

# The Interdepartmental Science Students' Society

Executive Meeting

Minutes

5:00 PM

July 15th, 2011

BS CW 410

## Attendance

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

*Other: Brittany Matenchuk*

Chairperson: Cian Hackett

Minutes: Brittany Matenchuk

## 1. Call to order

Meeting called to order at 5:07 PM.

## 2. Approval of minutes

**Motion** to approve the minutes of the last Executive meeting of June 28th, as written. Siwei/ Brett. Carried 5/0/1.

## 3. Approval of agenda

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

## 4. Old Business

1. Faculty Association Orientation Discussion, Cian
  - a. The goal of this discussion is to draft a plan for our 45 minutes based on the previous discussions we have had.
    - i. Cian: Should we offer services?
    - ii. Brett: No, because it may be rushed and unprofessional.
    - iii. Dustin: Yes, we should be helpful to students. Lots of time to plan.
    - iv. Siwei: We could compromise. Walk people through process on website, could not work physically with a booth/ table.
    - v. Jessica: Let's give information to OL's about services, direct students to ISSS office, etc.

- vi. Dustin: We have a much larger supply of resources and services this year, and I think we need more than traditional advertising methods to properly advertise these.
  - vii. Jessica: If the line-up is too long people will leave.
  - viii. Siwei: we do have all day.
  - ix. Brett: Make the line at ISSS office.
  - x. Siwei: why don't we offer to do sign ups on line(using clipboard sign-up sheets), and allow people to come in within 48 hour period.
  - xi. Jessica: We can't have them agree to the contract then.
  - xii. Dustin: Ditto. Give them the impression that this is how FA's run their orientation.
  - xiii. Stephen: We should sell lockers all day, this will help decrease the line. CCIS is very large so the lockers will not be overlooked, I think this will help us make sales regardless of having a table at orientation.
  - xiv. Cian: we could reserve lockers for each orientation participant and give them a time frame to book the locker during.
  - xv. General feeling of executive is yes, a table to sell lockers should be present at orientation.
- b. Should we do the rap/ something active at the beginning of the talk?
- i. Siwei: yes, and throw candy?
  - ii. Dustin: That's what faculty does.
  - iii. Brett: Make it like a story which showcases ISSS services.
  - iv. Jessica: Maybe make the story into a video?
  - v. Siwei: No, videos are a lot of work for not much benefit.
  - vi. Dustin: Videos are not as interactive. Orientation offers a lot of information to students and we should make our presentation fun and involved.
  - vii. Stephen: Let's not give them too much information.
  - viii. Siwei: Does not have to be a presentation
  - ix. Jessica: I don't think groups are structured enough. we should seem a little bit professional.
  - x. Brett: We could control groups from the front.
  - xi. Dustin: there are simply too many people present to make this idea work. I don't see why this needs to be a competition. is there a more collaborative way to do this?
  - xii. Jessica: I don't think the handbook can be utilized as a good resource for information for students.

- xiii. Dustin: Fun trivia? Ask fun questions, all individual.
- xiv. Jessica: Some first year students will not participate.
- xv. Siwei: Will students care enough to answer? Be motivated? How do we deal with this?
- xvi. Dustin: We could offer multiple choice with students standing as a group to voice their answer.
- xvii. Cian: People planted in the stands with capes in their backpacks.
- xviii. Stephen: will we use the projectors/ screens?
- xix. Cian: yes.
- xx. Jessica: What else are we doing?
- xxi. Siwei: have questions every two slides, possibly?
- xxii. Stephen: I like Brett's idea of using a story, integrated with asking questions. Make student interaction move the story forward.
- xxiii. Dustin: Choose your own Adventure style, with a path created for all possible options?
- xxiv. The executive agrees.

## 5. New Business

1. Events Calendar Discussion
  - a. There are currently three options for putting up an events calendar on the website
    - i. Wordpress Integration
    - ii. Google Calendar
    - iii. Facebook/Twitter feeds
  - b. Taking into consideration the pros and cons of each option, what option is the best?
    - i. Cian: Whatever works best for Stephen.
    - ii. Dustin: Google calendar. Easiest to access for us and students. Can ask Faculty to display our Google calendar on their Google calendar.
    - iii. Siwei: Ditto to Dustin.
    - iv. Google Calendar was decided upon.
2. Communication with the Faculty of Science Discussion, Cian
  - a. How can we coordinate our communication with the Faculty of Science while respecting the needs of both organizations?
    - i. Dustin: I think we should have a Director who okays all emails before they are sent to faculty.

