

# The Interdepartmental Science Students' Society

Executive Meeting

Minutes

5:00 PM

August 12 2011

BS CW 410

## Attendance

*Executives: Siwei Chen, Stephen Chin, Cian Hackett, Jessica Nguyen*

*Other: Jennifer Weekes, Brittany Matenchuk*

Chairperson: Stephen Chin

Minutes: Brittany Matenchuk

## 1. Call to order

Meeting called to order at 5:00 p.m..

## 2. Approval of minutes

**Motion** to approve the minutes of the last Executive meeting of July 29, 2011, as written. Cian/Siwei. Motion carried 4/0/0.

## 3. Approval of agenda

**Motion** to approve the agenda below, as written. Jess/Siwei. Motion carried 4/0/0.

## 4. Old Business

1.

## 5. New Business

1. **Motion** to excuse Brett MacGillivray from today's executive meeting. Stephen/Cian. Motion carried 4/0/0.
  - a. Brett has tried his best to attend through Skype, however the earliest he may attend is 7:00 p.m..
2. **Motion** to excuse Dustin Chelen from today's executive meeting. Stephen/Siwei. Motion carried 4/0/0.
  - a. Siwei: Did he give appropriate notice?
  - b. Stephen: Yes. He had a prearranged event.
3. Fall 2011 Executive Meeting Schedule Discussion

- a. Dustin: I am unable to attend meetings on Mondays after 5:00 p.m..
  - b. Cian: I am free when I do not have class.
  - c. Stephen: after 4:30 p.m..
  - d. All present executive are available on Wednesdays at 5:00 p.m..
  - e. Stephen will ask Brett to confirm if he is available on Wednesday at 5:00pm.
4. Communications and Workload Discussion, Cian
- a. Cian: We need to be able to accommodate the personal needs of each member of the team, individual communications styles, expectations, busy schedules and energy levels for the remaining 9 months of our terms, and this discussion will focus on what issues there are and how we will approach them moving forward.
  - b. Dustin: What about developing an internal organizational structure summary that clearly explains who has which responsibilities, so that Exec/Council/Directors know who to contact for what. (Example: My MSG Directors can provide more thorough and more timely answers about the program for other Execs and Councillors.)
  - c. Siwei: I try to direct appropriate emails to my directors.
  - d. Jess: Ditto.
  - e. Siwei: If we could have more casual meetings I think that could be beneficial to the group.
  - f. Cian: I agree. I think these should happen in the morning.
  - g. Stephen: I enjoy having a solid copy which outlines what has been discussed or is needed from me.
  - h. Siwei: I don't think these things will need to be remembered. They are purely updates.
  - i. Cian: We can take notes if necessary.
  - j. This is agreed upon.
5. **Motion** to approve \$20 for the purchase of two Microsoft Office Suite licences from AICT via Faculty of Science. Stephen/Siwei. Motion defeated 0/4/0.
- a. Shannon has offered to cover the expenses because of the small amount.
  - b. Stephen: I think we should reimburse the Faculty for this purchase.
  - c. Siwei: I disagree. I do not see how this is different from sponsorship.
  - d. Jen: I agree with Siwei.
  - e. Cian: This motion violates our procedures manual as a retroactive expense approval.
6. Contact List
- a. Can be found in Dropbox/VPAF/Admin/Documentation/Contact List

- b. Please complete the list in the near future so that we may reference it if we ever need to contact a director, councillor or executive member.
7. **Motion** to appoint Braeden Petruk as Director of Website, Stephen/Jessica. Motion carried 4/0/0.
  - a. Stephen: Braeden has worked on the website for the past three months. He has been very helpful.
  - b. Siwei: This title implies he will only work on the website. The wording is grammatically awkward.
  - c. Jessica: We have an application process and he did not apply. I would like to keep the process of choosing directors as fair as possible.
  - d. Stephen: No one applied for the position.
  - e. Cian: Has he formally applied for the position?
  - f. Stephen: He has been through an interview and excelled.
  - g. **Motion** to amend the original motion to replace "Website" with "Web Design". Siwei/Cian. Motion carried as friendly. 4/0/0.
  - h. Main motion carried as amended.
8. **Motion** to approve an expense not to exceed \$100.00 to print the ISSS 2011-2012 Strategic Plan. Cian/Siwei. Motion carried 4/0/0.
  - a. Cian: Dustin is planning an open house. We would like to have copies ready before then. We would also like to give copies to certain members of the Faculty of Science. We will have a long and a short version.
  - b. Siwei: How did you decide on \$100.00?
  - c. Cian: The long version of the Strategic Plan is approximately 10 sheets at \$0.49 per sheet. We will probably use nicer paper.
  - d. Siwei: Can you guarantee a certain number of copies?
  - e. Cian: Not yet, I would rather it look attractive. There will be a minimum of 3 copies.
  - f. Stephen: There must be a number of copies in the motion.
  - g. Siwei: At SUBPrint it would be approximately \$60.00 for 3 copies.
  - h. Cian: My estimation is that each long copy will cost \$12.60. The short copy will cost approximately \$6.00 each. I anticipate printing 5 of the short and 5 of the long. This would be \$93.00 total.

## 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 26, 2011 in BS CW 410.



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The chairperson of the next meeting will be Siwei Chen.  
Minutes will be taken by Ethan Dorward.

### **8. Adjournment**

**Motion** to adjourn the meeting at 5:43p.m..