

The Interdepartmental Science Students' Society

Executive Meeting
Minutes
5:00 p.m.
November 9, 2011
CCIS 1-035

Attendance

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

Chairperson: Cian Hackett
Minutes: Arun Thomas

1. Call to order

Meeting called to order at 4:55 p.m..

2. Approval of minutes

Motion to approve the minutes of the last Executive meeting of November 2, 2011 as written. Siwei/Brett. Motion carried 4/0/1.

3. Approval of agenda

Motion to approve the agenda below, as written. Siwei/Brett. Motion carried 5/0/0.

4. Old Business

1.

5. New Business

1. **Motion** to excuse Cian Hackett from the November 2nd, 2011 Executive meeting, Stephen/Siwei. Motion carried 4/0/1.
 - a. Cian was in Vancouver and was unable to attend the meeting. He provided the appropriate notice.
2. **Motion** to excuse Dustin Chelen from the November 9th, 2011 Executive meeting. Siwei/Jessica. Motion carried 5/0/0.
 - a. Dustin is currently in Japan.
3. Directorships
 - a. **Motion** to move in-camera. Stephen/Siwei. Motion carried 5/0/0.

- b. **Motion** to move ex-camera. Stephen/Brett. Motion carried 5/0/0.
- c. **Motion** to appoint Michelle Trinh as Director of Internal Relations. Stephen/Jessica. Motion carried 5/0/0.
- 4. **Motion** to approve \$25.00 towards the ISSS Athletics Scavenger Race. Jessica/Siwei. Motion carried 5/0/0.
 - a. See attached budget.
 - b. Siwei: What is involved in the scavenger hunt?
 - c. Jess: Athletics Committee will be planning details next week.
 - d. Siwei: How long will the scavenger hunt take?
 - e. Jess: It will take a few hours.
 - f. Cian: Who will participate? Where is the marketing budget?
 - g. Jess: We can always use the ISSS printer.
 - h. Siwei: Did we follow procedure for a new event? Should this go through Council and Finance Committee?
 - i. Jess: Not technically.
- 5. Contacting Directors Discussion, Cian
 - a. Cian: Any emails sent to Directors should be checked with other execs to prevent spam.
 - b. Siwei: In my case, the Volunteers and Photography were isolated incidents.
 - c. Cian: Should we have restrictions as standard procedure?
 - d. Stephen: How can it regulated?
 - e. Jess: Knowledge of the information is important.
 - f. Brett: To me, getting emails does not feel like spam. Ditto Jess.
 - g. Cian: I am not comfortable with Execs, let alone Directors emailing without regulation.
 - h. Stephen: Important to differentiate between FYI emails and action emails.
 - i. Siwei: We could do the FYI's on a blog.
 - j. Cian: We could also compile FYIs in the press releases that are currently being sent out.
 - k. Siwei: They are not timely or reliable. I'm fine with the way it is. FYIs via emails should be fine.
 - l. Brett: Ditto FYI via email
 - m. Stephen: I think it should go through execs. We should have a policy where we first send emails to Execs, then after comments, to Directors.
 - n. Siwei: We could have procedures to make it mandatory to check blog entries, where you have to initial the posts indicating that you have read the post.
 - o. Arun: I personally prefer getting emails. I will read this more than I will read a blog.

- p. Cian: The purpose of sending it to other Execs before all Directors is to maintain the relevance of emails being sent out.
 - q. Siwei: Information is important for not only those people. Time is also important with emails.
 - r. Cian: If someone does not respond, consent or not?
 - s. Brett: Consent if there is no reply after 48 hours.
 - t. Consensus to restrict access to directors@iss.ca to Execs, and to gain Executive consent to use directors@iss.ca either in person or through email. 48 hour no reply is considered consent.
6. **Motion** to approve no more than \$50.00 toward the purchase of Christmas supplies. Stephen/Jessica. Motion carried 5/0/0.
- a. Stephen: Vi wants to decorate the office. This is enough money to make it look nice and build community.
 - b. Brett: Mini-tree included?
 - c. Stephen: Yes!
 - d. Brett: Perhaps \$50 could be better spent it elsewhere, like Science Week?
 - e. Jessica: I'm in favour, the decorations can be used in later years.
 - f. Arun: Ask for donations for decorations from Directors.
 - g. Stephen: Possible but not guaranteed.
 - h. **Motion** to amend "Christmas" to "holiday." Brett/Siwei. Motion passed 5/0/0.
 - i. Brett: Make it for everyone.
 - i. Siwei: Fail this motion, find out what we can get via donations, and then set a budget to buy.
 - j. Brett: Now is the time to buy Christmas stuff while it is available. Donations may not be reliable.
7. **Motion** to approve an expense of \$35.00 for FAMF Town Hall marketing. Cian/Jessica Motion carried 3/0/2. Jessica and Stephen abstained.
- a. Cian: Upon the recommendation of the Directors of Membership Fees and Marketing, 40 colour 11 x 17 * \$0.79 at SUBprint *1.05 GST = \$33.18.
 - b. Brett: In favour. Cian did a good job researching.
 - c. Stephen: Food for Town Hall.
 - d. Brett: \$100.00 to pizza and refreshments.
 - e. Siwei: How will the posters be put up?
 - f. Cian: Most a week and a half before.
 - g. Siwei: When is the deadline for the branding?
 - h. Cian: November 12.
 - i. Siwei: Should we vote in favour? We are technically adding onto the Town Hall budget.

