

The Interdepartmental Science Students' Society

Executive Meeting

Minutes

5:15 p.m.

February 15, 2012

CCIS 1-033

Attendance

Executives: Cian Hackett, Dustin Chelen, Jessica Nguyen, Brett MacGillivray, Stephen Chin
Other: Michelle Truong

Chairperson: Jessica Nguyen

Minutes: Michelle Truong

1. Call to order

Meeting called to order at 5:17.

2. Approval of minutes

Motion to approve the minutes of the last Executive meeting of February 8, 2011 as written. Brett/Dustin. Motion carried 5/0/0

3. Approval of agenda

Motion to approve the agenda below, as written. Cian/Stephen. Motion carried 5/0/0

4. Old Business

1.

5. New Business

1. **Motion** to approve \$85.00 for Discover Science posters. Dustin/Stephen. Motion carried 5/0/0.
 - a. Cian: Use the discount?
 - b. Stephen: 90 posters in 1 building?
 - c. Dustin: Posters in buildings other than CCIS.
 - d. Stephen: How long is the marketing campaign going to be?
 - e. Dustin: 3 weeks.
2. Evaluation of Director experience discussion, Cian
 - a. Cian: Topics/questions for the evaluations?
 - b. Stephen: What if they have already done something like this?
 - c. Cian: Like what?
 - d. Stephen: Acknowledgement and questions have already been asked. Can be answered in transition documents.
 - e. Dustin: Some also overlap from what I have asked my directors. Two issues missing, feeling control and ownership over the position, etc.

- f. Cian: Questions aren't standardized. No way to evaluate the overall director experience in the ISSS. Perhaps long answer responses as well.
 - g. Jess: Think it would be valuable to do evaluation, although it may be repetitive, as opposed to having each exec conduct their own.
 - h. Cian: Would like to remove some redundancies.
 - i. Dustin: Did not respond to my suggestions?
 - j. Stephen: I wouldn't like for them to have to do the same questions again.
 - k. Jess: In favour of tweaking the questions.
 - l. Cian: There are differences in response mechanisms between evaluations.
 - m. Jess: What about doing separate evaluations for each portfolio and then execs compiling the results and adding it all together.
 - n. Stephens: Three execs have already conducted evaluations. Maybe have them finish the evaluations and then consolidate the process next year.
 - o. Cian: It's valuable to have some sort of exit survey. Don't see a good evaluation unless there's a central way in doing them. Long term vision is to evaluate the working relationships and looking at the director experience.
 - p. Jess: Since some execs had already done them, maybe allow Hanhmi to have access to the evaluation results and then send out specific surveys afterwards?
 - q. Cian: It's impossible to compare the different response mechanisms.
 - r. Jess: Ask them to do responses in a different form?
 - s. Dustin: No problems with Cian's suggestion.
 - t. Cian: If execs that have done evaluations send the results to Hanhmi and then the execs who have not, modify their questions, then standardize results and have a discussion about them.
3. Science Student Wellness discussion, Cian/Jess
- a. We met with Sean on Tuesday, and he wanted a larger audience to promote awareness of wellness of students and examples of initiatives by faculties and faculty associations that address student wellness.
 - b. Dustin: Suggest that his time would be better spent talking to the person directly responsible.
4. Tracking ISSS Assets Discussion, Stephen
- a. Currently, the way the process works, an Executive, Councillor, Director or Volunteer can submit a reimbursement form to cover purchases under any approved expense. The issue then, is that there are currently no measures to ensure that those purchases characterized as "sustainable/reusable" - hot chocolate, pop, serving containers, pancake griddles, to name a few - remain in the ISSS's possession after reimbursement. For example, any volunteer can just walk out with a box of pancake mix after Science Week is over, which from a purely financial perspective, represents an unaccounted for loss in

ISSS assets. I'm looking for suggestions on how this problem can be solved, or if it is a problem at all, and I can just trust everyone to leave purchases in the office for later storage.

- b. *Stephen: One suggestion is to make it mandatory for event planners to create a checklist of all items remaining after an event, and to ensure that they're properly stored for next year.*
 - c. *Another suggestion is to create a spreadsheet, or "inventory" that characterizes each asset, including information such as "Item purchased for _____ (event name)." "Quantity: _____" - "Current location" _____"*
 - d. **Dustin:** Part of it is a communication problem. Don't think it's happening maliciously.
 - e. **Cian:** Agree with Dustin. Think the paperwork will create more problems, rather than be beneficial.
 - f. **Stephen:** It's important to be proactive.
 - g. **Cian:** Difficult to track. Can track the fact that we had a stapler, but where do we go from there?
5. **Motion** to approve an expense not to exceed \$30.00 for two storage room keys.
Cian/Stephen. Motion carried 5/0/0.
6. ISSS Internal Discussion, Stephen
- a. **Stephen:** Brainstorm uses for ISSS Internal.
 - b. **Dustin:** Should be comprehensive and easy to access.
 - c. **Jess:** People not knowing about ISSS Internal may be a problem.
 - d. **Cian:** Like the look of ISSS Internal. Agree with Jess. Wonder if it's possible to project it or something. Constant visual or reminder would be useful.
 - e. **Jess:** Problem is that people don't sign in at the start of their office hours.
 - f. **Stephen:** Addressing Dustin's point, it's easier to update and get updates. With people not knowing about ISSS Internal, we can begin a campaign after reading week to get the word out. Make it mandatory for people to check it to improve communications. For a constant visual, have it open on the ISSS laptops as a reminder for people to check.
 - g. **Cian:** Is there any way to have the updates shown as "read" and "unread"? Pop up window after sign in for a reminder. Screen saver?
 - h. **Jess:** Having people make sure they have to sign in within a certain amount of time for their office hours.
 - i. **Stephen:** Problem with "read" and "unread" is that directors may miss updates unless they have individual accounts. Looking for ideas on notifications through ISSS Internal, rather than sending emails.
 - j. **Siwei:** Maybe have people sign off on reading posts? Have a preset checklist of everyone who should read the posts.

- k. Cian: Think that updates to directors are better sent through email. Useful for office communications though.
 - l. Siwei: Suggest having different pages for different types of posts.
 - m. Stephen: Think it would be valuable to separate that.
 - n. Cian: Anything that does not require action would be appropriate.
 - o. Siwei: Have both action and non-action items on ISSS Internal. Also send out an email on action items.
7. Executive Workloads and Human Resourcing, February and March
- a. **Motion** to move in-camera. Cian/Dustin. Motion carried 6/0/0.
 - b. **Motion** to move ex-camera. Brett/Cian. Motion carried 6/0/0.

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., February 29, 2012 in CCIS 1-033.

The chairperson of the next meeting will be Cian Hackett

Minutes will be taken by Jennifer Weekes

8. Adjournment

Motion to adjourn the meeting at 6:54. Siwei/Dustin. Motion carried 6/0/0.