The Interdepartmental Science Students' Society
Executive Meeting
Minutes
5:15 p.m.
April 4, 2012
CCIS 1-033

Attendance
Executives: Siwei Chen, Stephen Chin, Dustin Chelen, Brett MacGillivary, Cian Hackett, Jessica Nguyen
Other: James Hwang, Shauna Regan, Michelle Trinh, Victory Obiefuna, Melyssa Chui, Brittany Matenchuk, Arun Thomas(until).

Chairperson: Jessica Nguyen
Minutes: Brittany Matenchuk/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 28, 2012 as written. Siwei/Dustin. Motion carried 6/0/0.

3. Approval of agenda
Motion to approve the agenda below, as written. Siwei/ Dustin. Motion carried 6/0/0.

4. Old Business
1. Wiki Discussions, Cian
    a. Overlap
        i. Evaluation, Director appointment, recruitment, training and management, Faculty of Science contacts
            1. Cian: How should we deal with the overlap?
            2. Jessica: Topic by topic.
            3. Faculty of science contacts.
                a. Dustin: Should be under structure.
                b. Jessica: Should put specific pages under other portfolios. The FoS page is fine.
            4. Directors
                a. Cian: Put managing directors under one page. All info on director. Good for more standardized method.
                b. Jessica: Weird if multiple people write it. Point form and one person

      c. Siwei: Everyone just put together their specific stuff on Directors.

5. Evaluations
      a. Cians: Projects and people. Put it together. Portfolio specific.
      b. Jessica: General evaluation of working relationships under president, but portfolio-specific is important. Ex, specific to used book sale. General things could be conglomerated.
      c. Stephen: Evaluation should have its own separate page. Good resources.
      d. Siwei: Good for evaluations people, events, but what about systems? Think about all the ways to evaluate for future and break down accordingly.
      e. Brett: Ditto Stephen.
      f. Dustin: Making it separate is more valuable for me. For standardized methods, should have its own page.

b. Issues
   i. Future visions from previous years
      1. Cian: What do we do with them? What do we do with yearly add-ons? What will be best for the ISSS?
      2. Siwei: I got a little lazy with mine. Just copy pasted Street team. In future, 2010, etc - a detailed selection of ever single thing that was recorded.
      3. Dustin: In terms of deleting old accomplished goals, I don't care. However, I think separating out years as Siwei suggested would be a good idea. Keeping old future visions is important.
      4. Cian: Agree. At what stage to delete irrelevant. When do get rid of irrelevant?
      5. Siwei: Future people to handle. Let go, Cian.
      6. Jessica: I think we can delete things if they are done. The vision I got was not very detailed anyways.
      7. Stephen: I think one thing to consider in the future is archiving to external hard-drives. It would have to be clearly labelled according to year, etc.
      8. Siwei: We can keep putting things onto the wiki. Or we could do what Stephen suggested. I think it should be available though, not deleted.
      9. Cian: I never considered archiving. Question is for what? Current plan delivers unusable amount of information for future people to use. Can redistribute according to changes in portfolio.
      10. Jessica: Deleting things as we go is a good idea.

11. Siwei: Not an issue currently, no point in discussing it now.
12. Cian: I think it is relevant.
13. Siwei: Improvements given, and I used them; turns out other methods work better. Should be left open to people to figure out on own.
14. Stephen: One way to get around it: summarize the information. Make distinctions between what is completed and what is not. Also, have a summary of what worked and what went wrong.
15. Cian: Agrument to be addressed. Better to address now. Make it work now. Easiest to make it work now.
16. Stephen: It's a bookkeeping issue. We have to learn how to categorize that.
17. Cian: What is the resistance to the suggestion of year by year and deleting irrelevant points?
18. Arun: I am not a frequent user of the wiki but maybe we should use a combination. Use an external harddrive as well as the wiki. However, the wiki should only contain a summary. That way if we need to find how previous years have handled a problem we can track down how they solved it.
19. Stephen: My resistance to deleting things is that these things may be useful somewhere down the road. Not sure if we should use the wiki or not.
20. Brett: Ditto Cian. Too much information. Ditto Arun. summarize on wiki. Keep all information from previous years on hard drives.
21. Arun: The wiki will still be useful. An alternative could be keeping it updated to 2 years prior, then move anything past 2 years onto the hard drive.
22. Siwei: Writing a summary is more effort than reading the hard data.
23. Britt: Would you only have to summarize the previous year?
24. Cian: I don't understand how one would summarize that. The only way I see is by deleting the tasks which have been completed. May be different for other portfolios, but may not. How would we summarize?
25. Jessica: Agree with Cian. Obviously I will write into the wiki what I think my incoming should do, but I don't think ideas will be lost.
26. Siwei: The same problems can happen over and over again, and the same mistakes will be made.

