

The Interdepartmental Science Students' Society

Executive Meeting
Minutes
5:00p.m.
October 26, 2011
CCIS 1-035

Attendance

Executives: Cian Hackett (arriving at 5:09 p.m.), Dustin Chelen, Stephen Chin (arriving at 5:09 p.m.), Siwei Chen, Brett MacGillivray (leaving at 6:55 p.m.), Jessica Nguyen
Other: Roberta MacGillivray (arriving at 5:09 p.m.)

Chairperson: Brett MacGillivray
Minutes: Jessica Nguyen

1. Call to order

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

2. Approval of minutes

Motion to approve the minutes of the last Executive meeting of October 19, 2011 as written. Jessica/Siwei. Motion carried 4/0/0.

3. Approval of agenda

Motion to approve the agenda below, as written. Jessica/Siwei. Motion carried 4/0/0.

4. Old Business

1. **Motion** to suspend all relevant standing orders to allow for an open discussion on management practices. Cian/Brett. Motion carried 6/0/0.
2. **Motion** to appoint Victoria Pham as the 2011-2012 Director of Student Resources. Jessica/Brett. Motion carried 4/0/0.
 - a. Jessica: I forgot to do it last week.

5. New Business

1. Director Emails, Stephen
 - a. Stephen: We have 50 emails. We don't have enough emails for our new Directors.

- b. Multiple inbox feature. Think about capping the number of Directors based on the number of emails that we have.
- c. Looking into sharing emails.
- 2. Dropbox Practices Review and Clarification, Stephen
 - a. Stephen: Are we all comfortable with using Dropbox?
 - b. Cian: What are we using Dropbox for?
 - c. Dustin: It should be used for things relevant to other people.
 - d. Siwei: Will cut things that belong to my portfolio only from Dropbox.
 - e. Stephen: Are we giving every Director their own Dropbox account that can feed into the main ISSS account? Try to connect all accounts together.
 - f. Cian: How does that help transition?
 - g. Siwei: Transfer everything relevant to the Dropbox.
 - h. Dustin: Director specific files would be very useful.
 - i. Stephen: How are we coordinating?
 - j. Siwei: Us to create accounts, connect them together, separate folders.
 - k. Stephen: We are giving access to many Directors and things may be deleted.
 - l. Siwei: I have told them to back up their things.
 - m. Cian: Different level of usage depending on portfolio.
- 3. Volunteer engagement, Siwei
 - a. Siwei: With your committees, how often are you meeting with volunteers?
Too many people and few chances at feedback.
 - b. Dustin: SAAG has been difficult. Using the forums on Internal has been useful.
 - c. Siwei: They have regular work that they're doing?
 - d. Dustin: Yes.
 - e. Stephen: ERT - have not met with them yet. Finance Committee is very engaged and meets every two weeks.
 - f. Jessica: Athletics is meeting tomorrow. Will update you.
 - g. Siwei: PRT to keep in contact with myself.
- 4. Gateway advertising, Siwei
 - a. Siwei: Went to Council. The Gateway spoke. Group called SUSJ is providing 160 hours of service to The Gateway, and getting free advertising in The Gateway. Do we want to do this?
 - b. Stephen: How frequent is advertising?
 - c. Siwei: Discuss with The Gateway.
 - d. Dustin: Not a good use of time for volunteers.
- 5. Executives, Councillors and Directors tabling for the survey, Siwei
 - a. Not saying they have to volunteer but just provide them with the schedule to fill if they can

- b. Siwei: Got an email about tabling for the survey. Can Steph send out an email about tabling?
 - c. Cian: I am okay with it.
 - d. Dustin: Do not make it mandatory.
 - e. Jessica: I am fine with it too.
6. Survey Question Approval, Dustin
- a. Dustin: Changes made to questions. Questions shortened. Thoughts?
 - b. Siwei: Two of the same question?
 - c. Dustin: We would have to add an option for “not applicable.” Not available on Google Docs.
 - d. Siwei: Conditional response?
 - e. Dustin: Will look into it.

6. Attachments

- 1.

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., November 2, 2011 in CCIS 1-035.
The chairperson of the next meeting will be Jessica Nguyen
Minutes will be taken by Kim To.

9. Adjournment

Motion to adjourn the meeting at 9:04 p.m.. Jessica/Siwei. Motion carried 5/0/0.