

# The Interdepartmental Science Students' Society

Executive Meeting

Minutes

5:15 p.m.

January 18, 2012

CCIS 1-033

## Attendance

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

*Other: Kim To*

Chairperson: Dustin Chelen

Minutes: Kim To

## 1. Call to order

Meeting called to order at 5:20PM.

## 2. Approval of minutes

**Motion** to approve the minutes of the last Executive meeting of January 11, 2012 as written. Brett/Jessica. Motion carried 6/0/0.

**Motion** to amend the motion to read "Motion to approve the minutes of the last Executive meeting of January 11, 2012 as written, after striking the comments in the attachment." Cian/Jessica. Motion carried 6/0/0

## 3. Approval of agenda

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

## 4. Old Business

1. **Motion** to excuse Ashlea Ahmed from the last Executive meeting of January 11, 2012. Stephen/Cian. Motion carried 4/1/1.
  - a. *Ashlea provided notification on January 11, and was busy with another meeting at that time.*
2. **Motion** to increase the amount allocated to the CAB/Cameron bulletin board displays by \$35, Siwei/Jessica. Motion carried 5/1/0.
  - a. I can't seem to find what the original amount was, but I thought it was \$60 or \$65. Please correct me if I'm wrong.
  - b. The PRT asked the design team to make them look better and the PRT used all of the previously approved funds.
  - c. Melyssa's rationale: I was thinking of changing it up to match with the newsletter design every month, without completely changing the whole thing. Basically what I mean is keeping the design as is, and getting some construction paper etc that can be used as additional bits for special events. I was thinking to get this started so that we can design the bulletin boards around FAMF for the next two months. If we stick up posters in there, a lot of

people will just walk right past it since it isn't really present in an eye catching way. If we worked it up, and with the FAMF being so important and coming up, I think it would be best to try to use the bulletin board as a way to get out the info to the students.

- d. Budget breakdown:
  - i. Blue poster board for background (5 sheets or different shades of blue): 5 dollars. - Dollar store
  - ii. Black poster board for letters and borders for posters: 5 Dollars ( If we decided to use cutout letter instead this will be about 6 or 7 dollars). - Dollar store
  - iii. Seasonal boarders (to line the bulletin board, I'm thinking of getting shiny silver ones and writing FAMF on it): 5 dollars - Walmart
  - iv. Glitter: about 5 dollars - Walmart
  - v. Pack of permanent markers: 5 dollars - Walmart
  - vi. Extra five dollars just in case we need more supplies (use them all) or need one or two other things.
  - vii. Cian: How much was previously approved in total for the CAB/Cameron bulletin board?
  - viii. Stephen: \$60.
  - ix. Cian: How much how we spent already?
  - x. Stephen: Last time I checked, we spent \$43.41. I think we should budget for new displays instead of increasing the budget every time.
  - xi. Dustin: Does the current board follow our visual communications guidelines?
  - xii. Siwei: Currently, we don't have a set guideline for ISSS branded bulletin boards.
  - xiii. Dustin: I would like to have a guideline for the board
  - xiv. Siwei: What direction/suggestion do you have?
  - xv. Dustin: Just a more guided approach.
  - xvi. Stephen: We already have permanent markers, I don't think we need glitters to make it stand out. Content is more important. We can use current resources that we have instead of buying new ones.
  - xvii. Siwei: I would be in favour of someone amending the motion if they would like to.
  - xviii. Motion to amend the motion to read "**Motion** to increase the amount allocated to the CAB/Cameron bulletin board displays by \$20." Stephen/Jessica. Motion carried 6/0/0.

## 5. New Business

1. Job Descriptions Discussion, Cian
  - a. See attachments for an example.

- b. Siwei: The colors and sizes of the titles in the attached file are incorrect, so if you wanted one already formatted correctly with the right colors and sizes, go to \Dropbox\ISSS\VP Community\Directors and click on any of the director files.
  - c. Jessica: I think it will be a great idea to include in the election package.
  - d. Brett: I am in favor of the idea
  - e. Cian: Can we have the draft done by Monday or Wednesday?
  - f. Everyone: Job Description draft will be done by Monday.
2. Professional Development Seminar Discussion, Cian
- a. For Directors
  - b. Dustin: I think it be worthwhile to have it in early February. Have each executive speak for 15-30 minutes about different transferable skills.
  - c. Jessica: So we are organizing it?
  - d. Cian: That is my question, would you rather organize and speak or should we contact an outsider.
  - e. Siwei: I would prefer to have an outside organization speak
  - f. Jessica: I agree with Siwei.
  - g. Brett: I agree with Siwei and Jessica. We already have a lot of workload going on.
  - h. Cian: What about the sessions for directors?
  - i. Siwei: I would be okay with having it. I would love to hear a speech from someone professional about it
3. Procedures Manual Changes Discussion, Cian
- a. We'll go through the document from the top, talking about controversial points.
  - b. Brett: What about receipts for locker rentals?
  - c. Cian: I think you've raised a good point.
  - d. Cian: Who should access the voicemail?
  - e. Siwei: I can share the way SFAIC does it. We keep track of it on paper, and record who has responded.
  - f. Stephen: We don't have that many voice messages right now
  - g. Jessica: I think Siwei brought up a good point. Isn't there a code? And do you want that to be open to everyone who has office hours?
  - h. Siwei: I think everyone who has access to answering the phone should have access to the voicemail
  - i. Brett: I agree with Siwei.
  - j. Jessica: I think we should change it so that everyone who has office hours has access to the voicemail.
  - k. Cian: I can see both points. I can also see it being beneficial to limit it to the VPAF or executives.

