

The Interdepartmental Science Students' Society

Executive Meeting

Minutes

5:00p.m.

September 21, 2011

CCIS 1-035

Attendance

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

Other: Jennifer Weekes

Chairperson: Cian Hackett

Minutes: Jen Weekes

1. Call to order

Meeting called to order at 5:03/ p.m..

2. Approval of minutes

Motion to approve the minutes of the last Executive meeting of September 14, 2011 as written. Siwei/Brett. Carried 6/0/0.

3. Approval of agenda

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

4. Old Business

1.

5. New Business

1. 'Forwarding to Directors' Discussion, Stephen
 - a. The current communication system of "please forward this to your Directors" is inadequate, one because some Executives are not forwarding the requests at all, and two even if a notice or FYI is forwarded, there is no guarantee that the Director has read or received the notice.
 - b. Open discussion on finding a better way to communicate to Directors.
 - c. Possibility number one: Creating a directors@iss.ca group.

- d. Dustin: Directors need to be communicated with regularly and we must support them. directors@iss.ca is good. We should also have a directors meeting and a wiki.
 - e. Siwei: Board of Directors meetings are good. They don't have to be mandatory, but would be useful for communicating with them. Agree with email/meetings/wiki.
 - f. Cian: Meetings with directors might add an extra level of bureaucracy, when they should be focusing on their portfolio.
 - g. Brett: The email is good. It streamlines communications. Meetings add too much.
 - h. Jessica: No meetings this year. Directors were not told to attend meetings when they applied.
 - i. Dustin: What goes to directors@iss.ca? Should one person be responsible or limit who can send emails to the list?
 - j. Cian: Max of one email per week?
 - k. Siwei: Difficult when certain things come up. Difficult to plan ahead. We should be able to email them frequently since Directors are involved.
 - l. Siwei/Stephen: How do we deal with spam?
 - m. Siwei: CC all executives?
 - n. Stephen: I don't like using email to communicate with directors. There must be another way other than meetings or email, such as a wiki.
 - o. Jessica: Executives can be given a list each week of everything to be communicated.
 - p. Siwei: Wouldn't it be more difficult to communicate regularly through meetings? Mass email is fine since these would only be emails that apply to all directors.
 - q. Dustin: A wiki will inform directors.
 - r. Siwei: What about training?
 - s. Dustin: Time consuming. The wiki is partly developed. Email only if directors have more support.
 - t. **Motion** to table discussion until the end of new business. Dustin/Cian. Carried 6/0/0.
 - u. **Motion** to make directors@iss.ca. Dustin/Siwei. Carried 5/0/0.
2. SAGM Discussion, Cian
- a. This discussion will run through the agenda and make sure all Executives are comfortable with the execution.
 - b. Cian: We can do a powerpoint or something visual. Information must be sent by Sunday night.

- c. Cian: Discussion is an open floor for all members to comment. Anything that executives want to bring up would be useful.
 - d. Stephen: How to make the SAGM more interactive?
 - e. Cian: Small group discussion for FAMF?
 - f. Jessica: Yes, or an intermission.
3. Number, relevancy, and role of Directors, Stephen
- a. It is generally agreed upon that Directorships are more focused and require more commitment than a general volunteer position. However, it is my belief that the organization must be cautious when creating new Directorships and really ensure that all Directors get an equally rewarding experience.
 - b. This discussion will focus on the ISSS's goals and vision for Directors, and on ensuring stable, reasonable growth over the next few years.
 - c. Siwei: We should focus on supporting directors to develop their portfolios. We should assess all of the positions and remove or combine some.
 - d. Dustin: We need more manpower to develop our services. The number of directors can be reduced in future years. We need directors to do work we need done now.
 - e. Brett: The number of directors should stabilize eventually.
 - f. Stephen: How else can we delegate our work?
 - g. Siwei: Volunteers. They need a meaningful experience. We could develop officers for the volunteer program.
 - h. Stephen: Adds another level of complexity.
 - i. Cian: People need to enjoy what they are doing. Directorships must be worthwhile. Encourage more collaboration or to interact more with others involved in ISSS to make it more meaningful.
 - j. Dustin: Limit the number of directors for each executive? Can we combine directorships and have officers that work with directors?
 - k. Brett: What about committees with a director in charge of it?
 - l. Dustin: Titles give more ownership.
 - m. Stephen: Then how do we maintain a meaningful experience for officers?
 - n. Cian: Maybe we need more time to evaluate the different structures that are already in place.
4. Director Access, Stephen
- a. Currently, Directors are given access to laptops, UBS and Locker Rental systems, and by extension, even though this may have been accidental - Dropbox access.