- ii. Siwei: I think this would slow down the process. Instead we could forward all emails to all executives.
- iii. Dustin: Privacy issue, and time consuming.
- iv. Cian: I think we should send summaries of emails.
- v. Stephen: general reports of emails would work well. or forward entire thread if necessary.
- vi. Siwei: How often should we do this?
- vii. Jessica: use discretion.
- viii. Dustin: I don't think this works well for us. I'm not sure how the general reporting on emails will help with interpersonal relationships and mutual respect. I would like to have someone who looks over emails with an unbiased view before they are sent.
- ix. Siwei: I would rather give point form information to a director who can compile it in an email which will be sent by said director. I still don't like the idea of a middleman.
- x. Dustin: but you still need to build interpersonal relationships.
- xi. Cian: is this necessary?
- xii. Stephen: will we be meeting face to face with the Faculty? I think this would be valuable for many reasons.
- xiii. Cian: We do not have a coherent view of how we would like to work with the Faculty.
- xiv. Brett: Don't like third party idea. Would rather meet with Faculty on monthly basis.
- xv. Dustin: how to work with the Faculty is a constantly re-occurring theme.
- xvi. Siwei: maybe we should talk to SGA.
- xvii. Dustin: I would like to invite Amanda to a meeting or ISSS retreat.
- xviii. Brett: Council should be involved.
- xix. Siwei: Councilors need a summary.
- xx. Jessica: Perhaps make it an option for councillors
- xxi. Dustin: I do not think this is pertinent to councillors.
- xxii. Cian: Let's try to invite Amanda to a meeting.
- xxiii. Dustin: I will do this.

3. Graduation Photos, Jessica
  - a. Consolidating Graduation Photos

- i. UACS would like to look into having their students take graduation photos through the ISSS, and would like to receive all the profits from their students. Images of Distinction is able to keep track of what departments students are coming from. Is the ISSS interested in doing this?
  1. Siwei: COSSA?
  2. Dustin: Find a way to make this work without loss of profit.
  3. Jessica: Improve relations with COSSA members.
  4. Cian: We will not lose computer science students' business because currently they do not use our services.
  5. Siwei: make a number requirement so that only larger SA's can do photos through ISSS.
  6. Stephen: We would benefit from a good relationship with UACS.
  7. Jessica: I think we should say no this year.
- b. Contract
  - i. The contract with Images of Distinction is *attached*.
  - ii. I'd like to discuss the option of signing a contract with Images of Distinction for more than one year. Depending on the length of our agreement with them, we can receive a certain percentage of the sales that go towards supporting the ISSS's operations. I would like to come to a decision on the length of time we should agree to by the end of this discussion.
    1. Cian: because we have one year terms this would be difficult because it would impose a contract on the executives who are elected in future years.
    2. Dustin: Because we have a good working relationship with Images with Distinction I am not opposed with organizations signing contracts with businesses.
    3. Siwei: Perhaps we could draw a cut off for number of years which contract can be signed as the number of years a relationship with said business has existed.
    4. Jessica: Why can't we draw up longer contracts?
    5. Stephen: We may find better deals in the future.
    6. Cian: other FA's have signed contracts with Images with Distinction. Should we talk to them about the lengths of their contracts?

7. Dustin: Notify COFA. We have had a bad experience with contracts.
  8. Jessica: but no bad experiences with this company.
  9. Siwei: Negotiation? Research should be done.
  10. Dustin: will contact COFA members.
  11. Jessica: What length do we want?
  12. Siwei: Best option financially.
4. Discount Cards Designs, Siwei
    - a. Which two do we like?
      - i. General consensus: First and last options.
  5. PowerPoint Template, Siwei
    - a. Do you like it? Any adjustments?
      - i. General Consensus: little circles, gradient, no border, one dark curve.
  6. PRT Funding, Siwei
    - a. Rebecca wants to be able to fund raise and spend money for the PRT. Is there a method of approval for spending that we can establish?
      - i. Cian: A proposal.
      - ii. Brett: why not approve money in council for periods of time.
      - iii. Cian: Rebecca wants to be able to raise her own money for PRT, and be able to use it.
      - iv. Dustin: I don't like it. We are a collaborative group for a reason. All aspects of ISSS share funds.
      - v. General feeling is that Rebecca can fund raise but money will not be saved specifically for PRT.
  7. Discount Card Pricing, Jessica
    - a. As you are all aware, the ISSS will be providing students with two different discount cards this year. Besides giving them away for free at Clubs Fair, we had previously decided that we would like to sell the cards. What should the price(s) be? Should we sell them in a bundle, or individually?
      - i. Dustin: Where are they for?
      - ii. Jessica: Hudson's and Oilcity.
      - iii. General feeling is \$5 for two, only being sold as a bundle.
      - iv. Stephen: we should charge more.
      - v. Dustin: 2 for \$4 because other Student groups are offering for less.
      - vi. Siwei: 2 for \$7. It's reasonable.
      - vii. Jess: \$5.
      - viii. Stephen: Free at orientation. Sell after for \$7.