- l. Dustin: I suggest change 5.2.6 to: “Executive who has access to voicemail shall...”
- m. Cian: Email policy.
- n. Siwei: What do you mean by external emails?
- o. Cian: I am talking about the main point here 5.3.6
- p. Cian: I am also not sure if 48 hours is appropriate. It might not work for everyone taking into consideration future Executives, Directors, and councillors
- q. Siwei: What about changing 48 hours to a previously agreed time?
- r. Dustin: It doesn't make sense.
- s. Cian: We can delete it.
- t. Dustin: I would like to leave it in.
- u. Brett: We can change it to “two business” days. This eliminates the weekend problem.
- v. Jessica: I would like to change 5.4.5.1 from “twenty-four hours” to “within two business days”
- w. Cian: Notice of absences
- x. Jessica: Can you change “Vice President Administration and Finance” to “VPAF”
- y. Cian: Departmental Association discussion
- z. Dustin: It would be great if we could create and Biological Science DA some time later.
- aa. Cian: COSSA granting - do we need to discuss this?
- bb. Dustin: Yes, we need to.
- cc. Cian: To clarify, the original edit was to delete the point. My suggestions have been included in the document.
- dd. Cian: Organizational planning. If we are making a strategic plan, how do we maintain a vision?
- ee. Siwei: I think I talked to Dustin about this earlier. It might be important to do a 1-year plan, 5-year plan, and plans in between (2,3,4 year plan). We should have a record on how these plans move, and if we should move it up to a different year or delete it.
- ff. Dustin: I think its valuable way to keep track of our progress.
- gg. Cian: It might be difficult for future executives/councillors to follow.
- hh. Dustin: Brett what are your thoughts?
- ii. Brett: I'm not sure.
- jj. Siwei: What about using old plans as a working/starting document and they can do revisions to the old plan as well.
- kk. Cian: My suggestion is to leave the section as it is right now and to see what the next group lead by the next President comes up with.

- ll. Stephen: I think one of the strengths of the strategic plan is knowing exactly what we want in the next 5 years. I think we should let the next group decide what they want to see done and find their own way.
  - mm. Jessica: Should we set a timeline for the VPAF to regularly update the budget?
  - nn. Stephen: This is something I have tried to address through the financial state of the ISSS update through council. I think it should be even less than 2 months.
  - oo. Cian: What do you suggest?
  - pp. Stephen: At least once every two weeks.
  - qq. Jessica/Siwei: I think it should be once a month
  - rr. Stephen: Okay, at minimum once a month
  - ss. Cian: Who should someone contact if they have a disagreement? Should it be addressed to the President or the entire Executive?
  - tt. Siwei: It should be addressed to the President since he oversees the whole ISSS organization because each Executive might have different opinions.
  - uu. Cian: should we let the faculty verify if a student is in Science or should we do it?
  - vv. Everyone: let the Faculty verify.
4. ISSS/CBAS Letter to the Provost, Dustin
- a. Cian: I agree with the letter as long as it does not suggest a different solution
  - b. Brett: I am not too sure. I can see a point, but Native Studies is a lot smaller but the percentage is still the same.
  - c. Dustin: I think our faculty and Arts are at a disadvantage as we see less and less support through funding. Focus on the philosophy rather than particular numbers.
  - d. Cian: Are we an appropriate body to approve an ISSS letter?
  - e. Dustin: Council then.
5. Moderating Contact with the Faculty, Dustin
- a. Dustin: Any thoughts about making it clear to our Directors before contacting an administrative that they should inform an overseeing executive first?
  - b. Stephen: I think some of the contacts you mentioned have already been made by an overseeing executive.
  - c. Cian: We should also have a general moderator between the faculty and us and be aware where everyone is at.
  - d. Stephen: It might be valuable to have a person from the ISSS be responsible.
  - e. Cian: I suggest either the VPA, President, or both
  - f. Dustin: I am not a fan of appointing a particular person.

