

# The Interdepartmental Science Students' Society

Executive Meeting

Minutes

5:15 p.m.

March 7, 2012

CCIS 1-033

## **Attendance**

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

*Other: Meika Ellis*

Chairperson: Stephen Chin (for Dustin Chelen)

Minutes: Meika Ellis

## **1. Call to order**

Meeting called to order at 5:17pm.

## **2. Approval of minutes**

**Motion** to approve the minutes of the last Executive meeting of February 29, 2011 as written. Brett/Siwei Motion Carried 5/0/0

## **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. Director Appreciation Event, Cian

- a. Please see the document I sent to Executives on Sunday night. The purpose of this discussion will be to ensure a commitment of all Executives to the roles I've outlined, and to standardize them between portfolios.
- b. Cian: To recognize your directors with a paper plate award, and a flip chart paper quote. Is everyone okay with this?
- c. Table: Yes.
- d. Stephen: Are we supposed to make up our own paper plates?
- e. Cian: I can if you want.
- f. Stephen: Okay who will be actually making them? The way I envision them is spray painted with a design.
- g. Cian: We can go with a blue paper plate and silver writing. I need your names submitted to me. The paper plate awards need to be relatively equal amongst

the executives. Or suggestion: think of a draft of the awards that you would like present and we will discuss next meeting. The one line quotes will not need to be as equal.

2. **Motion** to reschedule the Executive meeting on April 11, 2012 to Monday, April 9 at 8:00 a.m.. Cian/Siwei Motion Carried 5/0/0
  - a. Stephen: Monday is a Holiday.
  - b. Cian: We all committed to doing director interviews that weekend. Is this also our last exec meeting of the year?
  - c. Stephen: Technically yes.
  - d. Motion to amend the motion to read **Motion** to reschedule the Executive meeting on April 11, 2012 to Monday, April 9 at 10:00 a.m.. Cian/Siwei Motion Carried 5/0/0
3. **Motion** to excuse Dustin Chelen from today's meeting. Stephen/Siwei Motion Failed 0/5/0.
  - a. Dustin provided notification on Sunday. He will be at a mandatory candidates' meeting and is unable to attend.
  - b. Brett: Is it a VPA Candidates meets?
  - c. Jessica: It is a SU candidate meeting.
  - d. Cian: The discussion is if Dustin has made a reasonable effort to reschedule his meeting.
  - e. Brett: Does finding a proxy count for this?
4. Office Professionalism Poster, Stephen
  - a. I am looking for suggestions on *Content, Target, and Message*.
  - b. First of all, my intent is to subtly remind office staff to serve students first. By passively stating a "pledge", it not only gives Directors a sense of direction at the front, but can also act as a reminder for students if they are acting out of line. I have taken a few of the relevant phrases found in the office experience that was part of the Code of Conduct.
  - c. The poster will be placed between the printer and the bookshelf.
    - i. Brett: I like it.
    - ii. Siwei: I am sorry but I oppose the idea of a poster. If we could find good content then maybe however, currently it seems to have subtle tones of manipulation instead of talking with them and showing them professionalism.
    - iii. Brett: I do not see why would should have to tell people we are accessible.
    - iv. Cian: Not opposed to the poster idea but is there anyway to put our mission/values on there? That way it does not look reactionary as we are taking what is in our constitution.

- v. Jessica: I do not like it either. The idea of values is okay but students are not going to read it and will just turn into another nice thing to put up in our office.
- vi. Stephen: Who is the target? What Jessica just suggested is that students coming in will be reading the poster OR is it the office staff?
- vii. Jessica: I think something to student's makes more sense as if we train people it should be common sense to be professional.
- viii. Siwei: SFAIC has up the SU code of conduct so that when I am working I know who I am representing and respect it. So if put it up and make it public; it acts as an external motivation. Office staff reading it would be more aware are what the students may be expecting of them. I think things need to be more intrinsic.
- ix. Cian: Council ad exec mentioned that we would be the ones to take charge and act as mentors to professionalism. If we see it we stop it. Maybe we need to step up.
- x. Stephen: It does not need to target one group or another specifically. As for the poster I am following up what council wanted. A suggestion was to define professionalism which I think is too much so I thought this poster may work better. And it is not reactionary because it is the end of the year and so this is something that will be there next year. A code of conduct can work together in terms of training and find that connection with the ISSS.
- xi. Siwei: We need to bring this to council so that people do not feel like we are targeting them in terms of poor office conduct. Council needs to have a part in deciding what we do with this.
- xii. Brett: Ditto Siwei.
- xiii. Cian: Can you put a second "M" in "accommodating" please?
- xiv. Stephen: Point C of this discussion is where the poster will be hung.
- xv. Siwei: Students are not really going to look there.
- xvi. Stephen: I am looking for direction from executive. Do I put it up?
- xvii. Siwei: No
- xviii. Brett: I am cool with it.
- xix. Cian: If we put our values on it.
- xx. Stephen: Siwei - from my perspective we have already run it by council. So from three to five years down the road how to we let people know what we have discussed?
- xxi. Siwei: put it in your transition. As a part of the transition period go over office professionalism. This year we did not even discuss office stuff until August, so if you begin early and transition well a poster is not needed.

xxii. Cian: That should be the new VPAF.

### **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., March 14, 2012 in CCIS 1-033.

The chairperson of the next meeting will be Stephen Chin

Minutes will be taken by Ashlea Ahmed

### **8. Adjournment**

**Motion** to adjourn the meeting at TIME.