The Interdepartmental Science Students' Society

Executive Meeting
Minutes
5:00 PM
July 29th, 2011
BS CW 410

Attendance

Executives: Siwei Chen, Stephen Chin, Brett MacGillivary (leaving 6:30 PM), Cian Hackett, Dustin Chelen, Jessica Nguyen
Other: Jennifer Weekes

Chairperson: Dustin Chelen
Minutes: Jennifer Weekes

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 July 15, 2011, as written. Brett/Siwei. Carried 6/0/0.

Note: Add Cian to attendance list on minutes of July 15 exec meeting.

3. Approval of agenda

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

4. Old Business

1. Strategic Planning Goal Tracker Discussion, Cian
    a. How can we proceed with this, and with whom should it be shared?
    b. Cian: We should use the document to track progress of the strategic plan internally. It will be shared with council.

    c.   Siwei: It should be shared with council, but the plan should not be shared with the public.

    d.   Dustin: How do we manage things that are the responsibility of the entire executive?

    e.   Siwei: Include it as everyone on strategic plan.

5. New Business

1. Elections Discussion, Cian
   a. What will be the role of the Executive in the September By-Elections (see timeline attached), in marketing, the campaign workshop and elections forum?
      i. Jessica: We should help the ISSSER with the workshop, but it is her job to meet with candidates.
      ii. Siwei: We can help with marketing, give her ideas.
      iii. Stephen: Standard stuff (newsletter, website). The ISSER should do workshop.
      iv. Cian: The ISSSER can direct as if she needs help with marketing or the forum, but it's her responsibility to direct it.
      v. Siwei: What about content of the workshop? Will she need help with this?
      vi. Cian: Depends on what the ISSSER is comfortable with. Might get someone from SU to talk about campaigning.
2. Motion to schedule the date and time of the September SAGM as Monday, September 26 at 5:00 PM. Cian/Jessica. Carried 6/0/0.
3. 2011-2012 Operating Budget Discussion, Stephen
   a. Dustin: What kind of input would you like?
   b. Stephen: Your approval on all values. Make sure ISSS can sustain these expenses.
   c. Jessica: How do we deal with estimates (eg. Locker rentals) where we do not know what the revenue will be?
   d. Cian: The budget is our best estimate.
   e. Siwei: Updated values of volunteer appreciation ($678.70) and meeting food ($1050).

f.   Brett: Updated values for programming ($2000).
g.   Siwei: Updated granting to $6000 from $5000.
h.   Cian: Why is there an expense for locker rentals?
i.   Jessica: It's for CAB lockers. We have to pay the Math department.
j.   Siwei: What is cellphone ($900) under advocacy?
k.   Dustin: It's for a 12 month contract for a smart phone for students to contact us and for course ratings. This is entirely dependant on sponsorship. I will come up with a revised amount.
l.   Siwei: A smartphone is unnecessary. Should we spend that much sponsorship money on a cell phone?
m.   Dustin: To clarify, this is for a sponsorship with a cell phone company that will provide the phone.
n.   Cian: Should we budget for transition? For food, equipment, bookings.
o.   Jessica: It depends on what the plans are for transition. Wait until we have a plan.
p.   Siwei: Yes as long as it is justified with the goals of team building.
q.   Jessica: What are chopsticks?
r.   Dustin: Advertising for MSGs.
s.   Stephen: Concerned about Siwei's amended budget.
t.   Siwei: T-shirts will be $10/shirt, estimated 100 volunteers. For food I doubled the amount of COSSA food from last year and accounted for two semesters. Three granting rounds for COSSA at $2000 each based on estimated locker revenue. Volunteer appreciation is for photographs and frames for the periodic table in the office ($170.10). Frames are $508.60.
u.   Dustin: $200 is not enough for furniture and signage. Update to $800 to maintain professional signage.
v.   Siwei: Can we look at what we get from the faculty, determine what we need to buy, and get more accurate estimates? How can we justify $800?
w.   Dustin: Needs to be researched further. Will continue research/discussion via email.
x.   Dustin: Concerned about the amount for T-shirts. We should do something that is accessible to everyone, not just volunteers. Volunteers could pay for part of it, or we could sell some to offset the cost.

