

The Interdepartmental Science Students' Society

Executive Meeting

Minutes

5:00p.m.

September 14, 2011

CCIS 1-150

Attendance

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

Other: Arun Thomas

Chairperson: Jessica Nguyen

Minutes: Arun Thomas

1. Call to order

Meeting called to order at 5:08 p.m..

2. Approval of minutes

Motion to approve the minutes of the last Executive meeting of September 7, 2011 as written. Brett/Cian. Motion carried 6/0/0.

3. Approval of agenda

Motion to approve the agenda below, as written. Siwei/Brett. Motion carried 6/0/0.

4. Old Business

1. Executive Workload Discussion Revisited, Cian
 - a. Hopefully everyone has had some time to put thought into how to manage group stress, and we can decide upon some tangible strategies that will help moving forward.
 - b. Cian: How is everyone feeling about the ISSS workload moving into the year?
 - c. Jessica: It's getting better. It's nice having more support from Directors.
 - d. Siwei: ISSS work is good, I am slightly behind but getting on top of things right now.
 - e. Dustin: Workload is bigger than expected partly because preparation of new directors.

- f. Cian: Putting in lots of hours and significantly increased lately. Suggestion for an ISSS holiday/break.
- g. Dustin: Maybe clarify roles more clearly. Volunteers should be managing UBS and locker rentals. It's taking up lots of time that could be better spent on Executive related tasks.
- h. Siwei: I took too many office hours and didn't think of all the increased Executive workload.
- i. Dustin: It's extra time that we should be spending toward our own portfolios.
- j. Stephen: Hesitant overloading our office with volunteers. Inexperience will take its toll.
- k. Brett: We would be in the back for concerns and in case of increased workload.
- l. Dustin: We will always be full. Focus now on training.
- m. Siwei: Should Directors train each other and other volunteers?
- n. Cian: How many non-mandated office hours are currently scheduled?
- o. Siwei: Give to new Directors and Councillors.
- p. Stephen: It is difficult to schedule.
- q. Jessica: I was in the office more often than I expected for concerns with services, but I think that after streamlining services, it will be more manageable.
- r. Stephen: We will be getting 10 new Directors. We could put those hours to displace our extraneous hours.
- s. Siwei: Won't necessarily work to get rid of all extraneous hours in office.
- t. Jessica: My only concern about volunteers holding office hours is the financial side of things.
- u. Brett: Handle the extra hours first, then fix whatever needs fixing.
- v. Stephen: There are two hours that require extra help, and the rest can be split amongst the rest for incoming Directors.
- w. Dustin: Works to give us time to focus on objectives.
- x. Stephen: Limit execs to one hour? Have execs take office hours after the rush.
- y. Siwei: Will be swamped with work.
- z. Dustin: Always being deferred to for locker problems, etc. Thank you Jess for comment cards. Also, may be worthwhile having a Director to contact for problems. Lastly, we also need office management procedures.
- aa. Brett: It will get better. I have new Directors. I will be delegating more stuff to him. Council is meeting too often.
- bb. Cian: Perhaps up the minimum to bring to council to be faster.
- cc. Due to time constraints, discussion will continue by email.

2. September Director Recruitment Timeline, Stephen
 - a. Stephen: Decided deadline for Directors to be 26th and selection to end 2 weeks after that.
3. Faculty of Science Relationship Discussion, Cian
 - a. **Motion** to move in-camera. Cian/Dustin. Motion carried 6/0/0.
 - b. **Motion** to move ex-camera. Brett/Siwei. Motion carried 6/0/0.

5. New Business

1. Printing Discussion, Stephen
 - a. Should there be a quota for each portfolio for using the printer?
 - i. Stephen: We are currently on day 6 of the school year and we have already printed over 2500 sheets, which is at best a conservative estimate.
 - b. Should there be a separate document template used especially for printing?
 - i. Stephen: The current document templates use a lot of toner, especially the cover pages.
 - ii. Dustin: Suggestion to have 100 B&W per Executive and have Executive approve further amounts
 - iii. Siwei: Sometimes we need to print for students; quota restricts ability to respond quickly.
 - iv. Jess: Need to print contracts.
 - v. Dustin: We can think about how to reduce.
 - vi. Stephen: We're using a lot of toner, and we will have to spend a lot at this rate. Important to have value in mind to make sure printing is absolutely necessary.
 - vii. Each Executive will submit an estimated yearly quota to Stephen by September 21.
 - viii. We could also track printing to calculate the cost per page.
2. **Motion** to approve no more than \$80 towards the purchase of another 1000 business cards. Siwei/Cian. Carried 6/0/0.
 - a. Siwei: I will fix the logo and make the space for writing a little larger. We have less than 250 left.
 - b. Anything else I should fix before I print these?
 - i. Jess: Will we have more specific professional ones?
 - ii. Dustin: Same as last order.
 - iii. Stephen: Can we find somewhere that will let us order lower amounts?
3. Thanking Tom Berekoff discussion revisited, Stephen

- a. Stephen: Let's ask him for lunch, and present him with a card signed by everyone.
4. Executive Check-Ins, Stephen
 - a. What is the overall point of the check-in? Is it more productive to focus our energy on collectively solving each other's problems one at a time, or are we going to continue to discuss our workload?
 - i. Stephen: I thought the point of a check-in was to update everyone.
 - ii. Cian: I found it valuable to do a personal check-in because we don't have other opportunities to do that.
 - iii. Stephen: Ok. Will we be bringing food to the meetings?
 - iv. Cian: Don't want anyone to personally pay for ISSS things.
5. **Motion** to change the title of the Director of Advocacy to the Director of Student Consultation. Dustin/Brett. Carried 6/0/0.
 - a. Dustin: The Director's workload has been reduced and retitled appropriately. The Director of Advocacy's previous priorities will be split among three Directors.

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 5:00p.m., September 21, 2011 in CCIS 1-035. The chairperson of the next meeting will be Cian Hackett. Minutes will be taken by Brittany Matenchuk.

8. Adjournment

Motion to adjourn the meeting at 8:05 p.m.. Cian/Dustin. Carried 6/0/0.