

The Interdepartmental Science Students' Society

Executive Meeting

Minutes

5:00 PM

August 26, 2011

BS CW 410

Attendance

Executives: Jessica Nguyen, Stephen Chin, Dustin Chelen, Cian Hackett, Siwei Chen, Brett MacGillivray (5:10 p.m.)

Other: Ethan Dorward

Chairperson: Siwei Chen

Minutes: Cian Hackett (Ethan Dorward past 5:19 pm)

1. Call to order

Meeting called to order at 5:06 p.m..

2. Approval of minutes

Motion to approve the minutes of the last Executive meeting of August 12, 2011, as written. Cian/Dustin. Motion carried 5/0/0.

3. Approval of agenda

Motion to approve the agenda below, as written. Cian/Dustin. Motion Carried 5/0/0.

4. Old Business

1. Team Dynamic Discussion, Cian
 - a. To work more effectively throughout the year, I'd like to have a discussion as an entire Executive about workload, communication, organizational sustainability, conflict, and stress management.
 - b. Cian: We need to clarify expectations and conflict management protocols. How much time do we plan on committing to ISSS per week?
 - c. Brett: About 10 to 20 hours
 - d. Siwei: Minimum 25 hours
 - e. Cian: Yes I had along those lines as well, 25 hours.
 - f. Dustin: 10 hours

- g. Stephen: Around 15-20 hours, depending on how difficult finances prove to be.
- h. Jess: 30 hours.
- i. Brett: School and other extracurricular activities will be a problem. I will place more priority on school than ISSS if it comes to that.
- j. **Motion** to move in camera Dustin/Cian. Motion carried 6/0/0.
- k. **Motion** to move ex-camera. Dustin/Cian. Motion carried 6/0/0.

5. New Business

1. New Director positions for September, Cian
 - a. First-year Councillors are required to serve as Directors. We're required to advertise positions openly. I'd like to stimulate a conversation on Director recruitment for September - potential positions and a recruitment timeline.
 - i. Director of Photography
 - ii. Director of Volunteers
 - iii. Director of the Newsletter
 - iv. Director of Design
 - v. Director of Internal Relations
 - vi. Director of Membership Fees
 - vii. Director of Academic Research
 - viii. Director of Student Consultation
 - ix. Director of Science Tours
 - x. Director of Printing Services
 - b. Cian: What is the timeline for recruitment for all these directors?
 - c. Siwei: can we coordinate with the election deadline?
 - d. Deadline for drafting will be the 12th of September
 - e. Deadline for applications will be the 26th of September.
2. Meeting Documents Discussion, Stephen
 - a. To what extent can I enforce the "please no PDFs - attach Docs" to meeting agendas request that I made in my August 9th council report?
 - b. Context: All 10 attachments in the August 23 council meeting were in PDF format. I recommend that all attachments should be placed on Dropbox instead of linked through GoogleDocs.
 - c. Dustin: PDFs don't have format issues and are protected from changes by those who download them.
 - d. Stephen: If we had a separate section for attachments it would eliminate one of the steps involved in the problem

- e. A separate section will be used from now on.
3. **Motion** to approve \$39 for the purchase of scarves, to be given to nominators from PAN. Dustin/Cian. Motion carried 6/0/0.
- a. We would like to reward students who submit the best thank-you letters for Professor Appreciation Night. We feel that ISSS scarves make nice gifts for the top three letters, as adjudicated by the DAP's committee.
4. Meeting with the Dean's Office Discussion, Cian
- a. Dustin and I have on several occasions expressed a desire for a group meeting with the Dean's Office to Julie Naylor, Shannon Goodwin and Dean Taylor. They have mentioned the need to clarify exactly what we want out of such a meeting, and I would like to decide that today.
 - b. Stephen: I think we need a set agenda. It's not enough to just meet them, what good will come out of that?
 - c. Brett: We could bring some student concerns
 - d. Siwei: I was thinking we should bring progress updates on the ISSS and look for advice on how to better run the ISSS and communicate with the FoS.
 - e. Dustin: We need to reinforce the idea of coming to understand that we require an atmosphere of mutual respect.
 - f. Cian: We should talk about long term relations.
 - g. Stephen: While mutual respect is such a broad topic, it can be broken down into smaller, more definable characteristics like communications, relationships, simple reasoning and explanations.
 - h. Cian: I would like to know how they view the ISSS. On the other hand, they are free to ask how we view them.
 - i. Cian: I will draft an agenda, send it internally, and then send it to Julie.
 - j. Dustin: It doesn't answer who do we want there?
 - k. Cian: Do we want the opportunity to speak in a Deans' meeting? And if yes, who else do we want there?
 - l. Stephen: It would be nice to have Wanda and Shannon there, since we interact the most with them.
 - m. Jess: I agree that we should be in the Deans' meeting including Wanda and Shannon.
5. **Motion** to approve an expense not to exceed \$40.00 to purchase paper for 1000 FAMF leaflets. Cian/Jessica. Motion carried 6/0/0.
- a. The leaflets will be two to a letter-sized page and printed on the office printer in black and white, but I'd like to use thicker paper.
 - b. Staples white cover stock (67 lb) is \$13.24/250 sheets.
 - i. Colours are \$7.84/125 sheets (\$15.68/250)