y. Siwei: I haven't included on if volunteers will pay for it, but they can pay for them at a discounted price and we can sell them to everyone else at a higher cost.

z. Cian: We need sustainable expenses. A lot of things are not reusable. We need to focus more on these expenses for economic sustainability. For example, buying something instead of renting.

aa. Stephen: What is the $900 expense under Anti-burnout?

bb. Dustin: It's a stress relief event. We are currently looking for sponsorship, but there will be a cost. We may need to rent a punching bag, and we are also getting donations. This expense is a backup fund.

cc. Siwei: Can a list be made of these expenses?

dd. Dustin: The event is in 7-8 months. I can't give a more accurate estimate at this time.

ee. Siwei: A Xerox printer is $800. The cost of toner needs to be researched.

ff. Dustin: We are already spending $1000 on printing.

gg. Stephen will amend the budget and bring it to council. Everyone else will review the budget for sustainability amendments.

4. Executive Communications Discussion, Stephen

  a. Blog
  This will be an internal blog to explain projects and evaluate them, and what needs to be done with current projects.

      i. How often?
          1. Once a week with a deadline
          2. Whenever we have something to report
      ii. Word limit?
          1. 200 words
          2. 100 words
          3. Should we set a word limit?
      iii. Content?
          1. Report on activities
          2. "Inner-thoughts"
      iv. Expand to include councillors?
          1. Yes/No.

b. Siwei: Can it be treated like a real blog, and update as necessary instead of once a week?
c. Stephen: Yes, but consider that this will be used for transition.
d. Cian: An internal blog would be useful.
e. Brett: I don't like the once a week requirement because some weeks have nothing and other weeks are busy. If there is something important or any problems, put it on the blog.
f. Cian: This should be open to council. No word limit. Update at least once a month or more if necessary.
g. Jessica: No deadline, no restriction on word limit, should be open on council.
h. Siwei: Will council update this or just read it?
i. Stephen: Yes if they have something to write.
j. Brett: They shouldn't be required to, but they have the option to.
k. Stephen will move forward with creating the blog to have no restriction on word limit, at least once every month, include activities and thoughts, and should be offered to council.

5. Use of communications@isss.ca discussion, Cian
   a. Multiple Executives have expressed concern that we are overusing this list. How many emails should we aim to send per week? Do we need to develop guidelines or informal thoughts on what kind of things is sent?
      i. Siwei: Can someone explain what is inappropriate for emails?
      ii. Cian: For example, the discussion on Business Cards was long. There is a balance between having lots of information and information getting lost with the large number of emails.
      iii. Brett: I like the updates. It is useful to know what is going on.
      iv. Dustin: We should abolish the communications@isss.ca email address and only use the council and executive mailing lists. Executive reports should be used to update Council. The mailing list can be used for questions.
      v. Siwei: How do I balance trying to get the opinions of everyone so I don't make decisions on my own?
      vi. Cian: Determine if it affects the overall vision and direction of ISSS.

      vii. Dustin: Maybe consult with executive with drafts then present a final, more polished draft to council.

      viii. Cian: This can be reported to council, then a decision can be made and they can ask any questions.

      ix. Jessica: We should abolish the list.

      x. General consensus to abolish communications@isss.ca mailing list.

