

## The Interdepartmental Science Students' Society

Executive Meeting

Minutes

5:00p.m.

October 12, 2011

CCIS 1-035

### Attendance

*Executives: Cian Hackett, Brett, Stephen Chin, Dustin Chelen, Siwei Chen, Jessica Nguyen,  
Other: Meika Ellis*

Chairperson: Stephen Chin

Minutes: Meika Ellis

### 1. Call to order

Meeting called to order at 5:04pm.

### 2. Approval of minutes

**Motion** to approve the minutes of the last Executive meeting of September 28, 2011 as written. Cian / Siwei Motion Carried: 6/0/0

### 3. Approval of agenda

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

### 4. Old Business

1. Office Agreement and Office Hours Discussion, Stephen
  - a. Stephen: What should we do with office hours? Should we have an agreement?
  - b. Cian: A document is not the best way to train and it is not too clear for what we would like people to do during hours.
  - c. Jessica: With an agreement are there consequences if they do not follow it?
  - d. Stephen: Yes. It is a waste of time to have others fill in when they have other things to do.
  - e. Siwei: Can we table this until after a volunteer discussion later on this evening?

- f. Dustin: It would be worthwhile to discuss how we are using our space to serve students throughout the year. How would we get people to come by and make office hours worth while.
- g. Cian: In response to Siwei's point - on two previous occasions we had discussed having volunteers in the office as long as they are with an exec or councillor.
- h. Siwei: Yes, I just want the go ahead for when I can slot them in.
- i. Stephen: I agree with Dustin in that it is more about the experience and not having to increase the number of new volunteers covering hours.
- j. Siwei: Everyone has started at "zero" so if we bring new members on they will gain the experience and be just as good as us.
- k. Stephen: The problem of people not showing up would not be solved by adding more people.
- l. Cian: I think the solution of adding more people solves one of the problems. Having more people will cover the hours that execs (and others) are doing above of their quota. This will also give for two people per shift, which is what you want.
- m. Stephen: We have more directors coming in and they can help cover it.
- n. Siwei: Have peoples office hours span 2+ hours to cover the transition period between classes.
- o. Cian: That may create more issues too - too many people
- p. Jessica: I think we should see how it works with the new directors. Moreover, try to make office hours more meaningful.
- q. Stephen: Resolution is I will deal with this further outside of meeting.

## 5. New Business

1. **Motion** to rename Director of Sponsorship to Director of External Relations.  
Stephen/Cian 6/0/0
  - a. Stephen: Sponsorship does not cover the entire portfolio. This name covers more.
  - b. Siwei: It is good because of philanthropy.
2. Graduation Photos Contract Discussion, Jessica
  - a. Jessica: For the past couple weeks prices have been discussed and image of distinction comes out on top. We will make more money through them. I would like to discuss what we should do. We would get 15% for one year, 17% for 3 years and 20% for 5years plus \$20 off each sitting.
  - b. Siwei: If we are not an entity then Jessica is personally liable for all 5 years - even if something goes wrong.

- c. Jessica: It may just be simpler if we become incorporated. So what amount should we sign for.
  - d. Dustin: Sales and sittings are exclusive?
  - e. Jessica: Yes
  - f. Brett:
  - g. Dustin: If the sales are a lot I wouldn't take the risk.
  - h. Jessica: I am not signing unless there is something that allows me to pass the liability.
  - i. Siwei: Have the rates changed since last year?
  - j. Jessica: They are a lot higher this year.
  - k. Siwei: Look into incorporating and come back to it.
  - l. Jessica: Okay... but I want to start advertising.
  - m. Cian: Incorporating is the easy part
  - n. Stephen: I guess base your decision on weather or not it is worth it getting that extra 5%.
  - o. Cian: To do that would we not have to put a potential liability amount on Jessica.
  - p. Brett: Honestly for one year \$20 per ring plus 15% is a lot for not doing much.
  - q. Siwei: Do you know what percentage they made in total?
  - r. Jessica: No.
  - s. Dustin: Can you find out please?
  - t. Jessica:...Okay
  - u. Cian: You are still liable even if you sign for one year unless we incorporate.
  - v. Stephen: If we incorporate that changes the constitution which can only be passed in SAGMs, which is in January. That is too late.
  - w. Cian: I can sign for you?
  - x.
3. **Motion** to increase the amount allocated to Office Supplies by \$100.00, bringing the total to \$300.00. Stephen/Brett Motion failed: 1/5/0
- a. There is currently \$11.83 remaining in the \$200.00 approved in the base budget.
  - b. The additional funds are to account for more sustainable purchases including a stapler, a paper cutter, strong magnets and more hanging folders.
  - c. Cian: I think we have the make the motion in Council otherwise; we would be able to pass 10 \$100 motions for \$1000.

