

The Interdepartmental Science Students' Society

Executive Meeting
Minutes
5:00p.m.
December 7, 2011
CCIS 1-035

Attendance

Executives: Cian Hackett, Jessica Nguyen, Siwei Chen, Dustin Chelen, Brett MacGillivray, Stephen Chin (arriving at 5:05 p.m.)

Other: Jennifer Weekes

Chairperson: Brett MacGillivray

Minutes: Jennifer 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 November 28, 2011 as written. Dustin/Cian. Carried 5/0/0.

3. Approval of agenda

Motion to approve the agenda below, as written. Cian/Dustin. Carried 5/0/0.

4. Old Business

1.

5. New Business

1. **Motion** to approve an expense not to exceed \$20.00 for holiday thank you cards. Cian/Jessica. Carried 6/0/0.

a. Recipient list: Dean Taylor, Julie Naylor, Dr. Brenda Leskiw, Shannon Goodwin, Wanda Vivequin, Jodi Richter, Tara Graham, Student Services, Rory Tighe, Emerson Csorba, Amanda Henry, Giselle General, Roberta MacGillivray, Tom Berekoff, Dr. Heather Kanuka, Dr. Glen Loppnow

2. Exam Period and Holiday Expectations Discussion, Cian

a. What do we expect of each other over the next few weeks? What can we agree upon for emails and task completion?

b. Siwei: One week for answering emails.

c. Dustin: Avoid any emails not required for two weeks. Other emails after Christmas.

d. Cian: Keep emails short.

e. Brett: We think we're more important than we actually are.

f. Siwei: No emails until December 23. No tasks or emails until that.

g. Stephen: Disable emails?

- h. Brett: No. We should be able to work if we have time to.
- 3. Winter Semester Meeting Schedule and Exec Check-Ins Discussion, Cian/Stephen
 - a. Brett: Wednesdays still work, but may be late.
 - b. Stephen: Wednesdays at 5:15 p.m.. When will be the first meeting? January 4?
 - c. Dustin: January 4th. Meet right after the break.
 - d. Siwei: Volunteer stuff needs to be brought to exec then.
 - e. Brett: Are check ins necessary? Maybe more casual?
 - f. Dustin: Check ins on Mondays are valuable. I prefer mornings.
 - g. Cian: Agree with Dustin. Almost everyone needs to be there every week for this to work.
 - h. Brett: They need to focus on ISSS work.
 - i. Siwei: Agree with Brett. Either move it later in the day so more people show up. Have some updates on ISSS Internal.
 - j. Jessica: Agree with Siwei.
 - k. Cian: What time would work?
 - l. Dustin: First check in January 9th at 8 AM. Cian starts with food. Must be breakfast. Drinks mandatory.
- 4. **Motion** to move in-camera. Cian/Siwei. Carried 6/0/0.
 - a. **Motion** to move ex-camera. Dustin/Cian. Motion carried 5/0/1.

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 5:15p.m., January 4, 2012 in LOCATION.

The chairperson of the next meeting will be Jessica Nguyen.

Minutes will be taken by Meika Ellis.

8. Adjournment

Motion to adjourn the meeting at 6:32 p.m.. Brett/Cian. Motion carried 6/0/0.