- g. Siwei: Would it be valuable for at least my portfolio to also do a uniform thing where I could be the person to contact in regards to contacting professors for classroom presentations.
  - h. **Motion** to move in camera. Dustin/Cian. Motion carried 6/0/0.
  - i. Motion to move ex-camera. Dustin/Cian. Motion carried 6/0/0
  - j. Jessica: I like the idea of having one person manage it. How about having a document recording past events/contacts.
  - k. Brett: If one email is sent one week, and OK'd, then other ones a week or so later are requested, they may potentially be not OK'd because of the last email sent out?
  - l. Dustin: I like Jessica's idea and in terms of Brett's point in moderating. We should have a certain deadline and approval process.
  - m. Cian: I suggest that executives are required to inform and all directors need to seek approval
  - n. Dustin: I would like to create a proposal and bring it back
  - o. Stephen: I don't think we should use a calendar as it might be overloaded.
6. FAMF Event, Siwei.
- a. Siwei: My thought is to have an event right before the FAMF voting day. We talked about ways we can market FAMF through other events but there is nothing going on after Science Week. Timeline - between 2 and 4 days long (Feb 28). My idea is to have an event where COSSA members can create their own team and participate in different events, like Antifreeze. What are everyone's thoughts about this idea? Should we have it or not?
  - b. Cian: I am not sure if I am in favor of having an event to indirectly affect the voting results.
  - c. Jessica: I agree with Cian. It's a good idea, but I don't think the purpose for the event is to market the FAMF.
  - d. Siwei: Maybe this event is too large to plan for the FAMF in terms of man power, but I still think we need to have an event to remind students about what the ISSS did.
  - e. Cian: We are doing lots of great things for students all the time. I would rather see all resources go towards the campaign.
  - f. Stephen: Siwei has a lot of energy for this and overall I think this is what Science Week should have been. Both ideas could have been incorporated into one. We should incorporate this into next year's Science Week.
  - g. Siwei: is the consensus to leave this for next year?
  - h. Cian: my suggestion is for Siwei to save her energy for the March campaign
  - i. Brett: If Siwei thinks she can handle all the workload then go for it. You have a lot of great ideas. But I suggest not doing it this year and including it into Science Week next year.

7. Project flowchart, Siwei.
  - e. *Stephen: Not sure if Siwei also wants to talk more about this, but Jesse expressed concern about needing to be more "in the know" about ISSS events, as the demands of the External Relations portfolio requires an extended buffer period to allow time to build up contact with potential sponsors. I'd like a bit more discussion on how to implement this, and how to better equip Jesse with the tools to succeed at finding external funding.*
  - f. See attachment.
  - g. Siwei: So far this will only take inputs from Stephen and myself.
  - h. Jessica: How do you see this turning out?
  - i. Stephen: ISSS internal, I envisioned it as an ISSS internal where you can check boxes and it will send out automated emails.
  - j. Siwei: this is an online form that is available to everyone to use
  - k. Cian: I am tentatively in favour of this, but I am not sure if it addresses the External Relations concern. I am also not sure how small events would work into the larger form.
  - l. Siwei: The late issue is addressed in the bottom. It will automatically pop-up in the bottom. It has room to work with all types of projects.
  - m. Dustin: I like to add in an opinion for student consultation/feedback
  - n. Siwei: I am wondering particularly with the FAMF as to how we want to develop this. We would have to figure out what steps to take into develop this. How should we go about starting?
  - o. Cian: Stephen how long do you think it would take to get this done?
  - p. Stephen: Quite a bit of time
  - q. Cian: I don't know what basic things you can get done, or even improve this document and pass it on the next group.
  - r. Dustin: I agree with Cian.
  - s. Stephen: in terms of events, we don't have that many events left this year.
  - t. Dustin: From my perspective, if you have time to work on this then please go ahead.
  - u. Cian: From my perspective, we should let things happen the way they are.
  - v. Siwei: We can do this after FAMF.
8. Standardized event evaluation, Siwei.
  - a. Siwei: I don't know what everyone wants to see when I make events so I feel that we need to have a standardized event evaluation so that everyone is evaluated the same way.
  - b. Brett: I agree.
  - c. Jessica: I agree with Brett
  - d. Dustin: I agree with Jessica
  - e. Cian: Let's make a standardized template. I will have Hanhmi make it.
9. Merchandise Question, Siwei.
  - a. Siwei: Jackets - Have the ISSS logo, your name, and year. Should it be available for all executives/councillors/directors?

