

# The Interdepartmental Science Students' Society

Executive Meeting

Minutes

5:15 p.m.

January 4, 2012

CCIS 1-150

## Attendance

*Executives: Cian Hackett, Siwei Chen, Stephen Chin, Jessica Nguyen, Dustin Chelen, Brett MacGillivray*

*Other: Meika Ellis*

Chairperson: Jessica Nguyen

Minutes: Meika Ellis

## 1. Call to order

Meeting called to order at 5:12pm.

## 2. Approval of minutes

**Motion** to approve the minutes of the last Executive meeting of December 7, 2011 as written. Cian/Dustin carried: 6/0/0

## 3. Approval of agenda

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

## 4. Old Business

1.

## 5. New Business

1. February 22nd Meeting Discussion, Stephen
  - a. *February 22nd is part of Reading Week*
  - b. **Motion** not to have an Executive meeting on February 22nd, 2012. Stephen/Siwei. Motion carried 6/0/0
2. Wiki Structure Discussion, Stephen
  - a. Stephen: the wiki has changed and a lot has been added to it. Do we need to follow a structure? Do director pages need to be added?
  - b. Siwei: Suggested to change it as it's confusing to have director information within the executive sections. May lead to redundancy but will target audiences better.
  - c. Stephen: Some pages are outdated
  - d. Dustin: Is it solely for transition or overall information as well? Some materials are relevant to all executives. Can information be pulled out and all made in a general link?
  - e. Siwei: Agree. Different sections within the executive page showing the "bigger picture".

- f. Dustin: Maybe have a “Newsletter” page vs. “Director of Newsletter” page to target more people.
  - g. Cian: Value in both. We need to do a better job of linking things together.
  - h. Siwei: A “box” that links an executive’s portfolio together.
  - i. Dustin: Can we just link to a folder in drop box?
  - j. Stephen: Yes.
  - k. Cian: we should try to minimize the number of individual files we try to link to. Sections for each Executive there will be a separate section for executive transition, a general section, director section for director transition
  - l. Siwei: Have background information in a separate box and then a different box for the transition stuff.
  - m. Stephen: Are we getting rid of the whole directors box?
  - n. Table: Yes
  - o. *What pages need to be added?*
  - p. *What pages can be removed?*
  - q. *Are we creating single pages for each Director?*
  - r. Transition Update (Cian)
    - i. Sorry if this doesn’t belong in this discussion, but I think we should have a minuted discussion about our individual and group plans to complete transition documentation.
      - 1. Brett: Get started after the 7th
      - 2. Jessica: Half of the directors have started. A template will be made for transition. Will be edited through February so the majority of transition will done at that point.
      - 3. Dustin: Currently working on combining information from the past couple years. A template has been developed. Will officially begin Friday the 8th.
      - 4. Stephen: Most of my stuff is on the Wiki. Some things need to be developed still. Planning on have a meeting with directors for their transition information.
      - 5. Siwei: Around ⅓ done the wiki. An e-mail has been sent to the directors to be completed by the end of reading week. A meeting will occur with each director for transition over January.
      - 6. Cian: Started going through the stuff on the Wiki. Not too much with director transition.
3. **Motion** to increase the amount allocated to Involvement Week (now Spirit Week) by \$10 to a total of \$40 to reflect the increase in the tabling fee. Siwei/Brett Motion carried 6/0/0
- a. Siwei: It is not a retroactive expense as we only have Monday right now but another day would be nice.
  - b. Stephen: What is the point of a 2nd day?
  - c. Siwei: To see more students and to catch different audience of students. Free lunch to those who volunteer during that time.
4. **Motion** to approve \_\_\_ for the Directors of Volunteers to purchase candy to distribute at the Spirit Week booth. Siwei/Dustin Motion carried 5/1/0

