

The Interdepartmental Science Students' Society

Executive Meeting

Minutes

5:00p.m.

September 28, 2011

CCIS 1-035

Attendance

Executives: Stephen Chin (17:05pm-17:20pm; returned 18:11), Jessica Nguyen, Siwei Chen, Cian Hackett, Brett MacGillivray, Dustin Chelen

Other: Meika Ellis, Jennifer Weekes

Chairperson: Dustin Chelen

Minutes: Meika Ellis

1. Call to order

Meeting called to order at 5:05p.m.

2. Approval of minutes

Motion to approve the minutes of the last Executive meeting of September 21, 2011 as written. Cian/Siwei Carried: 6/0/0

3. Approval of agenda

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

4. Old Business

1. Office Layout Discussion, Stephen
 - a. Stephen: Please pick the best layout that you prefer.
 - b. Brett: A lot of the things you do involves everyone so do what you wish.
 - c. Siwei: The current set-up is great the way it is. The privacy that we have is great
 - d. Jessica: Layout 4.
 - e. Stephen: There is no privacy but 4 people can fit behind the desk for ease of aiding students.
 - f. Cian: The current one is great for a small quiet meeting.
 - g. Stephen: Layout 3 because it has some privacy but the table is put to better use.

- h. Siwei: The current layout is better but layout 3 is not too bad in comparison.
 - i. Stephen: We will stick with the current layout. Simplest option right now. My reasoning for layout 3 is that it does give more space to the students and the office people.
 - j. Decided upon – Current layout.
2. Directors Selection Discussion, Cian
- a. Siwei: Can we share applications with our Directors?
 - b. Jessica: If they sign a confidentiality agreement.
 - c. Siwei: This would just be for Alanna since she has to work with them.
 - d. Cian: Would like Hanhmi.
 - e. Dustin: Would like one too.
 - f. Brett: Sign an agreement and we are good.
 - g. Cian: Should other executives have a say in who gets the positions?
 - h. Siwei: If they only applied to one then no need to ask others. Your judgment is trusted.
 - i. Jessica: Just introduce why you chose the way that you did.
 - j. Cian: How will interviews going to be conducted?
 - k. Siwei: I just have a time after 5:00pm which all Executives can go to meet people who are applying to multiple positions. I am not free until after October 3rd.
 - l. Brett: It may be difficult to get 10+ people for a mass interview. It will be easier to interview them individually and discuss with others.
 - m. Siwei: Set up times and if an Executive cannot make it send in the questions they would like to hear feedback on and have other executives present ask them.
 - n. Dustin: Can Hanhmi arrange the interviews?
 - o. Cian: This is possible but what if it is not possible for (say) 4 executives to be present for the one applicant.
 - p. Siwei: Let's send in our availabilities and hope that they do overlap. Are we including weekends?
 - q. Cian: Let's look at Google calendar.
 - r. Brett: Will make time, may have to rearrange a few other commitments.
 - s. Dustin: When 2+ Executives are interviewing can we even out the number of questions?
 - t. Cian: Should we ensure everyone is contributing equally? What if an interviewer has a personality that "takes over" the interview?
 - u. Siwei: We alternate who asks questions.
 - v. Dustin: So we will all have to send Hanhmi our availabilities.

5. New Business

1. **Motion** to approve \$30.00 for the purchase of beverages for members of the Science Academic Advisory Group. Dustin/Siwei. Motion carried 5/0/0.
 - a. Stephen: We have a lot of left-over pop from Orientation. Additionally, are we going to purchase beverages for every committee?
 - b. Siwei: How many people were on the committee?
 - c. Dustin: 10 people. There was left over cola. I would like to have beverages at every meeting.
 - d. Cian: How many meetings does this cover?
 - e. Dustin: One.
 - f. Siwei: How many meetings are you having?
 - g. Dustin: Six.
 - h. Siwei: I am having a lot of meetings so I am just having people bake and bring a different snack each time.
 - i. Cian: It feels like we are proportionally giving them more of the ISSS resources than other people who do similar work.
 - j. Siwei: It is fine to say yes this time around however; in the future something more sustainable would be best.
 - k. Dustin: I agree with sustainability.
 - l. **Motion** to amend the motion to read: Motion to approve \$30.00 for the purchase of beverages for the introductory meeting of the Science Academic Advisory Group. Cian/Siwei. Carried as friendly
2. Community-building event idea, Siwei
 - a. Siwei: The overall idea is to build snowmen. What should we do? I want your opinion on month, day.
 - b. Jessica: Will they sleep?
 - c. Siwei: No. They will start late and build until they are done.
 - d. Cian: It should be planned a week in advanced based on long term forecast for optimal snow.
 - e. Siwei: Not to rely on the weather, the plan was to bring water.
 - f. Jessica: How will they know it is the ISSS?
 - g. Siwei: We will build a sculpture.
 - h. Dustin: in January or March for sufficient amount of snow.
 - i. Siwei: Day of the week. I am thinking not a week day?
 - j. Cian: A Sunday? So students can see it on Monday.
 - k. Siwei: Right. We will be using blue spray water. Should we do it secretly and surprise campus? Or make it really big?