- d. **Motion** to amend the motion to read: Motion to approve no more than \$100 for the purchase of a stapler, a paper cutter, strong magnet and more hanging folders. Dustin/Brett Motion failed 1/5/0
        - i. Brett: I am not in favour because that money limits what Stephen can buy.
4. Survey Question Reminder, Dustin
  - a. Please have your survey questions to me by October 18. This includes FAMF, communication, and services questions.
  - b. Cian: what are the consequences if we do not?
  - c. Dustin: This goes out to hundreds of students and it will be useful for future execs. And Cian please remember a question about the FAMF
  - d. Siwei: What time?
  - e. Dustin: 11:59pm
5. **Motion** to approve \$50.00 for 2 Bookstore giftcards as survey prizes. Dustin/Cian
  - a. Dustin: To be incentives for students to fill out the survey.
  - b. Jessica: What happened to the discount cards that Dianne spoke of?
  - c. Dustin: They will be given to all those who fill them out in person.
  - d. Siwei: I am not sure if \$25 is enough for people to do it.
  - e. Dustin: we will have a moral incentive as well. Dianne was thinking maybe prizes.
  - f. Brett: I think they are a great idea as everyone has to buy textbooks. But I do not think \$25 is enough. I think 2 \$50 cards is better.
  - g. Dustin: The amount is not the point. What will catch people eye is that they will win a gift card.
  - h. Cian: I am in favour of the motion, and having a motion to approve \$100 for prizes.
  - i. **Motion** to amend the motion to replace \$50.00 with \$100.00. Siwei/Brett. Motion carried 5/1/0.
6. **Motion** to recommend to Council the science student attributes submission to the Students' Union. Dustin/Jessica Motion carried: 5/0/1
  - a. Dustin: The SU is looking for guidance for student attributes. They are proposing 6 characteristics that they want all graduates to leave with. Any thoughts.
  - b. Brett: Good job Dustin.
7. **Motion** to approve no more than \$32.00 towards the purchase of 250 single-sided colour business cards for the VP Administration and Finance. Siwei/Cian Motion Carried 5/1/0

- a. Grand and Toy charges \$29.99 plus tax for 250 single-sided color business cards.
- b. Siwei: Stephen wants cards for VP Administration & Finance. This is the lowest number of cards (and cheapest amount) that I found.
- c. Brett: I would like to speak in favour.
8. **Motion** to approve no more than \$10 more on the purchase of materials for the Cameron display cabinet for a total of \$60. Siwei/Cian Motion Carried: 6/0/0
  - a. 2 - dry erase wall calendars  $19.95 \times 2 = \$39.90$
  - b. 1 - 8 pack of fine tip multi-colour dry erase markers = \$12.72
  - c. Total with tax = \$55.25
  - d. Stephen: There is already \$50.00 approved in the Base Budget toward the CAB/Cameron Display board. Additionally, much like the SU display boards in CAB, I feel that it is much better to display multiple, repetitive posters which are both cheaper and require less effort to maintain, other than their replacement.
  - e. Siwei: I need \$10 based on the calculation Rebecca provided me.
  - f. Cian: Highly recommended for the benefit of the ISSS.
  - g. Stephen: i do not think a calendar will draw much attention.
  - h. Dustin: you need something that people are able to read in a short period of time to prevent clogging the top of the stairs.
  - i. Siwei: I did not get too many details but I would like to include a calendar so that it is informative.
  - j. Dustin: These are the standardized UofA calendars? If they are they are so small and it is not easy for people to understand quickly.
  - k. Siwei: Look at what they did for the banner? I am leaning towards trusting them.
  - l. Stephen: The calendar is small and even if you do stop there will be hundreds of people there and they will not all have the time to stop. Right now you have \$50 towards the board as previously agreed upon. and \$10 is not a lot.
  - m. Jessica: Agreed.
  - n. Brett: People walk by it a lot and will eventually take a look.
  - o. Siwei: Is it executives place to tell them to not do a calendar.
  - p. Cian: I do not see the discussion with the calendar. We are discussing adding \$10. \$60 is not a lot.
9. Volunteers discussion, Siwei.
  - a. Can we start asking volunteers to sit in on office hours?