- a. They spoke to Rebecca and there isn't anymore chocolate left from Make Poverty History and the rest of the Study Wizards candy is needed for Study Wizards.
- b. **Motion** to amend the motion to approve \$30 for the Directors of Volunteers to purchase candy to distribute at the Spirit Week booth. Siwei/Dustin Motion carried 6/0/0
  - i. Brett: Where are they buying the candy from?
  - ii. Siwei: For past experience there was a large amount of students who passed through.
  - iii. Cian: I am not sure how much handing out candy will help our booth.
  - iv. Stephen: i would be in favour if the amount was lower.
  - v. Cain: What if we just raffeled a lunch?
  - vi. Dustin: Not sure if candy will draw in more people to an event that already has low attendance.
- c. **Motion** to amend the amendment to approve \$15 for the Directors of Volunteers to purchase candy to distribute at the Spirit Week booth. Stephen/Brett Motion carried 6/0/0
5. **Motion** to schedule the January Semi-Annual General Meeting for Monday, January 30 at 5:00 p.m.. Cian/Dustin Motion carried 6/0/0
6. Used Book Sale Volunteering, Jessica
  - a. Jessica: The first week back we will be accepting books. The second week we will be selling the books. At an earlier meeting we discussed we are not comfortable with volunteers handling money. Two options: Have an Executive, Councillor or Director volunteer with them. OR do the money through the office and the contracts through the directors outside the office.
  - b. Cian: Since the office will be busy with lockers will there be another councilor or executive present in the office.
  - c. Table: When is the cash register coming?
  - d. Stephen: Coming at the end of this week.
  - e. Brett: It does not seem logistical to have a director, executive or councilor present at all time.
  - f. Dustin: It seems more efficient to have just one person to manage the money as opposed to have one person handle all the paper work, book sales/acceptances and the money.
  - g. Siwei: What if we have a table inside the office where one person will handle the money and be isolated.
  - h. Dustin: So essentially we double up office hour people during that time.
  - i. Cian: Our locker and book-sale system will not allow us to have a separate cash area. For this semester it will make more sense to follow the same thing we did in September 2011.
  - j. Dustin: So they get their book in the office and deal with cash. The book-sale volunteer comes in to look for the book. Set it behind the desk with a contract and have the transaction follow. We should try to convince directors, councilors and executives to double up hours.
  - k. Cian: This would just be for a week.

7. **Motion** to approve \$30.00 for Locker Rentals, increasing the Locker Rentals budget from \$50.00 to \$80.00. Jessica/Cian Motion carried 4/2/0
  - a. Jessica: We used up all the money for LR and we need to laminate our posters and purchase more locks.
  - b. Stephen: I think this should be passed in council.
  - c. Dustin: I am not comfortable for approving this motion if locks are going to continue to be accidentally cut off. This brings a lot of negativity to the office.
  - d. Brett: Why do the posters need to be laminated? It is embarrassing when someone who paid comes with a cut lock.
  - e. Jessica: They will last longer.
  - f. Siwei: Do you have any inkling as to why there were so many problems?
  - g. Jessica: Stephen P. would be able to speak on the problems better.
  - h. Dustin: Some people do not confirm the transaction.
  - i. Stephen: Can we do this in a linear progression?
  - j. Jessica: Will talk to Stephen P. on this.
  - k. Dustin: Maybe a confirmation number. Or make the page auto-saved.
8. Early Advertising for Elections, Dustin.
  - a. SU Executives often start discussing the value of running for an Executive position this time of year. What can we do to promote our Exec and Council elections early, and how can we be more open to discussing the benefits of working in a leadership role in the ISSS? An perhaps formally market elections. But we can not endorse a specific person.
  - b. Jessica: Putting articles in our newsletter profiling executives.
  - c. Cian: Sent a message to Reid about the elections to go in the newsletter. Encourage everyone to talk to their directors and other science students they know. Using everything we have such as, MSGs, to promote. Be open to conversations with others to promote our portfolio.
  - d. Siwei: Clarify endorsing.
  - e. Dustin: You can talk to them privately but do not highly encourage someone in a public area.

## 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 11, 2012 in CCIS 1-033. The chairperson of the next meeting will be Cian Hackett. Minutes will be taken by Ashlea Ahmed.

## 8. Adjournment

**Motion** to adjourn the meeting at 6:28 Siwei/Dustin Motion carried 6/0/0