- ix. Siwei: Ditto.
  - x. Cian: As long as they are the cheapest card.
  - xi. Jessica: Free at orientation, sell for \$5.
  - xii. Brett: Ditto.
  - xiii. Dustin: Should only be free for science students. Sell at clubs fair to other students.
  - xiv. Cian: It is a motive for students to go to Clubs Fair.
8. Google Calendar Settings, Stephen
- a. Sharing Google Calendar events is quite different from sharing Google Documents, but presents the same challenges with security and privacy. Currently, there is full sharing between ISSS members, and only minimal sharing with external members. Do we want to change the settings to allow full access for everyone?
    - i. Siwei: May have to share if we put on website, and if COSSA is invited to the calendar. As well as Rebecca.
    - ii. Cian: So no one can share their personal Google calendars?
    - iii. Executive agrees that all executives may share their calendar with individuals if they deem it necessary.
9. Grad Photos Set-Up Location, Jessica
- a. Last year, Images of Distinction set up their equipment in the open area where the Biological Sciences building and CCIS connect. This location was not favoured by the faculty, and I was wondering if anyone had ideas on where we could hold the graduation photos sittings this year? I plan on asking for the faculty's suggestions as well, but I would like to know our preferences before doing so.
    - i. Cian: Same place. It is convenient for everyone.
    - ii. Brett: Where else would Wanda like us to go?
    - iii. Dustin: we are allowed to rent out that space.
    - iv. Siwei: the Faculty does not want us to rent that space to non-science groups.
10. Bearsden, Stephen
- a. What do we want to use Bearsden for? The way I see it, Bearsden is solely used for recruiting members, advertise events and as a way to "share your interests" with the rest of the University community. However, we are already using Facebook and Twitter to achieve the same things. Do we want to put in a lot of effort into maintaining this tool?

- i. Jessica: what we put on Facebook or the website should go onto BearsDen.
  - ii. Dustin: That is a large amount of internet to post on and keep track of. We should only use it for volunteer management.
  - iii. Siwei: Do both. We have directors for that. Put Kim and Director of Volunteers in charge of Bearsden.
  - iv. Dustin: Agreed.
- 11. \*ISSS/CAPS Career Conference, Jessica
  - a. At my meeting with Amy Roy-Gratton, Events Coordinator from CAPS, I brought up the idea of incorporating the many sessions that were planned last year (Resource Fair, Government and Careers, Industry, Career Forums, and Careers in Academia) into a single larger event, perhaps a conference, in order to provide students with a more unified and worthwhile experience. This is compared to last year's approach, of having one event per week, for one month. Amy is currently looking into whether or not this is something that CAPS would be interested in. She mentioned the idea of incorporating a conference of this type into a Science Week (and having other CAPS sessions on the days that the conference would not be held). I am currently looking into the feasibility of sponsorship from the faculty, as they have sponsored CAPS events in the past.
    - i. I would like to hear everyone's ideas on how an event of this type could be structured. Should it be incorporated into a Science Week? Will we be doing a Science Week? Would it be better as a stand-alone, one day event?
      1. Siwei: a conference would be a lot of hours, would it not?
      2. Jessica: this would consolidate the event.
      3. Dustin: Like the idea of making it shorter, perhaps short seminars, not a conference. 30 15 min sessions spread out over the year.
      4. Cian: a problem with a large event is attendance.
      5. Siwei: spreads out the work.
      6. Dustin: idea from last year, lunch talks to learn things about science. Need central location and regular timing.
    - ii. Some things to include in the conference would be keynote speakers, breakout sessions, food and drink, and a CAPS fair. What other ideas can we think of?
- 12. \*Locks on Lockers, Jessica