- b. Dustin: We should also open it up to volunteers and do a pre-order system.
- c. Siwei: should we have a standard color?
- d. Dustin: No, I like one color
- e. Siwei: Okay I will have two colors white and blue.

#### 10. House Points, Stephen

- a. Discussion
- b. Stephen: let me know if you have any questions about the point system before we do the draft.
- c. Jessica: I don't think it's fair to have points for picture with the President.
- d. Dustin: I trust you guys to make decisions on this. I have to leave in a few minutes so this meeting will be ending soon.
- e. Stephen: We tried to make it as passive and active as possible. Some other things we wanted to focus on for the house competition are to have something that connects directors.
- f. Drafting

### 6. Attachments

- 1. See attached documents.

### 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 5:15p.m., January 25, 2012 in CCIS 1-033.  
The chairperson of the next meeting will be Stephen Chin  
Minutes will be taken by Arun Thomas

### 9. Adjournment

**Motion** to adjourn the meeting at 7:17 PM. Dustin/Cian. Motion Carried 6/0/0.

# Job Description

## President

### Introduction

The President of the ISSS is a spokesperson for the ISSS and its visionary leader. The President is ultimately responsible for the wellbeing of the organization, its people and its projects. The President motivates, encourages and supports the work of the other five Executives, along with Councillors, Directors and other volunteers.

### Reporting

The President reports to the ISSS Council weekly and can also be held accountable by Members at a Semi-Annual General Meeting.

The President typically manages a small number of direct reports, between three and five Directors who assist with administrative duties, group evaluations, internal relations and projects of the President.

### Responsibilities

1. Coordinate the overall affairs of the ISSS, of the Executive and of the Council.
  - a. Keep informed of all projects and activities.
  - b. Support Executives in their portfolios as needed.
  - c. Encourage strong group communication and cooperation.
  - d. Foster a positive internal group dynamic.
  - e. Manage internal conflicts.
  - f. Encourage Councillor engagement and ownership of the ISSS.
  - g. Ensure adherence to the ISSS mandate and its governing documents.
2. Encourage regular reflection and visioning within both the Executive and the Council.
  - a. Lead the creation of the Strategic Plan.
  - b. Coordinate individual and group evaluations.
  - c. Encourage regular evaluations of ISSS projects.
  - d. Provide an attitude encouraging innovation towards prioritized advancement.
  - e. Pursue professional development support for the Executive.
3. Acts as the external voice of the ISSS on non-academic issues, such as student space and non-academic student fees.

- a. Meet regularly with the Faculty of Science to deliver updates on ISSS activities.
- b. Support the VPA in fostering positive relationships with the Faculty of Science and the Students' Union.
4. Coordinate and plan Semi-Annual General Meetings.
5. Coordinate transition.
  - a. Lead a transition retreat in May as the incoming President, fostering team building, goal-setting and planning.
  - b. Lead the transition retreat the following May as the outgoing President, encouraging transfer of information and organizational culture.
  - c. Coordinate any transitions needed mid-year, including the transition of First-Year Councillors in September and coordinated Director transitions as needed.
  - d. Prepare transition documents for future Presidents, and encourage other Executives to prepare for transition early and often.
  - e. Advertise for an ISSSER and liaise with the ISSSER to ensure successful elections and the smooth operation of any replenishment processes.
  - f. Build interest in ISSS elections among potential candidates and voters.
6. Attend COSSA meetings and update members on ISSS projects.
7. Attend CoFA meetings and assist the VPA to build positive relationships with other faculty associations.
8. Has joint signing authority for all ISSS financial transactions.
9. Manage new projects only of high personal motivation that do not clearly fall under other portfolios, or that other portfolios are unable to accommodate at the time.
10. Review governing documents as necessary to continue to the processes needed to run an effective, efficient faculty association.

## PROJECT FLOWCHART

Is this something new? And what is the date?

IF YES:

- Finance Committee
- Proposal Template
- Council Approval
  - o Send to council 1 week in advance (additional deadline)

Calculates nearest council and FC meetings to the 45-day marketing deadline for approval deadlines.

IF NO, start here: Start off with an event date.

- Calculate:
  - o 45 days before marketing
- Separate Early/Late
- Automatically notifies ER
- Checklist
  - o Volunteers
    - § For marketing
      - PRT
      - Postering
    - § For event
  - o Marketing
    - § Design
      - Cameron Library screensavers
      - Posters
      - Banners
      - Facebook images
      - Handbills
      - Other
    - § Newsletter
    - § Website
    - § Classroom Presentations
    - § Bearsden
- IF: Late
  - Automatic message pops up on the website saying something like, "this is late, you may not get everything you request.
  - Same checklist
  - The people contracted to do the work will receive an email saying that the request is late so they can adjust their workload accordingly.