- c. Cian: I would like card stock quality paper.
- d. Stephen: Can the printer handle that quality of paper?
- e. Cian: Yes
- f. Jess: Do we have enough toner?
- g. Stephen: Yes, I believe we have 96% left.
- h. **Motion** to amend the motion to read “approve an expense not to exceed \$33.00 to purchase paper for 1000 FAMF leaflets.” Dustin/Siwei. Motion defeated 1/4/1.
 - i. Dustin: He doesn't require the extra \$7.
 - ii. Cian: In today's unstable climate with declining Japanese and US economies and inflation, we need to be careful when setting amounts. I am trustworthy with the 7 dollars and I might need the money if the math is a couple cents off.
- i. Main motion carried.
- 6. **Motion** to approve an additional \$12.00 to pay the Department of Mathematical and Statistical Sciences for Spring and Summer 2011 CAB lockers. Jessica/Brett. Motion carried 6/0/0.
 - a. \$48.00 was approved at the last Council meeting to pay the Department; however, our contract with the Department states that “The Department of Mathematical and Statistical Sciences will receive two-thirds of \$X amount charged per term for the locker units or \$5.00 each, whichever is greater.” With 12 lockers sold in CAB at \$6.00 each, another \$12.00 is needed to pay the Department.
 - b. Jess: I miscalculated, so we need the extra \$12 more to cover our agreement.
 - c. Brett: We are obligated to pay them.
- 7. Executive Informal Check-In Meetings Schedule, Cian
 - a. If everyone agrees they've been useful, let us make a regular schedule for a check-in meeting, and briefly clarify their purpose.
 - b. Cian: Monday
 - c. Stephen: I think regularity defeats the purpose of informality.
 - d. Siwei: What if our schedules don't work?
 - e. Stephen: Why have two executive meetings at all?
 - f. Cian: Well one would just be informal, and could be cancelled if needed.
 - g. All decide: 8 a.m. Monday starting on September 12th.
- 8. Printer purchase discussion, Stephen
 - a. Cian: Has Siwei spoken to everyone about another alternative? She has a printer that she is willing to donate.
 - b. Siwei: It is not that good.

- c. Stephen: I think that the multi-purpose printer is more useful in the long run.
 - d. Jess: I agree, we could use the photocopier and faxing options to open up a printing service that can help offset the costs of printing.
 - e. Siwei: The Phaser 6280 is the better option.
 - f. Strawpoll: 6/0/0 in favour of the [Phaser 6280](#).
 - g. Stephen will order the Phaser as outlined above.
9. **Motion** to approve an expense not to exceed \$15.00 for signs for the Faculty Association Orientation session. Cian/Siwei. Motion carried 6/0/0.
- a. I will be purchasing 7 foam boards at \$1.25 each, to be cut in half and used to stimulate students to respond to the options on the Choose Your Own Adventure.
 - b. Cian: I will only be making this purchase if the SU is not able to lend us their lawn signs.
 - c. Cian: Signs would be better than other means of convincing students to volunteer.
 - d. Stephen: How sustainable are the signs? Can we use them in future years?
 - e. Cian: They are very sustainable. Other portfolios may use them if they need to.
 - f. Stephen: When have you ever seen someone holding a sign up induce a good response from an audience? Does that even work?
 - g. Brett: I have seen it done in Orientation.
10. **Motion** to approve \$35.00 towards the purchase [1000 blue sheets of paper](#). Jessica/Brett. Motion carried 5/0/1.
- a. Instead of printing through SUBprint for the Orientation handouts, we will be using the rest of the toner left in our printer, as we are looking at purchasing a new one.
 - b. Dustin: From previous experience, I think that the blue colour of paper is too bright and the text will not show up very clearly.
 - c. Stephen: I think the paper should be white.
 - d. Siwei: If you could pick a light, pale blue instead, that would be better.
 - e. Jess: We would like two colors for the handouts. One will be blue, and the other leaflet will be white. Actually, light blue is in fact cheaper.
 - f. Siwei: Can we approve a more conservative price; we can find a lighter cheaper blue.
 - g. Cian: I'm in favor of the motion, I trust that Jessica will find the right light blue.
11. **Motion** to approve no more than \$20 towards the purchase of a large plastic storage container to transport display booth materials. Siwei/jess Motion defeated 1/5/0.

- a. Some prices can be found [here](#)
- b. Siwei: I need the storage container to transport event stuff
- c. Dustin: What is wrong with using a cardboard box to achieve the same goal?
- d. Siwei: Cardboard boxes aren't sustainable.
- e. Cian: Did we not already allocate and approve funds in the base budget under the heading "Recruitment display"?
- f. Stephen: What was used last year to transport items?
- g. Siwei: I don't know.
- h. Dustin: Last year's VPC transported materials by himself without any sort of box.
- i. Stephen: How do other organizations move their items?
- j. Siwei: They have plastic containers.
- k. Brett: Why don't we use a trolley instead?
- l. Dustin: Or perhaps we could purchase a mobile container system – a box with wheels.
- m. Cian: Why can't this expense be from the previously approved expense for a recruitment display?
- n. Stephen: Because the box while loosely associated with recruitment, is not really a "recruitment display" at all.
- o. Siwei: The two aren't directly related.

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, September 7, 2011 in CCIS 1-150. The chairperson of the next meeting will be Brett MacGillivray. Minutes will be taken by Kim To.

8. Adjournment

Motion to adjourn the meeting at 7:26p.m. Jessica/Cian. Motion carried 5/0/0.