- a. It was suggested in the past, as well as just this week by Campus Protective Services for the ISSS to provide students with high security locks for their lockers, for a few reasons. This would serve to reduce the number of thefts, and the ISSS would avoid cutting locks, or calling Campus Protective Services to handle the locks that our lock cutter cannot manage. However, in terms of liability, and the average cost of \$10 for a high security lock, and 1000 lockers, this idea is clearly not feasible for the ISSS. What else can the ISSS do regarding this situation?
  - i. Cian: how many locks have we needed assistance cutting?
  - ii. Jessica: very few.
  - iii. Siwei: can we buy what CPS uses to cut locks?
  - iv. Jessica: unsure.
  - v. Siwei: regulate what kind of locks students can use.
  - vi. Stephen: contact locker owners. Or is this a problem?
  - vii. Brett: I don't think buying locks will solve our problems. Should we buy locks to put on unrented lockers?
  - viii. Dustin: could we commit to looking into buying locks at the end of the year?
  - ix. The Executive agrees.
  - x. **Motion** to table the discussion until March 1, 2012. Dustin/ Cian.  
Carried 6/0/0.
13. \*Orientation BBQ Proposal, Brett
  - a. I apologize for the roughness of it; it took me a lot longer than I thought it was going to put it together.
    - i. Will be discussed over email.
14. \*Handling money in 2011-2012, Stephen
  - a. Last year there were problems dealing with a large flow of cash, especially at the UBS. It is anticipated that an even greater amount of money will be handled in 2011-2012, not only for the UBS, but also for locker rentals and discount card sales, thus raising logistics and security issues.
  - b. Who do we want handling the float, signing receipts, and counting the float during events and office hours?
    - i. Jessica: Handling float/signing receipts should be exec, councillors, and directors. Counting float should be just exec and councillors.
    - ii. Dustin: Allow PRT and Programming committee to handle money.
    - iii. Cian: float count should be executed by 2 people.
    - iv. Dustin: do we want others handling money?

- v. Brett: Exec or councillors will be present, hopefully they can watch that.
- vi. General agreement is that executives, councillors, and directors can handle money.
- c. How can we improve the way we handle money at events or for services such as locker rentals? Would a cash register be something that the ISSS can purchase? How about a dropbox? What are some problems associated with having a cash register or a dropbox?
  - i. Dustin: Buy a cash register. Approx. \$250. Prints out receipts, will keep track of who is handling money.
  - ii. Stephen: A dropbox could be stolen.
  - iii. Cian: No.
  - iv. Dustin: Have a cash register but use float boxes when outside the office.
  - v. Stephen: Who else has a cash register?
  - vi. Dustin: ESA, BSA.
  - vii. Cian: Last year we let all volunteers handle money because of the situation. It wasn't an issue.
  - viii. Dustin: Would we like to buy a cash register before the used book sale?
  - ix. Stephen: Would like to see more research on the topic. Will look into it.
- 15. \*Clubs Fair
  - a. Clubs fair applications are due August 18, 2011.
  - b. Will be held in the Butterdome from 9:00-5:00pm on Sept 5, 6 and then in Quad 9:00-4:00pm on Sept 7, 8 and 9. A total of 5 days.
  - c. How many days would we like to be at Clubs Fair?
    - i. Cian: It is the responsibility of Siwei to bring this to the appropriate body.
  - d. Stephen: Whose portfolio is Clubs Fair under?
    - i. Cian: Community.

## **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 29th, 2011 in BS CW 410.

The chairperson of the next meeting will be Dustin Chelen.  
Minutes will be taken by Jennifer Weekes.

### **8. Adjournment**

**Motion** to adjourn the meeting at 7:23PM.Dustin/Brett. Carried 5/0/1.



## Images of Distinction

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June 29, 2011

Jessica Nguyen  
ISSS Vice President  
Interdepartmental Science Students' Society  
University of Alberta

Dear Jessica,

Just touching bases again, regarding scheduling of grad photo dates and logistics for the upcoming year.

Since dates used in previous years are often a useful guide when scheduling for the current academic year, please have a look at your academic calendar and give us a heads up as to your date preferences for this year's grad photos. (*We have last year's dates on our records, which we can use as a template for this year, if it works for you.*) We will then set up the online schedule as before, and prepare posters for you to help everything go as smoothly as in previous years.

Since last year we have made a number of changes to our contract as we continue to improve in our products and services that we offer to student associations. For organizations and associations that we have had the privilege of doing business with for multiple years we are now offering a great opportunity for multi-year contract. We are also excited about the launch of our NEW "Giving Back Campaign"! This campaign is above and beyond our regular fundraising program which encompasses a contribution of \$20 from the sitting fees to student association or grad council as well as an additional \$20 unconditional discount for all students on their grad photo orders.

