

The Interdepartmental Science Students' Society

Executive Meeting

Minutes

5:00 PM

June 28th, 2011

BS CW 410

Attendance

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

Chairperson: Jessica Nguyen

Minutes: Stephen Chin

1. Call to order

Meeting called to order at 5:07pm.

2. Approval of minutes

Motion to approve the minutes of the last Executive meeting of June 17, 2011, as written. Cian/Brett. Motion carried 5/0/0.

3. Approval of agenda

Motion to approve the agenda below, as written. Cian/Brett. Motion carried 5/0/0.

4. Old Business

1. Orientation FA Time Discussion, Cian
 - a. I met with Tim and Emerson and briefly discussed the time with Shannon, details are as follows: The ISSS has a 45 minute block on the second day, September 6 at 11:00 a.m.; students will have gone through breakfast and the Faculty-session before then. We have the two big CCIS lecture theatres booked, which should fit everyone (800-1000), but we can request more/different space if needed.
 - i. Requests from Orientation: energetic, **interactive**, no sarcasm, introduce ourselves and major plans for the year, mention DAs, mention volunteer opportunities

- ii. We've brainstormed a list of information already. How can we deliver the information in an interactive way?
- iii. Siwei: We can ask people to raise their hands for easy questions. We can also throw swag. Further, we can ask questions on slides. At the beginning, we can ask people what they expect from their FA.
- iv. Jessica: We can do a short skit, or a video. We can also teach them the rap.
- v. Brett: I think a skit would be good. Anything with interaction is also good.
- vi. Cian: Anything that emphasizes community and diversity and figure out why people enjoy science. Maybe if we get people to stand up instead of raising their hands, that would be more interactive. Another idea is to use texting.
- vii. Siwei: A massive tweet or opening up twitter to everyone at that time would work.
- viii. What kind of other activities can we do?
- ix. Siwei: Jeopardy.
- x. Brett: A game show style presentation?
- xi. Cian will prepare a document.

5. New Business

1. foursquare, Jessica
 - a. Wanda mentioned the use of foursquare to advertise the ISSS's locker rentals. The U of A's foursquare page (<https://foursquare.com/ualberta>) has just over 5000 people following it. As this is an easy way to spread the word, I would like to hear from everyone what other ISSS-related things you would like to see included.
 - i. Things included should have a location, so for example, you wouldn't be able to just advertise our website. We can also add a picture.
 - ii. CAB/CCIS/Cameron/CEB lockers and the new ISSS office can be included.
 - iii. Siwei: DA or PA offices?
 - iv. Brett: How far in advance must you be notified if I wanted an event location sent out?
 - v. Jessica: Just send me an email
2. iClickers, Jessica

- a. I would like to include an iClicker service in conjunction with the UBS. I see two ways of going about this, and I would like your thoughts on each situation, and which one you would be in favour of.
 - i. Consignment - Exactly like the UBS, but instead of books, we can take in iClickers from students, have them put a price on their iClicker, and we can make a certain amount of commission off each iClicker sold.
 - ii. Rentals - The ISSS would rent out iClickers, which would be property of the ISSS. We would also include a deposit fee.
 - iii. Siwei: Depends on how much work you would like to put into this service. Personally, I think renting would be the better option
 - iv. Jessica: What if students do not return their rentals?
 - v. Brett: I think the deposit should cover this issue.
 - vi. Jessica: How do we obtain iClickers in the first place to rent them out?
 - vii. Siwei: We should buy them from both the students and from the store. If we run out of iClickers, we can buy from the store.
 - viii. Cian: I'm not sure we have the funds to make such a large purchase of iClickers.
 - ix. Stephen: I'm not sure how many iClickers you would like to start out with.
 - x. Jessica: I think consignment will help us determine how popular the service will be, and then we can rent out iClickers at a later point.
 - xi. Siwei: Can we ask the bookstore how many they sell a year so we can tell if this is worth it?
 - xii. Cian: It depends on what kind of investment we want to make.
 - xiii. Brett: We should go the less risky way.
 - xiv. Jessica: Sounds good.
3. Cell phone numbers in email signatures, Stephen
 - a. Just wanted to know what everyone thought about including cell phone numbers in email signatures. Siwei has added hers after the office number. Should this be an option that ISSS executives, council and directors can implement into their signatures?
 - b. Siwei: Depends on how comfortable the executive is with giving out their cellphone number. If they don't need it in their signature, it should not be mandatory. It helps with people with smartphones. Ultimately, it depends on the person and the portfolio.
 - c. Brett: I'm not comfortable with having my cellphone number displayed.
 - d. Jessica: Agree with Brett.