- l. Brett: It may be better to be surprise as getting random people may be difficult but ISSS volunteers would be game.
- m. Jessica: Do we bring on a bobcat to clear the snow.
- n. Cian: You can put a plow on the front of a vehicle. So just find one who has that.
- o. Straw Poll - 5 agree to make it a secret event.
3. **Motion** to appoint Yuri Delanghe as the Director of advISSS. Dustin/Cian Carried 5/0/0
 - a. Dustin: I feel he is best suited for this position - though he was the only applicant.
 - b. Brett: Is this the same Yuri as earlier?
 - c. Dustin: Yes
4. **Motion** to approve \$5.00 for printing meeting materials for the Science Academic Advisory Group. Dustin/Siwei carried 5/0/0
 - a. Dustin: We are out of black ink.
5. Office Hours Discussion, Stephen
 - a. Cian has various ideas on how to improve office hour scheduling.
 - b. Cian: One of Stephen's concerns is that people do not always attend office hours. One option is that a director will be automatically removed after 2 missed office hours. If someone does not show up close the door and lock, leave a note and if they are late and cannot get in then they will have to call to find someone with a key. Other options are to reduce the office hours to 25 hours a week so from 10-3.
 - c. Brett: One office hour missed is not the same as a Councillor meeting.
 - d. Siwei: I am worried of losing a Director. What if we just put them on probation. Decreasing the number of hours is not a great thought. What if we bring in volunteers?
 - e. Cian: I was thinking more volunteers as well. I do not think a limit on absences is a great idea as positive reinforcement is generally better. Office attendance is not always directly correlated to the work they do.
 - f. Jessica: Ditto. I like the idea of office volunteers. If someone shows up late does that count as a missed office hour?
 - g. Siwei: I would not think it would, unless of course they were 50 minutes late.
 - h. Dustin: People have lots going on in their lives so it shouldn't be a major deal. It will decrease the productivity of the ISSS significantly if we start removing Directors. An option is to bring a motion to Council if necessary. Decreasing office hours is not great as we have advertised the time for a long time. Having specific skill sets to attend the office would be beneficial.

- i. Siwei: Tangible awards - if they come to the office hours you can print for free. If you came other times, you would pay at cost. Another thing is in my job we have "Hogwarts Houses" and tasks are completed. Someone goes around and gives points for the tasks that are done. In the end the winning house gets dinner.
 - j. Brett: I love that idea - I love Harry Potter.
 - k. Cian: Free printing is not a grand plan but if we can use that for further ideas.
 - l. Dustin: I am not for more competitiveness. What other things can we do (advocacy etc.) to make it more appealing?
 - m. Brett: I like it. When it is quiet we can work on other ISSS things.
 - n. Siwei: If we had something more concrete to make them realize this is like "a job". It can help make them feel more accountable. Something should be done officially so they know the consequences of when they miss hours.
 - o. Dustin: If people are just doing homework it is not a valuable use of the ISSS's time.
 - p. Cian: I do not agree that we should increase the amount of office work for the sole purpose of office tasks.
 - q. Jessica: Maybe give specific tasks to volunteers may be a good idea.
 - r. Siwei: Yes we have tasks to do however, it is a little unfair to pull away a student's homework time, if there is nothing to do it should be fine to do this.
 - s. Cian: Are we comfortable having volunteers there without the supervision of a Councillor or exec?
 - t. Table: Yes
 - u. Stephen to coordinate finding tasks for volunteers.
6. Public Relations Team versus an Academic Consultation Team, Dustin
 - a. While the VP Community is busy PRTying, the VP Academic is all ACTing
 - b. Dustin: I want to hear thoughts on if PR should not be doing any advocacy?
 - c. Siwei: Rebecca is uncomfortable with handling more than 10 people. Yes two separate streams would be most effective.
 - d. Brett: I agree.
 - e. Jessica: No problems with ACTing. Just tell me what is going on.
 - f. Cian: It is important to inform what we will be doing as well, to ensure that the volunteers involved in this are comfortable with going up to people randomly.
 7. Meeting Space Discussion, Dustin.
 - a. Dustin: There are a lot of meetings that are constantly going on but it is against our current relationship with the faculty to request a permanent meeting room.

- b. Cian: Based on a meeting I had earlier it was my impression that we would have access to this current room for ISSS meetings.
 - c. Siwei: Does the keypad work?
 - d. Cian: Doubt it.
 - e. Dustin: What can we do for a quick decision. My portfolio currently has 33+ meetings a week. It takes up our volunteers time trying to save space for meetings.
 - f. Siwei: If we could have ONE key in the ISSS office that we could sign out.
 - g. Cian: Struggling to see the value in pushing this. We do have access right now and we do not want to jeopardise our current relationship.
 - h. Siwei: Can we book it 9-5?
 - i. Cian: The long term goal is that there will be a Google calendar that we can use to book on.
 - j. **Motion** to move in camera. Dustin/Brett carried 5/0/0
 - k. **Motion** to move ex-camera. Dustin/Cian. Motion carried 6/0/0
8. Press Release to Directors discussion, Siwei.
- a. Siwei: Currently send press releases to volunteers every week however, directors should also be getting these. The purpose is so that at events they know what is going on. It was not done earlier to avoiding spamming.
 - b. Brett: Great idea.
9. **Motion** to increase the amount allocated to the PRT for the CAB banner by \$10, Siwei/Jessica. Carried 5/0/0
- a. Siwei: She is currently doing an amazing job and based on the last meeting people were okay with \$200.00 so since she is doing a great job and it is only \$25.
 - b. Stephen: Have all materials been bought?
 - c. Siwei: No the materials have not already been bought.

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., October 5, 2011 in CCIS 1-035

The chairperson of the next meeting will be Stephen Chin

Minutes will be taken by Meika Ellis.

8. Adjournment

Motion to adjourn the meeting at 6:44p.m. Stephen/Dustin Motion carried 2/1/2