- j. Brett: Technically, there are no procedures to prevent us.
- k. Arun: If you wait for council to approve this, it might be a lot of time wasted for something that will pass anyway.
- 8. Thanking Tom Berekoff Discussion, Stephen
 - a. Stephen: We decided on The Marc restaurant. Will be next Wednesday on the 16th. Are we OK with it?
 - b. Brett: Time?
 - c. Stephen: After the Exec meeting.
 - d. Siwei: It is expensive. Are we OK with that?
 - e. Brett: Will not go because of cost, and do not know him that well.
 - f. Siwei: Can we change it to somewhere cheaper?
 - g. Brett: Do not have anything personal to thank Tom for. Too many people might take away from the intimacy.
 - h. Arun: Contact previous Exec from 2010-2011.
 - i. Cian: Andy is the only one that had contact with him.
 - j. Stephen: One of the ideas is that we could get a frame for his Honourary membership?
 - k. Siwei: Can we add money to buy the card, or just buy a regular card?
 - l. **Motion** to increase the Thanking Tom Berekoff budget line to \$60 by adding \$30. Siwei/Brett.
 - i. Siwei: \$30 more to make a personalized card.
 - ii. Cian: I think that \$30 may be too much for a card and a frame.
 - iii. Brett: Could be cheaper, but in favor.
 - iv. **Motion** to amend "\$60" to "\$45", and "\$30" to "\$15". Brett/Siwei
 - 1. Motion taken as friendly.
 - v. Main motion carried as amended. 5/0/0.

6. Attachments

- 1. See attached: Athletics Scavenger Race Budget

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 16, 2011 in CCIS 1-033.

The chairperson of the next meeting will be Dustin Chelen.

Minutes will be taken by Brittany Matenchuk.



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9. Adjournment

Motion to adjourn the meeting at 6:02 p.m.. Jess/Siwei. Motion carried 5/0/0.

Athletics Team: ISSS Scavenger Race

Brief note on the activity:

- Task:
 - The Athletics team would like to do an active activity the next 3 weeks
 - Their idea is a scavenger hunt type race around campus: this increases community, would be free to science students and often times people are scared of formal sports teams so this could be a way to get people moving and have a little fun without the intimidation.
 - It would be in the evening thus will be dim and cool so the idea was that glow sticks would be fun to have and Hot Chocolate would be there when teams finish.
- Time:
 - End of November, on a Friday, around 18:00 [6:00pm]
- Numbers:
 - We will assume an attendance of 20-30 people
- Contact:
 - Meika Ellis – athletics@iss.ca

Budget for the event:

Item	Place	Quantity	Cost – excluding GST
Glow sticks	Costco	1 package of 25	\$12.00
Hot chocolate	Costco	1 box of 70 packages	\$7.96
TOTAL			\$19.96

Links to items stated in the budget:

- Glow sticks for 1 pack of 25 sticks from Costco - <http://coolglow.com/1/2/30/4-Inch-Premium-Glow-Sticks/242/4-Inch-Premium-Green-Glow-Sticks/>
- Nestle “Rich Chocolate Flavour” Hot chocolate box from Costco - http://www.costco.com/Browse/Product.aspx?Prodid=10179697&whse=BD_115&Ne=4000000&eCat=BD_115|6221|50645&N=4048180&Mo=4&No=1&Nr=P_CatalogName:BD_115&cat=50646&Ns=P_Price|1||P_SignDesc1&lang=eUS&Sp=C&topnav=bd