Are they comparable in size and location to CCIS?
  - c. Jessica: They are bigger than CCIS lockers and to some people they might be desirable.

- d. Cian: I think that they are desirable. They are open weekends so this might be a good reason to price them at \$15.
  - e. Stephen: Agrees with Cian.
2. Google Docs
- a. While Google Docs has served the ISSS in numerous ways in the past, there are a lot of old documents that still remain. Additionally, there is currently no organizational system and no procedures regarding the use of Google Docs. While this may not be a concern as of now, if the documents continue to accumulate, it will become a problem for future executives, councillors, and directors.
  - b. Stephen: I think that we should limit the use of Google Docs to meeting agendas, minutes, and associated documents discussed at the meetings. At the end of the meetings, associated documents will be removed from Google Docs and transferred to a location as decided upon today. All documents except for meeting agendas/minutes can be moved to hard drives, or else placed in Dropbox. Any suggestions would be welcome.
  - c. Jessica: I only put attachments on right now anyways.
  - d. Siwei: Can you clarify what you mean?
  - e. Stephen: In general for all ISSS accounts, I would like to set up guidelines on Google Docs usage and find a place for more permanent documents.
  - f. Brittany: Is it a problem? What do you mean by piling up?
  - g. Stephen: We currently have no organization system, and by piling up, I mean that over subsequent years of documents, more and more will appear in Google Docs.
  - h. Siwei: I don't see the point in deleting the documents; instead, we can put them into folders.
  - i. Cian: I suggest to delete the documents that are unused on Google Docs and save it into your personal folder
  - j. Stephen: Then it is decided that after a document is finalized, we move it from Google Docs to the Dropbox and delete it from Google Docs.
3. Locker Rental Signs, Jessica
- a. Jessica: Suggests putting a sign on top of the CCIS lockers.
  - b. Brittany: Are we allowed to put in posters in there?
  - c. Cian: We can get approval.
  - d. Jessica: I don't see a problem because they are informative and not advertisement.

- e. Siwei: If we cannot get approval, then we can put signs up in our office.
4. Discount Cards, Jessica
- a. How many should we order?
  - b. Stephen: How many did we give out last year?
  - c. Cian: We gave out just under 1000 at orientation
  - d. jessica: What other events did we give them out as well?
  - e. Cian: We gave them out at Outreach events.
  - f. Jessica: They are free, so how many should we order?
  - g. Siwei: We can always order more in the future if we don't have enough.
  - h. Jessica: Okay, we will order 3000 cards.
    - i. Where can the cards be distributed this year?
  - i. The design on the front of the card can be taken care of by the company that gives us the cards. What would we like to see on the front of the card?
  - j. Stephen: Our logo, name, website, and office information
  - k. Cian: Opposes a white coloured card – white gets dirty.
  - l. Siwei: When do you need the design by?
  - m. Jessica: Next Friday June 24, 2011
  - n. Should we give them away for free at Clubs Fair? Should we keep the \$5 price from last year?
  - o. Siwei: Yes, the \$5 price is reasonable.
  - p. Jessica: Agree, is \$5 okay?
  - q. Cian: I think that it's a reasonable price compared to other cards.
5. Faculty Association Time at Orientation 2011 Discussion, Cian
- a. The ISSS will have 50 to 80 minutes of time on September 6. What would we like to do with the time?
    - i. What impressions/feelings do we want students to leave with?
      1. Stephen: Should leave with the impression that the ISSS is open to them, we should also include what we offer and our services.
      2. Jessica: We should do something fun.
      3. Siwei: I think that they should feel supported.
      4. Brittany: Agree: let them know that we are here to help.
      5. Cian: We can get them excited about Science and do something fun that can bring everyone together and make them proud to be a science student!
    - ii. What information do we want to transfer to students?

1. Jessica: Services, events and important facts about the faculty such as office location and their advising service.
  2. Siwei: Let them know what other career options there are besides medicine, dentistry, and pharmacy.
  3. Jessica: We should talk about ways to get involved.
  4. Cian: Do we want to mention our semi-annual general meetings?
  5. Jessica: I think we should.
  6. Siwei: We should invite them to our events as well.
  7. Cian: I would like to find out how big the group will be. The biggest lecture hall we have can take up to 430 students. Should we have smaller sessions?
  8. Jessica: I think we should have at least 4 groups.
  9. Siwei: I think two should be fine. We only have a certain amount of time so we should just get the information out and do fun activities. I don't see the need for smaller groups.
  10. Jessica: I planned on doing locker rentals at that time.
  11. Siwei: tell them to bring their computers and have them register there. However is this manageable?
  12. Cian: This is something we can discuss later.
  13. Brittany: we could just talk about general locker rental information
  14. Siwei: We can also put all locker rental information online on our website.
6. \*Merchandise, Jessica
- a. Do you think it would be worthwhile to do merchandise, or should money be put elsewhere?
  - b. Brittany: Do we have to put money into it at all?
  - c. Siwei: I like the idea, don't put the year on it and we can sell them in later years as well. Good to show at orientation.
  - d. Cian: What would the purpose of selling merchandise be?
  - e. Siwei: I would hope for revenue and a way to build community.
  - f. Jessica: It's a cool way to get the ISSS known.
  - g. Stephen: I think it's a good idea.
  - h. Cian: It would be good to start with a limited number of items and see how they sell.

- i. Brittany: I suggest looking into different companies.
  - j. What were your thoughts on working with the U of A bookstore versus starting up merchandise by ourselves?
  - k. Stephen: Have other faculty associations worked with the bookstore? I don't see how we can work with them if all they sell are U of A clothing items.
  - l. Siwei: I don't think that it's a good idea.
7. **Motion** to excuse the absence of Dustin Chelen from today's meeting. Stephen/Cian.  
Motion carried 3/0/1.
- a. Stephen: Dustin is on vacation in Japan.
8. **Motion** to excuse the absence of Brett MacGillivray from today's meeting.  
Stephen/Cian. Motion carried 3/0/1.
- a. Stephen: Brett is currently at a golf tournament.

## 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 28th, 2011 in BS CW 410.

The chairperson of the next meeting will be Jessica Nguyen.

Minutes will be taken by Arun Thomas.

## 8. Adjournment

**Motion** to adjourn the meeting at 5:56 PM. Jessica/Cian. Motion carried 3/0/1.