- b. What kinds of officers do you think we might need, if we need them at all? They would be officers to directors, like directors help executives. Can we come up with a list today and give them to the volunteers
- c. Hours recording: We have a form that all volunteers must fill in. They need to get their hours approved by their overseeing executives. Execs can add comments. What do you think of this system?
  - i. Siwei: Clarify, volunteers would be responsible to submitting what/when/how many hours they do. You as the exec would check to make sure. It is not publicly viewable but it would be available and would aid in writing reference letters. It is not a lot of work on your part
  - ii. Dustin: I do not agree with volunteers filling in their hours. It turns it more into a job. Becomes corporate and impersonal.
  - iii. Cian: It is really forward thinking. Having the system in place would be important for future.
- d. Design team: We currently have many different volunteer groups doing design for different things. This isn't very efficient or completely conducive to following the Communications Guidelines. What do you think of creating a design team with representation from each portfolio (so we don't have to redistribute the people we already have in portfolios) and ask that they collaborate on designs, although they may be 'specialized' for certain portfolios?
  - i. Table in agreement.
- e. Siwei: Discussed officers sitting beneath Directors. Do we want to add levels? [See above points a, b, c, d]
- f. Jessica: Do you have an example of how to use officers?
- g. Siwei: Essentially office administrator type people.
- h. Stephen: I think right now we are trying to find jobs for our other volunteers and adding levels may make it more complicated.
- i. Cian: I would like to agree with have meaningful experiences however, I can't see why volunteers cannot just help without having a title. It should be done on a more informal basis so if I need 10 volunteers they can aid for the duration I need them.
- j. Dustin: What is the point of giving them each separate titles? This would limit them as if things do not fall under their title then they would not fulfill a job. That being said I would bring this to discussion in April. As for hours, it is an added workload but not aware of how these hours will be used and what will the executives have access to?

- k. Meika: Based on previous volunteer work, how can we expect Alanna to follow all 100 volunteers? Having hours is just to guide us, and to provide
10. Directors discussion, Dustin
- a. Dustin: Based on our previous discussions on limiting the number of Directors, I am hesitant to create a position that may not be sustainable or have a vague job description. However, I have identified a need for a volunteer to assist with managing communications coming from the VPA portfolio, including newspaper articles, reports, meeting agendas, and emails to administrators. I have tentatively titled this position the Academic Communications Manager, and the job description is below. I was wondering if this should be considered a Directorship. If not, can we still create an email address for this position? Should this be a manager? Director? Volunteer? Are we allowed to have director of administrations for ourselves?
  - b. Siwei: Ultimately I do not think it is a big deal. We have a lot of volunteers and we can create officer positions for them. It should be an internal ad.
  - c. Cian: If you find the need for this kind of position then just call them DEA.
  - d. Dustin: We cannot have for directors of the same name.
  - e. Cian: We do have to ensure that DEAs are treated with respect and given meaningful work.
  - f. Dustin: Can we handle that many e-mail addresses?
  - g. Stephen: Right now, we have 30 users and we can have 50 users. 16 will be given to the new directors. Is Dustin recruiting for a DEA? And will that bring in confusion? Are you satisfied Dustin?
  - h. Dustin: Yes.
11. Microsoft Office Exercise Discussion, Stephen
- a. To follow-up on the usage of technology to improve ISSS operations, I have prepared an exercise to evaluate the Microsoft Office Suite. It is not enough to have just Executives complete the exercise, so I propose the Executive/Council pairs as follows:
    - i. Publisher - Siwei/Kim
    - ii. SharePoint - Dustin/Jen
    - iii. InfoPath - Cian/Brittany
    - iv. OneNote - Brett/Arun
    - v. Access - Jessica/Meika
    - vi. Excel - Stephen/whoever wants to get in on the awesome..
  - a. Microsoft Word and PowerPoint are not included, and neither are the new Councillors, should they be?

