

The Interdepartmental Science Students' Society

Executive Meeting
Minutes
5:00 PM
September 7, 2011
CCIS 1-150

Attendance

Executives: Jessica Nguyen, Stephen Chin, Siwei Chen, Dustin Chelen (5:54pm), Cian Hackett, Brett MacGillivray

Other: Kim To

Chairperson: Brett MacGillivray

Minutes: Kim To

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 26, 2011 as written. Jessica/Dustin. Motion carried 6/0/0.

3. Approval of agenda

Motion to approve the agenda below, as written. Jessica/Dustin. Motion carried 6/0/0.

4. Old Business

1. September Director Recruitment Discussion, Cian
 - a. How will we evaluate Director applications and ultimately select Directors? My suggestion is that we have an interview process, even if it is over the phone.
 - b. Brett: Interview is a great idea. We should narrow interviews down to a few individuals.
 - c. Stephen: Are interviews going to be done at different times?
 - d. Siwei: Yes.
 - e. Dustin: I am planning on interviewing people. Any thoughts on application for multiple positions?
 - f. Cian: We will contact as much applicants we want for interviews.

- g. Jessica: I think we should have one interview per person with multiple executives present.
 - h. Dustin: I recommend a document with all the information on the interviews.
 - i. Cian: I suggest to have all appoints done two weeks after the Monday application deadline.
 - j. Dustin: Can I appoint Directors earlier than that?
 - k. Stephen: That can only work if they are interested in a Directorship under your portfolio.
 - l. Brett: What happens when two executives want the same Director? I think we should just collaborate.
 - m. Dustin: If I have a Director that is responsible for two jobs, yet she can only do one of the two. What can we do with that?
 - n. Siwei: I suggest hiring a new Director for the position. It will just be a reduced workload.
 - o. Brett: I think it should be okay as long as the Directors are okay with it.
2. Deanery Meeting Discussion, Cian
- a. Is the meeting agenda, circulated internally, appropriate to send to the Dean's Office?
 - b. Dustin: How will you answer the question what is the objective of the meeting?
 - c. Cian: For me the goal has always been to make sure that the organization understands each other well.
 - d. Dustin: We should discuss the principle communications between the faculty and the organization. I am still not sure on what we want to accomplish during the meeting.
 - e. Brett: I think we still do not know what it is exactly that we are trying to accomplish.
 - f. Dustin: I have seen our meeting with Julie to result in little change.
 - g. Stephen: If not, than what is the point of the meeting?
 - h. Jessica: My understanding is that this meeting allows for all of us to communicate with the faculty, and not just Cian and Dustin.
 - i. Cian: We can re-write the agenda so that everyone agrees, is what is on the agenda now unsatisfactory?
 - j. **Motion** to move in Camera. Siwei/Brett. Motion carried 5/1/0.
 - k. **Motion** to move ex-camera. Dustin/Brett. Motion carried 6/0/0
 - l. **Motion** to table discuss till after 5.1. Dustin/Brett. Motion carried 6/0/0.
 - m. **Motion** to move in camera. Stephen/. Motion failed.
 - n. Stephen: I think we need to have a meeting with the faculty.

- o. Brett: I don't feel that I need to meet with anyone from the Faculty because of the nature of my portfolio.
- p. Jessica: I think we should wait until a later time. It's an important discussion to have but we need time to develop more as an organization before we are ready to have the meeting.
- q. Cian: I agree with Jessica.
- r. Stephen: I can see where you are coming from but now might be the best time to meet with the Faculty and set guidelines so we can effectively move forward. We might not get the chance to in the future.
- s. Brett: Why do you think that now is the best time?
- t. Stephen: It's the best time because there is a danger of falling into a predictable communication's rhythm that is unfavorable to the ISSS.
- u. Jessica: We need to get somewhere and show them that we are a strong organization first.
- v. Brett: We should respect the current communication policy.
- w. Siwei: For me it's not us but it's the executive positions that we represent. I think we need to understand what we want before we meet with the Faculty
- x. Cian: Let's discuss the questions next meeting
- y. Brett: How about we have each executive answer the questions on our own or divide it up, and then put it all together.
- z. Cian: Would you like to me split it up into smaller pieces?
- aa. Brett: I like that idea.

5. New Business

- 1. Student Representation
 - a. No applications to sit on Science Faculty Council were received from COSSA Executives. 3 of them should have been appointed to SFC by Sept 1 according to our PM. How should we proceed?
 - b. Dustin: Two options - change the PM or violate the PM. I'd recommend the first one.
 - c. General consensus on revising the PM.
- 2. Workflow System Discussion, Cian
 - a. Sami, last year's VPP, suggested considering a software program that would track the progress of projects within the ISSS. It's an interesting idea that's I feel is worth discussing - I'll explain a bit more and seek your feedback.
 - b. Siwei: I thought that was what the blog/wiki was for?
 - c. Jessica: Why is this different from an executive report?

- d. Stephen: The wiki is a whole different point, more for transition documents. I think this is a whole idea, it will allow you to track not only your own workflow but other ISSS Executive, Councillors', and Directors' workflow as well.
 - e. Cian: I think it views progress in a more impersonalized way, and that it would be more valuable if the overseeing Executive member communicated with their Director regarding progress and other reminders.
 - f. Siwei: I feel that with this system, it might stress others out and make them feel uncomfortable.
 - g. Jessica: I agree, I do not like the program idea. With me I always set deadlines with my Directors that we have both agreed upon and when deadlines are not met, I will send a follow up email or phone call.
 - h. Stephen: The benefit of this system will allow us to keep others track.
 - i. Siwei: I don't quite understand what this system is all about.
 - j. Brett: Me too.
 - k. Cian: I am currently happy with how I am able to work and track other's progress
 - l. Stephen: Should we get Sami to come in and present and explain the idea because I don't think everyone understands the benefit of the program.
 - m. Siwei: I think it would be great if we could see an example, a working model.
 - n. Brett: I agree.
 - o. Siwei: Personally, I don't like working with other systems
 - p. Stephen: I still think that this is a good idea.
 - q. Cian: Do we want to have someone present a working model from us? Perhaps someone from the BSA?
 - r. Stephen: Yes.
3. ISSS Internal Introduction and Future Usage
- a. Stephen: This will be introduced during council tomorrow.
 - b. Cian: Usage will vary by individual; I think it's usual for personal thoughts.
 - c. Siwei: I can write one but I am not sure if I have time to read. Let's make a public Facebook group and have shouts
 - d. Stephen: In terms of Siwei not going to have enough time to read it, I think she is speaking of her current state. Things could get less busy later on, and then she will have time to read it. I just need to know if other people will read it and if it will be useful.
 - e. Siwei: I think it will be useful if it's formatted like Facebook, where I can trust that everyone will read it and comment on it.

- f. Brett: I don't like the idea of having other portal of formal ISSS stuff, I rather have more emails.
- g. Stephen: To answer Cian's question as to where I can see this go in the future. I see it as a central location for all ISSS news not available on the website for all ISSS Councilors and Directors to see.
- h. Cian: So what is our decision?
- i. Brett: Stephen you are free to do what you want.

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 14, 2011 in Location TBA. The chairperson of the next meeting will be Jessica Nguyen. Minutes will be taken by Arun Thomas.

8. Adjournment

Motion to adjourn the meeting at 6:48pm. Jessica/Brett. Motion carried 5/0/0.