27. Jessica: In any large organization you will never be able to track all of the history of it. Its unreasonable.
28. Cian: Siwei's ideas make sense. future years should be made aware of what has happened in the past and what has/hasn't worked. However, if an idea is irrelevant and not helpful it can be removed.
29. Siwei: But then you may lose things which will be important to future years, which is why we should not bother talking about this now. In future, they will get to a point where systems simply work. Many things will be irrelevant in future.
30. Cian: Can we delete ideas if they are complete?
31. Siwei: Yes. But can we keep track of things we have completed? Accomplishments page?
32. Cian: We have one.
33. Stephen: Ditto Siwei.
34. Victory: There should be a place where all the information is stored. However, not on the wiki.
35. Brett: External hard drive?
36. Shauna: Ditto Siwei. External Hard-drive.
37. Cian: The question is whether or not we should store things on the hard drive. It is about the wiki.
38. Siwei: Take it off the wiki.

2. Volunteer Appreciation Discussion, Cian
   a. Cian: As for the e-mail discussion, I'm not sure what can be done.
   b. Siwei: Bringing guests could fit in the budget.
   c. Cian: Not in favour of taking it back. I have not offered to my directors to bring a guest.
   d. Siwei: We can put a limit on how many people bring guests.
   e. Dustin: Don't think we should spend money on ISSS volunteers friends. Comfortable retracting it. Don't think it is obvious that we would pay for one guest.
   f. Brett: If we do that, how do we get the guests to pay us?
   g. Siwei: At the door, most likely.
   h. Jessica: Agreed.
   i. Cian: I can write up the email.

5. New Business
1. Motion to approve an expense not to exceed $20.00 for stakeholder thank-you cards. Cian/Dustin. Motion carried 6/0/0.
   a. Recipient list: Student Services, Shannon Goodwin, Wanda Vivequin, Jodi Richter, Brenda Leskiw, Gregory Taylor, Kristina Loewen, Amanda Henry,

Giselle General, Rory Tighe, Emerson Csorba, Colten Yamagishi, Tom Berekoff, Tara Graham, Julie Naylor, Zach Fentiman, Sarah Coffin, CBAS

    b. Cian: I think we should give gifts to our stakeholders.

2. Motion to schedule an Executive meeting on April 14 at 6:00 p.m.. Cian/Siwei. Motion carried 5/0/1.
   a. Cian: Not everyone responded to my poll.
   b. Brett: Why do we need to do this?
   c. Jessica: New exec do not have voting power.

3. Motion to split the Director of Mini Study Groups into a Director of MSGs (External) and Director of MSGs (Internal). Dustin/Brett. Motion carried 5/0/1.
   a. Motion to move in-camera. Dustin/Cian. Motion carried 6/0/0.
   b. Motion to move ex-camera. Dustin/Brett. Motion carried 6/0/0.

4. Late Director applications discussion, Dustin.
   a. Dustin: One of my current directors was not aware of the deadline. They would still like to apply. I think it would be valuable to let them apply. I would like permission to let them apply.
   b. Brett: I have encountered a similar situation, and told people to apply in September.
   c. Cian: It is unfair to allow people to apply when other students will not be allowed.
   d. Dustin: Did not know others have been turned away. I will retract my request.

5. Member professional development grant discussion, Dustin.
   a. Dustin: What is the ISSS's stance on supporting individuals on professional development?
   b. Brett: I think that's a good question. I don't think we've touched on that this year. I think this is a good discussion for council, not exec. It is an area we do not have.
   c. Stephen: I think that the BSA does allocate a good portion of their FAMF to PD and the ISSS has not had this opportunity yet to send students to conferences etc. We have had several COSSA applications regarding this, and I think that this is a different instance because this has not come through CoSSA.
   d. Cian: Will address the motion tomorrow. If we were to offer PD grants, then there should be a specific pool for a body like council to make decisions throughout the year on things like this.
   e. Dustin: Proposals should go through FC Before council, in future. In regards to BSA, they have a much larger budget than us.
   f. Siwei: CBAS has student initiatives. I think we haven't done enough research

in this. We don't know enough yet. Will this experience be valuable for students?

  g. Jess: Ditto Dustin. Should have procedures in place beforehand. However I think we should support PD in future.
  h. Dustin: I think the motion for tomorrow should be withdrawn.
  i. Siwei: I do not agree with Dustin. A report should be made, and this should be discussed.
  j. Cian: I think the motion should be discussed in council. Council permitted them to present. However, I disagree with the motion.