- a. Should anything be changed within the exercise, and does the deadline give everyone enough time to complete the exercise?
- i. Brett: It feels like if I had 3 events and you all did them and came back to me with which one was best. A little unfair.
  - ii. Stephen: I feel this is useful and involves community input.
  - iii. Jessica: I get the point for how it is useful however, what about one of your directors. Does this not relate to their position?
  - iv. Dustin: Isolate council from this.
  - v. Siwei: I am busy until December 3rd. It is not a great use of time.
  - vi. Stephen: Re Jessica - it is not valuable for 2 people to use it. It would be useless for two of us to test them each and write a report for everyone else. The point of this exercise is for people to save energy and use technology to make our portfolios better. Here is our opportunity. Many FAs use Microsoft office and finding it useful.
  - vii. Brett: Sure I will do it.
  - viii. Siwei: I will do it I just want a longer timeline.
  - ix. Stephen: Do you just want Councillors to do it?
  - x. Cian: I cannot see much buy in for council. It is just about the prioritization of time. Currently it may just be difficult for us to see the long term benefits.
  - xi. Siwei: Stephen could you do excel and show us a template.
  - xii. Stephen: I think that is just pushing it back. I do not see how having an example will push you.
  - xiii. Siwei: It may just motivate me to see how my assigned program works.
  - xiv. Brett: We should probably use it. Microsoft probably had a beneficial reason behind making these. What if all of the executives hung out together over the next 6 weeks and assess each one.
  - xv. Dustin: We are trying to see what need from what we have. Why don't we figure out what we need and see if we can cover that necessity?
  - xvi. Siwei: I disagree. I think we already outlined our needs and currently we probably do not know what we could benefit from so yes I like the way this has been outlined. I agree with Brett.
  - xvii. Stephen: It is not just about us. We will need something to pass along to the next years' Executive.
  - xviii. Jessica: In theses informal meets I will take notes.
  - xix. Stephen: I do not agree with half the points here. I think this is the best way as it allows everyone to test it and take their own notes.

- xx. Cian: Why don't you bring in a synopsis of each one.
- xxi. Stephen: That defeats the purpose.
- xxii. Cian: I can have InfoPath done by next Wednesday... I agree with Dustin in that this has no value to the Councillors

#### 12. COSSA Discussion, Siwei

- a. How to make COSSA meetings more meaningful to them
- b. What kind of working relationship do we want to have with COSSA?
  - i. Siwei: I was banking them on filling the agenda. Which did not happen? I think a lot of advocacy stuff can go through them. As well as FAMF. Would services benefit? I am not sure.
  - ii. Jessica: What did you go over?
  - iii. Siwei: Talk about individual COSSA meetings. The ISSS executive roles were summarized. How many meetings to have (2 per semester). They each discussed their portfolios.
  - iv. Jessica: I think the FAMF is vital to bring to them.
  - v. Dustin: We should discuss how we can use them and they can use us. So what can we do for them to gently pull them up. What kind of financial support can we give them? How the PRT will work...
  - vi. Siwei: We do a lot of that. But they do not use a lot of the stuff I inform them. They seemed like they did not care that we were here to give them help.
  - vii. Dustin: Ask them why they do not care? What would make them feel like it is worth their time. What further things can we do for them?
  - viii. Stephen: Is that okay Siwei?
  - ix. Siwei: What about during meeting? Is there anything outside the box we can discuss?
  - x. Stephen: How often do you meet?
  - xi. Siwei: Twice a semester.
  - xii. Dustin: It is tough because they do not see how it a valuable and have a different agenda than us.
  - xiii. Siwei: Okay thanks.

#### 13. Clubs "Service" Discussion, Siwei

- a. Siwei: If we could have a clubs branch and any science students can get together and the ISSS can fund them. If they want to form random student groups and they would come to the ISSS for guaranteed funding.
- b. Dustin: Why should we do this?
- c. Siwei: So that students can use their own creativity and find their passions in science.

- d. Dustin: Why would we duplicate what SGS does?
- e. Siwei: It would be another way to aid students in a simple way. I do not really know what SGS currently does.
- f. Dustin: At the core there is a really good idea here. SGS has more money to give out. I feel like we have so many different parts already and it is redundant of SGS.
- g. Siwei: I guess we would really just target science students.
- h. Dustin: So what about marketing SGS more? As the SGS gets a lot of money from the Dean of Students.
- i. Siwei: I will further look into it

## 6. Attachments

- 1. See below.

## 7. Good and Welfare

Comments and criticisms of the meeting for the good and welfare of the organization.

## 8. Next Meeting

The next meeting of the Executive will be at 5:00p.m., October 19, 2011 in CCIS 1-035.  
The chairperson of the next meeting will be Siwei Chen  
Minutes will be taken by Ashlea Ahmed.

## 9. Adjournment

**Motion** to adjourn the meeting at 7:12. Jessica/Dustin Motion Carried: 5/0/0



# ISSS

The Interdepartmental  
Science Students' Society

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				Volunteer's:	Last Name	First Name
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	Date	Work Description	Hours volun	Supervisor Co		
	1-Sep-11	Poster Placement	1	LEAVE EMPTY		