For all contracts signed for 2 years or more, as part of "Giving Back Campaign" we would like to offer an additional Fundraiser program. The program offers part of the sales from that Faculty, School, College or University to go back to the student body to support their programs and initiatives. This is our way of Giving Back to the Students and Organizations.

Further details are briefly summarized below as well as attached in the formal contract:

*2 year contract - 2% of annual sales from student orders placed between  
September - June (inclusive)*

*3 year contract - 5% of annual sales from student orders placed between  
September - June (inclusive)*

*4 year contract - 8% of annual sales from student orders placed between  
September - June (inclusive)*

*5 year contract - 11% of annual sales from student orders placed between  
September - June (inclusive)*

*Please note these promotions are only available to Student Associations that we have had long history dealing with and such are considered proprietary business information that we request be not shared with any other business or service provider. We thank you for your understanding and cooperation.*



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If you should have any questions or would like to discuss this with us in person, please do not hesitate to contact me personally.

We look forward to working with you in making Grad Photos a great success !

Sincerely yours,

Yaroslav Petriv

Images of Distinction Photography



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THIS AGREEMENT entered into at the City of Edmonton in the Province of Alberta this 29 day of June, 2011.

BETWEEN:

IMAGES OF DISTINCTION INC.

(THE "Photography Studio")

- and -

Interdepartmental Science Students' Society

University of Alberta

WHEREAS:

The Photography Studio is engaged in the business of providing professional photography and imaging services and products to business enterprises, organizations, groups and or clubs in Canada;

Interdepartmental Science Students' Society is an organization which desires to avail itself of the services of Images of Distinction and the Photography Studio desires to enter into this agreement with Interdepartmental Science Students' Society;

IN CONSIDERATION of the mutual promises and agreements contained in this Agreement and other good and valuable consideration, the parties agree as follows:

### MANPOWER

Images of Distinction Inc. agrees to provide the services of such person(s) as required to fulfill the agreement hereto and specifically made part of this Agreement, who by education, training and experience is/are skilled in the provision of the services required.

### CHARACTER AND EXTENT OF SERVICES

Images of Distinction Inc., as well as its employees and/or contractors shall act in a professional capacity as an independent contractor for all purposes in all situations, until termination of this Agreement.

(b) Agreement is Valid for A) 1 Year B) 2 Year C) 3 Year D) 5 Year  
*Please circle one*



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*5 year contract - 11% of annual sales from student orders placed between September - June (inclusive)*

Interdepartmental Science Students' Society will promote the services of the Photography Studio to our constituency. In return, the Photography Studio will a) provide its photography service on campus and make it available to all students and b) pay the \_ Interdepartmental Science Students' Society\_ in the format as specified above.

Images of Distinction shall perform the exclusive grad photography services as outlined in this agreement.

Images of Distinction Inc. shall perform the activities required pursuant to this Agreement in accordance with the highest standards of its profession.

### FEES AND DISBURSEMENTS

In consideration of the performance of the services by Images of Distinction Inc. as hereinafter provided, \_ Interdepartmental Science Students' Society\_ agrees to pay the Photography Studio as follows:

#### a. Fees:

There are NO direct fees involved that are due to Images of Distinction Inc. for providing these services. The fees are based on individual orders / and or sitting fees.

#### b. Expenses

All expenses of the project are covered by Images of Distinction Inc. that include things such as Sign Up Sheets, Posters, Promotional media, order forms and other.

#### c. Disbursements

Images of Distinction will pay \$20 for every student photographed under this agreement during academic year. Payments will be issues after the Fall Term and Winter Term in a form of a cheque or wire transfer.

Images of Distinction Inc. shall be responsible for any other expenses not covered in 4(b) above incurred in the performance of this Agreement except as otherwise agreed to in writing prior to such expenses being incurred.

### BILLINGS AND PAYMENT

All Billing and Payments will be processed directly from individual students, and based strictly on individual orders and fees.



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### NOTICES

Any notice to be provided hereunder shall be given in writing and personally delivered by courier, registered mail or electronic facsimile addressed to the recipient thereof as follows:

Attention: Yaroslav Petriv

Images of Distinction Photography Inc.  
#135, 10309 – 107 St,  
Edmonton, AB, T5J 1K3

IN WITNESS WHEREOF, the parties hereto have accepted and executed this Agreement this 29 day of June, 2011.

IMAGES OF DISTINCTION INC.

Interdepartmental Science Students' Society

Per: \_\_\_\_\_ Yaroslav Petriv \_\_\_\_\_

Per: \_\_\_ Jessica Nguyen - ISSS Vice President \_\_\_