

The Interdepartmental Science Students' Society

Executive Meeting

Minutes

5:15 p.m.

March 14, 2012

CCIS 1-033

Attendance

Executives: Siwei Chen, Jessica Nguyen, Cian Hackett, Stephen Chin, Brett MacGillivray(5:27)

Other:

Chairperson: Dustin Chelen (for Stephen Chin)

Minutes: Ashlea Ahmed

1. Call to order

Meeting called to order at 5:17 PM

2. Approval of minutes

Motion to approve the minutes of the last Executive meeting of March 7, 2011 as written. Siwei/Jessica. Motion carried 4/0/0.

3. Approval of agenda

Motion to approve the agenda below, as written. Siwei/Jessica. Motion carried 4/0/0.

4. Old Business

1. Transition Update, Cian
 - a. Where are we all at?
 - b. Siwei: Transition documents will be done by Saturday.
 - c. Jessica: Meeting directors to go over documents next week. Should be done by the 25th.
 - d. Stephen: All my directors have sent in their documents. Sponsorship will be heavily emphasized as it is the most transferable.
 - e. Cian: Not quite done but will give it completed within the next few weeks.
 - f. Stephen: How do you know when transition is complete?
 - g. Siwei: When you run out of things to discuss
 - h. Cian: When all the knowledge pertinent to my position is documented.
 - i. Jessica: It's based on your own judgement.
 - j. Brett: Still have quite a bit to do. Will ask incoming VPP what they would like to see in transition.

5. New Business

1. Transitioning new Executives, Cian
 - a. One-on-ones

- b. Cian: Will send out an email to newly elected executives. Out-going executives should convey any unwritten topics regarding their position.
 - c. Jessica: Will give the incoming VPS time to read the wiki and then field any questions the VPS may have.
 - d. Stephen: Did we get a grant for transition?
 - e. Cian: Granting will be confirmed by the 23rd.
 - f. Siwei: I was going to tell the incoming VPC to read the documents and then also field any questions he/she may have.
2. Director Evaluations, Siwei
- a. Cian: Director evaluations will be completed as whole and shared with incoming executives.
3. Photo hosting options, Siwei
- a. See price and specification breakdown [here](#)
 - b. Siwei: What value do you see in photo hosting in the future?
 - c. Cian: What do you mean by photo hosting?
 - d. Siwei: It would be a gallery to view photos, seeing as putting it on the website became too complicated.
 - e. Stephen: Combine web hosting
 - f. Siwei: Can this be done in the near future?
 - g. Stephen: Prioritize having a good website then we can buy the hosting and post photos of our choice.
 - h. Siwei: Should we buy this now and then bring it up at the next meeting?
 - i. Cian: There is no advantage to buy now. We can renew web hosting and photo posting together.
 - j. Siwei: Anything else that is important that should be considered in transition?
 - k. Cian: We don't know enough to make a proper decision.
4. McCallum Printing, Siwei
- a. Siwei: They can give us better deals on printing with better quality than our current provider.
 - b. Jessica: I think it's a good idea. If events are planned ahead of time then printing will become more manageable.
 - c. Cian: how much better are the deals?
 - d. Siwei: Up to \$1000
 - e. Jessica: How many posters do we print per event
 - f. Siwei: Depends on the event. 30 or 40 for some smaller events, 300-500 for Science Week and FAMF.
 - g. Cian: Add this to transition. a challenging aspect would be everyone's schedules.
5. Paper Plate Awards, Cian

- a. **Motion** to move in-camera. Jessica/Siwei. Motion carried 5/0/0.
- b. **Motion** to move ex-camera. Jessica/Siwei. Motion carried 5/0/0.

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., March 21, 2012 in CCIS 1-033.

The chairperson of the next meeting will be Siwei Chen

Minutes will be taken by Kim To

8. Adjournment

Motion to adjourn the meeting at 7:01p.m.. Brett/Siwei. Motion carried 5/0/0.