- a. Is it our policy to give Directors access to Dropbox? There is a grey area where I have not given Directors access to Dropbox, yet they can just access it by themselves on the ISSS laptops.
 - i. Some of the documents on Dropbox are important documents which can be altered by anyone with access. There are no 'access logs' to track that is using the account and changing the files.
 - ii. Jessica: Dropbox access is useful for my directors.
 - iii. Brett: We trust them enough already, so they should be able to access Dropbox.
 - iv. Cian: Should we limit what is on Dropbox to only things that everyone needs access to?
 - v. Stephen: What about a hard drive? We have too many document systems. Directors will get access to Dropbox for now.
- b. What about ISSS Internal? My decision is that I will wait until it is more developed before giving Directors access to Internal.
 - i. Dustin: Does this include the wiki?
 - ii. Stephen: No. The relevant sections from the wiki would be added to Internal. We could eventually make it open access.
 - iii. Dustin: Directors need a better contextual understanding of ISSS, which could be improved by wiki access.
 - iv. Cian: It might not help with a better understanding of ISSS. Do we need specific training instead?
 - v. Dustin: No more meetings. Informal discussion is more useful.
 - vi. Stephen: A shadow period would be useful for incoming directors.
 - vii. Siwei: Directors can create their own portfolio.
 - viii. Stephen: Some portfolios are more flexible, whereas others are not.
 - ix. Cian: We need to work on defining directorships better. When will directors get wiki access?
 - x. Brett: Start of winter semester.
 - xi. Dustin: October? It doesn't need to be updated.
 - xii. Jessica: They need early access.
 - xiii. Dustin: How do we transition directors?
 - xiv. Siwei: Use previous material on ISSS and update it.
 - xv. Brett: Give them the relevant pages from the wiki.
 - xvi. Stephen: Directors need to be guided through the wiki.
 - xvii. Consensus to update and give access to the wiki by October 9.
5. **Motion** to remove Megan Paranich as the Director of Faculty Relations.
Dustin/Siwei. Carried 5/0/0.

- a. Faculty relations is a complex portfolio that requires a meta-level view that currently only Executives can provide. The removal of Megan is the first step in abolishing the position as a whole.
 - i. Brett: Is she aware of this?
 - ii. Dustin: Yes.
 - iii. Siwei: Who will take her place?
 - iv. Dustin: Me and Cian.
2. Office Layout Discussion, Stephen
 - a. Below are drafted layouts for the ISSS office. I have tried to take into account four factors: student experience, private workspace, functionality, and aesthetic appeal.
 - b. Discussion will be focused on a consensus for one particular design, followed by Council feedback and then implementation.
 - i. Dustin: We need better privacy/security in the back.
 - ii. Brett: Design 5.
 - iii. Siwei: Original layout 1. Keeps office more open.
 - iv. Dustin: Stephen should look at other FA offices for ideas.
 - v. **Motion** to table discussion until next executive meeting. Cian/Dustin. Carried 5/0/0.
3. **Motion** to approve an expense not to exceed \$20.00 to print 500 FAMF leaflets. Cian/Brett. Carried 5/0/0.
 - a. McCallum Printing Group charges ~5.8 cents per double-sided sheet. The printing quality on the office printer was inadequate and didn't work well when duplexed.
4. Volunteer positions discussion, Siwei
 - a. Currently, there are only committees, PRT and Events and Programming for volunteers to partake in. We will be getting upwards of 70 new volunteers in this round and possibly that many in January in addition to the 20-25 we already have. PRT and committees have limited membership, so that puts a lot of pressure on Brett to come up with events for volunteers to attend.
 - b. I'd like to know what kinds of other things volunteers can do in other portfolios or other ways that Alanna can create events for volunteers to attend. I'd also like to know what kinds of events Brett will be having and at what frequency that will require volunteers.
 - c. Ideas I have thought of:
 - i. Office volunteers so that there are more of them that overlap across multiple classes so that the transition between classes can go more smoothly

- ii. Add volunteers to PRT office hours in CAB/Cameron
- iii. Ask volunteers to attend occasional classroom presentations (the last two points alludes to an idea where PRT members become lead volunteers who help train and guide regular volunteers) - they can also hand out fliers, maybe distribute newsletter sign ups once a semester
- iv. Go into classrooms and place fliers to desks
- v. Volunteer social team
- vi. Events like a pancake breakfast that occurs regularly
- vii. Ask volunteers to come up with fundraising events for the ISSS and charities.
- viii. Enlarging current committees
- ix. Increase athletics programming (not just intramurals but sports events like going to games or pick up games to just have fun)
- x. Newsletter (newspaper?) committee
- xi. Execs and Directors can have "Officers"
- xii. Vlogunteers (or just communications?) - Video, edit, script, etc.
 - 1. Dustin: Moderators for AdvISSS, two members for APT, two for student consultations, communications, executive assistant, newsletter committee, office staff.
 - 2. Brett: Events volunteers. Movie nights, unlimited volunteers. Science Week, we need lots of volunteers. 2 for programming committee.
 - 3. Cian: Volunteer social committee, small fundraisers.
 - 4. Brett: volunteers to sell tickets for events.
 - 5. Jessica: Something like exec assistant should require an application. We need volunteers to think of new services.
 - 6. Dustin: Internal support. Management committee?
 - a. Siwei: an exec assistant is unnecessary.
 - 7. Jessica: more for athletics.
- 5. Attendance at selection committee, Siwei
 - a. Want everyone with a volunteer program to attend otherwise we will decide. Answer the doodle!
- 6. Faculty Relationship Discussion.
 - a. **Motion** to move in-camera. Dustin/Siwei. Carried 5/0/0.
 - b. **Motion** to move ex-camera. Cian/Brett. Carried 6/0/0.

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 28, 2011 in CCIS 1-035.

The chairperson of the next meeting will be Dustin Chelen.

Minutes will be taken by Jen Weekes.

8. Adjournment

Motion to adjourn the meeting at 7:23 p.m. Jess/Dustin. Carried 6/0/0.