

The Interdepartmental Science Students' Society

Executive Meeting

Minutes

10:00 a.m.

April 9, 2012

Katz Building (enter through 114th St)

Attendance

Executives: Siwei Chen, Cian Hackett, Jessica Nguyen, Brett MacGillivray, Stephen Chin (arriving at 10:04 a.m.), Dustin Chelen (arriving at 10:04 a.m.)

Other: Shauna Regan, James Hwang (arriving at 10:04 a.m.)

Chairperson: Cian Hackett

Minutes: Shauna Regan

1. Call to order

Meeting called to order at 10:00am.

2. Approval of minutes

Motion to approve the minutes of the last Executive meeting of April 4, 2012 as written. Siwei/Brett. Motion carried 4/0/0.

3. Approval of agenda

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

4. Old Business

1.

5. New Business

1. Director Experience Survey Discussion, Cian

- a. *Hanhmi completed a summary of the Director experience survey sent out in March. I would like the Executive to discuss the results, with the goal of tangible responses to the issues raised, as recommendations to the incoming Executives.*
- b. Cian: We are going to discuss the document and create suggestions that hopefully next year's exec can carry forward into next year.
- c. Siwei: For the multiple directorships we should see what portfolios they are coming out of.
- d. Cian: I think we could make it clear that there are other options for executive support such as committees.
- e. Stephen: Last year it was up to our own style how to train them, we trained them one-on-one.
- f. Siwei: We could do a retreat style for directors.

- g. Brett: Just encourage them to ask questions.
- h. Siwei: We should train them more and encourage them more so that they spontaneously ask questions.
- i. Dustin: There is a split between creative or directed positions and that should be made clear to incoming directors.
- j. Cian: We could outline this in the core criteria or during the interview. Drafting up job descriptions early in the term for posting.
- k. Dustin: I found that the job descriptions changed vastly during the term, we need to find a way to set more realistic goals for directorship positions. We can help our outgoings now regarding how to write these job descriptions.
- l. Stephen: Over the years we can refine these descriptions.
- m. Dustin: We need to start off with an accurate job description rather than ending with a job description. We need to make sure that the job description stays the same as much as possible.
- n. Siwei: Just involve people in the refining of the job description. Make sure they know that it is flexible and refer back to the job description.
- o. Cian: How they doing things and new things can't be put into the job description.
- p. Dustin: Two things I got. 1) Greater engagement with the ISSS. Regular meetings with directors every three weeks, gives them an opportunity to ask questions. 2) Directors meeting once a semester would help them understand what is going on in other portfolios.
- q. Siwei: Suggested a retreat at the beginning of the year so everyone is acquainted with everyone else's procedure. Press releases: good to summarize what is going on to show people what the organization is doing.
- r. Cian: More interaction. Portfolios such as internal could work on increasing interactions between directors.
- s. Jessica: I felt having set meeting times worked very well. Like Dustin's idea of semester director meetings.
- t. Cian: I agree that directors hired throughout the year are not as well integrated into the organization.
- u. Jessica: We should focus on getting directors integrated into the ISSS that are hired in October.
- v. Cian: Communicate why procedures and paperwork are important.
- w. Dustin: I think progress has been made on this. Creating an online checklist and explaining why we need to do this paperwork.
- x. Dustin: Something brought up was the 'cult' feeling of the ISSS, how do we open ourselves up to new people?

- y. Jessica: One thing we can do is getting volunteers into the house competition or something else focused on building internal relations. I know volunteers do feel left out.
- z. Siwei: Suggested to Melyssa that she go to volunteer meetings and encourage volunteers to go to directors meetings. Having executives there would make volunteers feel more appreciated.
- aa. Dustin: Ditto Siwei. One of the challenges I faced was that engagement in the ISSS always seems to fall back to the executives who already have a lot to do. We need to find another structural way to engage directors with other people, rather than relying on executive. Whether this is a human resources manager, director of internal, etc.
- bb. Cian: Volunteer management training for executives and directors could help. We could also take a look at diversity training.
- cc. Stephen: From my point of view the office is the only point of interaction. The office structure itself may contribute to the development of the cultiness.
- dd. Stephen: How do you deal with directors that are more knowledgeable about the ISSS?
- ee. Dustin: A part of it is reinforcing the power relationship and understanding on the part of the executive.
- ff. Siwei: Just need to make sure that the incoming is well prepared and be able to communicate their roles to others.
- gg. Jessica: Ditto Siwei.
- hh. Cian: It is valuable to give them some autonomy. They should be able to disagree with the overseeing executive and take their issues to Council.

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 6:00 p.m., April 15, 2012 in CCIS 1-033. The chairperson of the next meeting will be Stephen Chin, for Dustin Chelen. Minutes will be taken by an Executive.

8. Adjournment

Motion to adjourn the meeting at 10:41. Siwei/Jessica. Motion carried 6/0/0.