6. <mark>Motion</mark> to rename the Director of Programming and Director of Science Week for 2012-2013 as two Directors of Event Planning. Cian/Brett. Motion carried 3/0/2.
  a. Brett: Currently, programming is accepting applicants for DP and DSW. Brittany would like to have two Directors of Event Planning.
  b. Cian: Speak in favour of the motion. All director applicants have been emailed saying that the positions of programming are being discussed. Rather than having a director available for an event which happens for one week, and one director whose name is confusing, it makes more sense to have two directors of event planning.
  c. Stephen: will they have the same role?
  d. Brittany: The roles will be similar to the roles of the previous Director of Programming.
  e. Stephen: I think that having two people with the same position will cause problems.
  f. Brittany: Rather than splitting the roles based on the type of events, it would be more beneficial for the Directors to allow them to split the events between them, depending on availability.
  g. Siwei: I'm in favour, as the positions are more equal, and it seems to be a better way of naming and reorganizing them.
  h. Stephen: I think it would be better to have one Director and an event planning committee.
  i. Jess: Agree with Stephen. It's harder to work with two Directors than one for one portfolio.
  j. Cian: I think this is different than services because events are discrete. We cannot hire directors for singular events. It makes sense to me to have flexibility between the portfolio to allow directors to take on various events, then collaborate on larger projects.
  k. Michelle: Much effort goes into planning one event, never mind two or more. Best to have two directors focusing on different projects throughout the year.
  l. Jessica: If you have one DP, I think that is enough. Having many people leading makes things tougher.

m. Siwei: The VPP will be the leader, having two directors will not make a difference. They will be more focused than a team of volunteers. It comes from two positions, it is becoming two positions. it is fair. When everyone else wanted two volunteers, it was not an issue.

n. Stephen: The FAMF task force worked and it was a committee. I would like some consistency in what we decide.

o. Cian: I think we have talked about splitting identical roles, but these are not identical roles. They will split responsibilities. I think we should trust the incoming exec. Ditto Siwei.

p. Brett: I think we can all agree that programming is the portfolio that will need the most work next year. If this position cannot have two directors, why should other directorships?

7. <mark>Motion</mark> to approve no more than $10.00 toward the purchase of winner recognition for the ISSS Inter-house Competition. Stephen/Siwei. Motion carried 3/0/2.

    a. Includes around ~$7.00 for the certificate holder.

    b. $0.50 toward printing the certificate.

        i. Stephen: this will be a display for the office. This is recognition, not a prize.

        ii. Siwei: I will abstain because I'm unsure what to do.

        iii. Jessica: Why?

        iv. Siwei: For reasons unrelated to this motion. Council did not want to spend money on this initiative.

        v. Stephen: In the presented budget we did not talk about recognition in council. Council only wanted to remove the cost of prizes.

        vi. Brett: In favour. Think this should become a yearly tradition. It's awesome.

8. <mark>Motion</mark> to approve an additional $70.00 to book Education Gym for Ball Hockey on Thursday, April 5, for a total of $135.00. Jessica/Cian. Motion failed 2/3/0.

    a. Jessica: The lady at campus rec quoted us a wrong price, she did not clarify that her quote was per hour. The volunteer we sent to pay campus rec paid the full amount but did not sign a contract. The price was then lowered. The event has been marketed. The fee was reimbursed by campus rec, however we still need to decide if we are/are not booking the gym. This will not be a retroactive expense.

    b. Siwei: Student discount?

    c. Jessica: That is with the discount.

    d. Brett: You have gotten the refund?

    e. Jessica: Yes.

    f. Siwei: Not in favour. It's a retroactive expense because no matter what we will have to pay the expense (even if we do not book it).

       g.   Brett: In favour.

       h.   Cian: Ditto Siwei.

9. ==Motion== to excuse the half-absence for Dustin Chelen from today's Executive meeting. Cian/ Siwei. Motion carried 5/0/0.

       a.   Dustin has to attend the NUA Executive meeting this evening at 6:30 PM.

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 11, 2012 in CCIS 1-033.
The chairperson of the next meeting will be Cian Hackett
Minutes will be taken by Anthony Wu

8. Adjournment
==Motion== to adjourn the meeting at 7:04pm. Motion taken as friendly.