- e. Cian: Agree with Jessica.
 - f. Jessica: I think we should put “University of Alberta” in our signature, for external contacts.
 - g. Siwei: Agreed.
4. Used Book Sale, Jessica
- a. Last year, the UBS was held on the Cameron-CAB pedway. This year, with our new office, this eliminates the trouble of having to transport the books from Cameron basement to the pedway. Although at first, it seems like a good idea to have a centralized location to hold the UBS, many people likely found out about the UBS because they were passing through the pedway. With that said, what are everyone’s thoughts on having the UBS in two locations (our new office, and the Cameron-CAB pedway)? Would it be better to have the UBS just in the office, or just on the pedway?
 - b. Brett: Will that mean more volunteers?
 - c. Jessica: Yes.
 - d. Siwei: I think we should at least have it on the pedway. CCIS is too remote to be effective. The pedway is more central. I don’t think we should have two locations.
 - e. Brett: I think it would be easier with only one location.
 - f. Jessica: Having the UBS in CCIS would help highlight our new office.
 - g. Cian: I think the UBS will be harder this year. The logistics with having two locations would be difficult.
 - h. Jessica: We could have a spreadsheet with all the books on it.
 - i. Siwei: The separation of textbooks may cause problems.
 - j. Jessica: I think it’s possible.
 - k. Siwei: I can’t guarantee volunteers as well.
 - l. A general consensus: If it’s one location: Pedway.
 - i. Cian: For the office, we would be able to reach books easily, showcase our new office, it’s also a lot easier to track cash flow.
5. **Motion** to approve no more than \$20 towards the purchase of lunch to thank Ivan for his contributions to the ISSS and the Faculty of Science. Jessica/Siwei. Motion carried 3/0/2.
- a. Stephen: Can we include Ivan in a general volunteer appreciation instead?
 - b. Cian: Did we ask Ivan to help us?
 - c. Jessica: Yes, I did.
 - d. Siwei: I’d like to have a periodic table of ISSS members worth mentioning in our office.

6. Student-Dean Interaction Discussion, Cian
 - a. The Faculty has asked us for ideas for opportunities for Dean Taylor to have meaningful interactions with students. What ideas do we have?
 - b. Jessica: Find a way for students to come to the ISSS and then the ISSS conveys those to the Dean.
 - c. Brett: I would like to invite the Dean to our events.
 - d. Siwei: Would he be interested in classroom talks with the ISSS this year? Study wizards? Maybe have the Dean hand out coffee during study periods. As well, we could invite him to our SAGMs, as this is where we ask for student input.
7. **Motion** to approve no more than \$25 towards the purchase of a trifold display. Siwei/Cian. Motion carried 4/0/0.
 - a. http://www.staples.ca/ENG/Catalog/cat_sku.asp?webid=922528&CatIds=&AffixCode=WW&=&=&=
 - b. Cian: We had to dispose of last years trifold because the paint warped the cardboard. The trifold would be used for many events and would be used to inform students of our services.
8. Orientation BBQ, Brett
 - a. After the email discussion, I wanted to discuss it in person and maybe be more efficient, because this is obviously a much deeper topic than I anticipated. I am leaning towards boiling off-site and storing in chafing plates similar to last year, due primarily to the speed of getting the hot dogs to the students. What does everyone think?
 - b. Siwei: I still think boiling and then barbecuing will be the better option, but I will leave it up to Brett to decide.
 - c. Stephen: I think we should barbecue on site.
 - d. Brett: Why?
 - e. Jessica: It would look better if we had a barbecue, however, in terms of logistics, it would be better to boil and then put on chafing plates.
 - f. Brett: What are the requirements if we were to barbecue outside?
 - g. Cian: Fire extinguisher and permits.
 - h. Brett: What happens if it rains? Maybe open up space in CCIS or use a tarp?
9. *Locker Rentals Stamp, Jessica
 - a. We're looking to abolish the use of paper contracts. Instead, we would like to have the contract online, and available to students in the process of reserving a locker. When students come to pay for their reserved lockers, we would

then give them the receipt, with a post-it attached that will indicate locker number, location, expiry date, and rental terms, along with an ISSS authorized signature. In order to make the process more efficient, as well as have volunteers remember this step, we would like to have a custom stamp made that has all the necessary fields for volunteers to fill out. Thoughts?

- i. They have custom stamps at Staples for around \$30. We would be looking at purchasing one.
- b. Cian: I think it is a good idea.
- c. Siwei: I don't see why we need a stamp, exactly. Why?
- d. Jessica: The stamp would be a good replacement to the contract to give out information.
- e. Siwei: Where would you stamp it?
- f. Jessica: On the back of the receipt. The main function of the stamp would help the renters remember the information.
- g. Cian: I think stamps would be a good investment to help students remember.
- h. Brett: Agreed.
- i. Siwei: Put our logo on it?
- j. Jessica: Possible, if it doesn't cost too [much](#)
- k. Jessica: We will purchase stamps.
 - i. **Motion** to approve an expense not to exceed \$40 for the purchase of a stamp for locker rentals. Cian/Siwei. Motion carried 5/0/0.

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, July 15th, 2011 in BS CW 410.

The chairperson of the next meeting will be Cian Hackett.

Minutes will be taken by Brittany Matenchuk.

8. Adjournment

Motion to adjourn the meeting at 6:04pm. Cian/Brett. Motion carried 5/0/0.