

# The Interdepartmental Science Students' Society

Executive Meeting

Minutes

5:15 p.m.

March 28, 2012

CCIS 1-033

## Attendance

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

*Other: Shauna Regan, Michelle Trinh, Melyssa Chui, Brittany Matenchuk, James Hwang,*

Chairperson: Brett MacGillivray

Minutes: *Brittany Matenchuk (for Arun Thomas)*

## 1. Call to order

Meeting called to order at 5:19pm.

## 2. Approval of minutes

**Motion** to approve the minutes of the last Executive meeting of March 21, 2011 as written. Siwei/Dustin. Motion carried 5/0/0.

## 3. Approval of agenda

**Motion** to approve the agenda below, as written. Siwei/Dustin. Motion carried 5/0/0.

## 4. Old Business

### 1. Executive Transition Update, Cian

#### a. General update

- i. Brett: I haven't completed my work on the wiki, documents have been organized, and those will be transferred to my incoming.
- ii. Stephen: Most of my wiki stuff is done, Director transitions still need to be completed for some portfolios. They need to be reviewed, and everything will be up in a week and a half. I met with my incoming, Michelle, on Monday.
- iii. Siwei: I have completed my transition document. We've covered questions in person during our meetings. We're nearly complete.
- iv. Dustin: Scheduled to meet with incoming on Saturday. Am behind. Catching up with school/SU. Will be slow, about  $\frac{1}{3}$  done.
- v. Jess: Met Shauna today. Transition docs are not on wiki yet but we talked about operations, policies, etc. should be done by the end of the week.
- vi. Cian: Done the wiki. Working on general pages because they are incomplete. Will work on this during the week. Working with Stephen on transition.

- b. Wiki - Director pages
  - i. Cian: Should we only put up “new” director pages?
  - ii. Siwei: I only put in old ones.
  - iii. Stephen: Yes, wiki is a knowledge transfer. If you have information but do not put it up that does not make sense to me.
  - iv. Cian: Please clarify? It would make more sense to put pertinent information on the pages for the new director positions so that they do not have to surf to find the information they need
  - v. Jessica: I have transferred historical information to Shauna, but I believe that the wiki should only contain pertinent information to next year.
  - vi. Siwei: It works best for mine to keep them in the old director areas.
  - vii. Stephen: transition is an outgoing process.
  - viii. Dustin: more efficient to compile the information into the new directorships.
  - ix. Cian: Ditto Dustin.

## 5. New Business

1. Transition Information Session Roles Discussion, Cian
  - a. Cian: This discussion will run through the plan for Friday and where I would like the other Executives to contribute.
    - i. Cian: Are you comfortable getting an email from me with instructions?
    - ii. All: yes
2. Strategic Plan Goals, Cian
  - a. Cian: made strategic plan and tracker. It went down in Google Docs, but it got edited by Brett. Can we check it off later on? It should not take much time. Will be done by the next meeting.
3. ISSS Internal Transition, Stephen
  - a. Stephen: How should Frost be used in ISSS internal?
  - b. Cian: I’m comfortable using my posts in Frost.
  - c. Jess: Myself as well.
  - d. Siwei: I will pass this on to Melyssa.
  - e. Cian: Perhaps Stephen can include Frost and the Wiki during the Friday transition meeting?
4. **Motion** to approve \$60.00 for the purchase of supplies for the pancake breakfast on April 4th, 2012. Brett/Siwei. Motion Carried 6/0/0.
  - a. Canola oil- \$9.96
  - b. Pancake mix- \$20.00
  - c. Napkins- \$3.00
  - d. Forks- \$7.99

- e. Plates- \$10.76
- f. **Canadian Maple Syrup- \$7.87**
  - i. Jess: Where will it be and how many people will be served?
  - ii. Brett: approx same place, 200people
  - iii. Dustin: why did we print posters already if it was not approved?
  - iv. Siwei: why do the posters say 8-10?
  - v. Brett: no cost, it was already approved, Matt made the posters.
  - vi. Stephen: We still have pancake batter left over from Science week, in the storage closet, no? Can we not use that?
    - 1. Brett: I don't believe we still have materials available. But if we do, I will use the remaining ingredients and not spend \$60.00 on the event.
  - vii. Cian: I am in favour of the event, as it has reached a lot of students in the past. Have we contacted volunteers for the event?
    - 1. Brett: Yes, a member of the PC has contacted the DVs. Dont know how many volunteers have signed up.
  - viii. Siwei: Do we have a record of the attendees between 8-9 vs 9-10 on previous breakfasts?
    - 1. Brett: I'll ask Marian.
  - ix. Jessica: I recommend that we should run the event until 11 AM, or until we run out.
  - x. Dustin: We should track the number of attendees.
- 5. **Motion** to approve no more than \$10 towards the purchase of 40 timbits for the last volunteer meeting on April 2, Siwei/Dustin. Motion carried 4/1/1.
  - a. Siwei: Stephany wanted to see if we could have food at the last meeting to improve attendance.
    - i. **Motion** to amend the main motion to read "Motion to approve no more than \$25 towards the purchase of 40 donuts for the last volunteer meeting on April 2." Dustin/Siwei. Motion carried 5/0/1.
  - b. Jess: In favour, but what about Director Appreciation the following week? I know that not everyone can be at the volunteer meeting, so I am still in favour.
  - c. Stephen: Ditto.
  - d. Cian: Has any considerations been made for celiac volunteers?
  - e. Siwei: No.
- 6. **Motion** to move in-camera. Dustin/Cian. Motion carried 6/0/0.
  - a. **Motion** to move ex-camera. Dustin/Siwei. 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., April 4, 2012 in CCIS 1-033.  
The chairperson of the next meeting will be Jessica Nguyen  
Minutes will (not) be taken by Brittany Matenchuk

### **8. Adjournment**

**Motion** to adjourn the meeting at 5:54p.m.. Siwei/Dustin. Motion carried 6/0/0.