6. Marketing Procedure, Siwei
   a. The Procedures Manual only talks about the need to tell me about posters for approval 28 days beforehand, but Kim and I would like to put together a procedure for overall marketing as well.
   b. Is 45 days too long before the event?
   c. Does this need to go into the PM?
      i. Brett: It is too long. For bigger events, it's somewhat understandable, but is still difficult to do this. Probably not possible for small events.
      ii. Stephen: 45 days for what?
      iii. Siwei: We need time for classroom presentations that are only once a month. We would like more time to advertise for classroom presentations. We could do presentations at the beginning of the month and the newsletter at the end as an alternative.
      iv. Dustin: We could use 45 days as the suggested time, but using 28 days as the formal guideline. We also need some flexibility and 28 days is more enforceable.
      v. Siwei: I have a list of classroom presentations. I will need to be notified before presentations. The limit is 45 days.
      vi. Cian: The number of days doesn't matter. They should know when the newsletter and presentations occur and notify you with enough time.
7. General Program Changes, Dustin
   a. The BSc General is the most flexible science program. Briefly, it allows a student to choose whatever courses they want, outside of the first year core, and 12 subjects from one subject area. The FOS is redesigning the program to add an additional 5-6 mandatory courses for each of the majors.

b. Does the ISSS have a position on the less flexible program structure? It contradicts our value of "flexible program planning" that we articulated in our submission to the FOS Academic Plan.

    i. Brett: It depends on how much it contradicts our opinion on this.

    ii. Siwei: How much can we change our proposal?

    iii. Dustin: It is flexible. It was implicitly stated.

    iv. Siwei: There are issues with both ways. There can be problems with scheduling required courses, but is also useful to take courses with the same people.

    v. Jessica: We shouldn't support it. We have honours and specialization for those requirements. Students need the option of taking a flexible program.

    vi. Cian: It is not in the interest of students. Students should be given the choice for the most appropriate courses for them.

    vii. Siwei: Why is this being changed?

    viii. Dustin: Problems with credit transfers because students might not have prerequisites. The advising office also has lots subjective questions that they cannot answer. Students graduating from general also might not have enough knowledge in their major.

    ix. Siwei: Students should be responsible to figure out prerequisites. Advisors could give advice on what courses to take.

    x. Cian: They could maybe suggest courses instead of making it mandatory.

    xi. Stephen: Specialization and honours are the options for more specificity in student courses, I don't see why general should be limited.

    xii. Motion to recommend to council that the ISSS oppose the suggested changes to the BSc. General program. Dustin/Cian. Motion carried 6/0/0.

8. Website navigation and template discussion, Stephen

    a. I'd like to have a brief discussion to decide on a structure for our website.

    b. To be discussed through email.

9. *Merchandise Discussion, Jessica

a. From this discussion, I would like your thoughts on the following questions:
   i. Should we start with selling items like t-shirts, sweatpants, and hoodies, or should we begin with accessory items like scarves? What about a mix of the two?
   ii. Should we order gear that is specific for positions held on the ISSS (like Executives, Councillors, Volunteers, and Directors)? Or would it be better to order one type of merchandise (eg. scarves) for everyone working on the ISSS to wear, as well as made available for students-at-large to purchase?
   iii. Brett: Maybe a few things. No specific gear for exec/council. We should wear the gear to represent it and get others to buy it.
   iv. Dustin: I want scarves. They are cheaper and will save us money. They are easy to wear in winter. They are easy to see in winter. SUBmart has struggled with selling t-shirts and hoodies. There is a large upfront cost with t-shirts and hoodies.
   v. Siwei: T-shirts are good for volunteers like an event uniform and others can buy it. Can we buy two things (scarf and a t-shirt). The t-shirt can be used for operational purposes. We can use this to build community. T-shirts are standard.
   vi. Cian: I like scarves. It is important that it is visible. Also, some people won't buy scarves and this might exclude them.
   vii. Siwei: If we do buy specific stuff for exec/council we should pay for it ourselves.
   viii. Stephen: I have reservations about scarves. They need to be awesome.
   ix. Jessica: Should be also sell t-shirts?
   x. Siwei: Yes--at least for volunteers
   xi. Cian: Could we buy jackets that are shared among volunteers staffing events?
   xii. Siwei: Lanyards instead of t-shirts?
   xiii. Jessica: T-shirts if volunteers pay for them.
   xiv. Dustin: That's a large investment on our part.
   xv. Cian: Only an internal order that is optional.

           xvi.   General agreement on scarves.

10. *COSSA Collaborative Baking Event, Brett
   a. Host a baking contest where each COSSA group sells one item, and make it a sort of informal competition where the winner would be the group that sells the most, and all revenue going to the respective COSSA groups.
   b. Any ideas/feedback on this?
        i. Dustin: Will it be science themed? When?
        ii. Brett: Maybe for themes. Probably in September.
        iii. Dustin: September is too early. Maybe November.
        iv. Siwei: During midterms, fewer people will want to bake.

11. Motion to move in-camera to discuss relationships with the Faculty of Science. Dustin/Cian. Carried 6/0/0.
   a. Motion to move ex-camera. Dustin/Siwei. Motion Carried 5/0/0

12. Dropbox, Forms and Logo, Siwei
   a. Can we all agree to use Dropbox for consistency of documentation and design?
   b. Can you guys send me all of your documents that have the logo on it so I can fix it for you and update Dropbox?
   c. What is stopping people from using it?
   d. Cian: It isn't useful if you don't have an internet connection. I also have a large number of files that couldn't all be hosted there. I believe only relevant items should be put on Dropbox.
   e. Dustin: I don't want to sort my documents or manage two different filing systems.
   f. Siwei: The point is a server for ISSS so everyone can access it. When everyone's term is over, the transfer of documents is easier.
   g. Dustin: If the limit was increased, would the files be transferred over?
   h. Stephen: Only if I can limit what people can see.
   i. Cian: Also brings up issue of people deleting files.
   j. Stephen: A lot of documents are on the website. There is no need to consolidate the logo for past documents.
   k. Jessica: I use dropbox but don't add any files to it.

l.   Stephen: How do we deal with files as ISSS grows? We require a working consolidated system.
m.   Dustin: Get rid of Dropbox. Have mutual files through Google Docs. VPAF would archive/save to external harddrive files monthly. ISSS folders at the end of the year should be transferred to the external hard drive.
n.   Cian: There are not that many permanent files that everyone needs to see.
o.   Dustin: Maybe Dropbox should only be files that are only relevant/used by all of Exec and/or Council.

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, August 12, 2011 in BS CW 410.
The chairperson of the next meeting will be Stephen Chin.
Minutes will be taken by Meika Ellis.

8. Adjournment
Motion to adjourn the meeting at 7:18. Jessica/Cian. Carried 5/0/0.

Proposed Timeline for September 2011 By-Elections

September 4th (Sunday)– Nomination packages become available to Members. The ISSSER will make sure they are posted online as well as in the ISSS office as hard copies.

September 7th (Wednesday)– Posters regarding and promoting the **nomination/ candidacy** for the elections will go up on campus. The Public Relations Team's help will be solicited to publicize candidacy and elections.

September 12th (Monday)– Mandatory meeting held by ISSSER for would-be candidates, to go over rules and requirements, etc.

September 14th (Wednesday)– Campaign workshop to be held for those interested. Topics may include but aren't limited to: designing and putting up posters, effective public speaking, and other campaign ideas.

September 19th (Monday)– This is the deadline for complete nomination packages to be submitted by would-be candidates.

September 21 thru 28 (Wednesdays)– Campaigning week for the approved candidates.

September 23rd (Friday)– Posters regarding and promoting **voting** in the by-elections will be put up to encourage interest in the science student body at large.

September 27 (Tuesday)–Election forum, moderated by the ISSSER, to be held, presenting the candidates in the by-election to as many students as attend.

September 28 (Wednesday) – Optional poster tear down party.

September 29 & 30 (Thursday & Friday)– Voting for the by-elections takes place.

October 1 (Saturday)– The ISSSER notifies candidates of the official election results.