

SIMSA Executive Meeting - Minutes
October 11, 2012 4:00PM AST
Location: Grad House Boardroom

Called to order: 4:06

Present: Amy Lorencz, Alan Chorney, Riel Gallant, Madeline Driscoll, Amanda Fullerton, Tara Rumsey, Danielle Appleby, Danielle Hubbard, James Ross, Matt Clarke
Regrets: Nancy Anne McPhee

1. Approval of agenda

a. Additions to agenda

Amanda, Madeline, Tara – announcements at the end

2. Minutes

Amy motion to accept the minutes

James seconds

Minutes passed

3. Conflict of interest

Conflict for Article 11 DJIM – Riel will leave

4. Christmas party update

Amanda -Saturday December 8th – Locas is the location -Doodle poll said it was the best date - Locas needs food orders – Amanda needs reminder for budgeting for this
Riel - the amount is \$500 in the budget

Amanda - we need memberships (\$5) 1/5 people – we would need to get 20 – 100 ppl could go to the Christmas party. Simsa typically provides food at this party. No bar min., no food min.

We can easily spend the remaining money on food. We could spend all of the money
Amy and Alan - ten dollars for tickets – pool tables will be \$12 per.

Tara - suggests \$5 for student tickets. Cost/benefit analysis. Selling 100 tickets is not realistic. Option is not spending the money on food, spend money on tables.

Riel- says we should try to make money back – considering our fundraising (internal fundraising).

Danielle A - always making money back is always a good idea.

Amy - aim to make even

James - we should not consider using all of that money.

Tara - ticket price and no food

Danielle A - nibbly food would be good

Danielle H - if there is a menu people can eat there

Matt - salsa and nachos... we can bring in sweets

Amy - stay away from hot foods – recommendation from last year

Amanda - 20 of these people will be ending up with a year membership

Riel - Last year – cost 629 dollars – combined fundraiser and ticket sales was a profit of 350.

Tara - either cheap tickets or food if there is a more expensive

Amy - door prize would be a good fundraiser

Tickets?

5?- Matt – if we get 50 people we are not completely off budget

10?– Alan - we should pay this because we are holding a social ticket price

Amy - We need to be focusing on fundraising – 50/50

Riel - it should be \$10 and free food –

Alan - more for faculty –

Amanda - says \$20 for faculty

Amy - **Motion: Christmas party tickets sales will be \$10 provided that there will be food provided, faculty to pay \$20.**

James seconded.

All in favour.

Tara - cleanliness of chip/salsa – opinion to not get chips and salsa

James - chips and salsa and purell?

Associations baskets

Amy - misunderstanding – SLA initiative – don't worry.

Madeline - what about gift exchange

Danielle A - What about ugly Christmas sweater party

Amy - Same idea as last year

Amanda - email me your ideas about this.

5. Fundraising

a. T-shirts

Amy – t-shirts suck. Possible to handle it better this year.

James – what was the strategy – Amy explains.

Danielle¹ – last time the shirts she did – made 7 dollars surplus

Amy – fresh printz – we are not being charged again for the setup –

Tara – how much does the print cost

Alan – problem with the same print – tapped out the second years

We have to have a new idea

New year new logo

Madeline says – screenprinting? Roberts Street social centre – if we wanted to do this course

Amy – ink storm collective runs out of there – they are a sliding scale organization we can research this.

Action - research further about printing at the Roberts street social centre.

b. Cookbook

Amy - We are making a cook book

Danielle – We having been gathering recipes – I am in the process of filing them all into one word doc currently. Then we shall format it into a book form. Printing and binding to be determined.

Hope to have it done by Christmas time, could be sold at the Christmas party.

Alan wants a digital e-book version of this - we can hit up the alumni and listservs.

Danielle- print off a couple to show people and then print as many as are ordered.

Riel – where?

Amy – Roberts Street Social Centre – this will be a good place to print

Dr. Lawson has submitted his in HTML.

Amanda – what are the ballpark numbers for the book?

Amy – charge 5 bucks

Alan – color cover? How many pages?

Danielle – 30 pages – currently

Amy – how much is printing black and white? Maybe \$0.04

Amanda – binding?

Amy – we are going to staple it

Danielle – we can cut out recipes – submitted several muffin things

Amy – Action item – prepare a demo and figure out the costs of that

Danielle – should we draw things on this? Images?

Danielle1 – does this complement the recipes?

James – what about monochromatic pictures?

Danielle – figuring out the amount of work

Tara – got to have the librarian spin.

c. Christmas party?

d. Brainstorm

If you have any ideas, please email the group and that is how we can have discussion

6. Budget

Riel – First line – what we have on the first line is what is in our account

If we make money from the Christmas party \$500 – that is half of the internal funding DAGs funding went down due to size of class and the IM masters students are not included in SIMSA any more

Past expenses – we did better lower than our last AGM.

Get rid of the printer?

Amy – we should scrap it

Riel – is it anywhere in our constitution to have? It encourages

James – motion to not have a printer –

Danielle – second

Motion passed

Riel – can we sell the printer.

Amy – we need to find out who actually owns it.

Riel- BMO – if there is a cost to change banks, we may not make the move – but for the next two months we have to swallow up those fees.

Boat cruise sunk us again this year – lost ticket money – if we find it

T-shirt losses & lost tickets money – should keep our minds on funding

Tara – intermurals – do we pay more than other people?

Alan – Danika paid the fee for the ultimate team

Amy – this should be investigated

Riel – I will contact Danika, we need to look at the minutes to see if a motion was passed about that.

Amy – this may be happening year after year that perhaps has been lost overall

And there is nothing in the constitution

Riel – I see \$60 here – so perhaps that is it – he will look in to it

Action Item – Riel looks in to the intermural fees

Riel – this is just a report, nothing to pass – just to keep you up to date.

7. Accreditation

Alan – we have just over 32 people registered to attend the pizza lunch. Jenn says it is not the end of the world if other people are going to come to that lunch. Most people are going from SIMSA

Alan – clarifies lunches

Danielle – where is the pizza lunch?

Amy -3089

Alan – Accreditation walkers – we don't need to walk them that far – events that take place out of the Rowe building.

We have walkers for the 3 of the 4 events – we are looking for people to walk for 3 pm on the Monday.

Jim?

James – sure I can do that – what building do I have to take them to ?

Alan – Henry Hicks building, we will try to find another person so there are two people for walking them over

Do you have a cell phone? Jenn was looking for those numbers in case things change and she can call you with any last minute possible changes.

James – I will send it to Jenn

Alan – Talked to Dr. Spiteri, she seems in high hopes. Are there any questions about the accreditation process?

Riel – if the school does not pass the accreditation it doesn't affect the second or first year degrees.

Amy – I think lots of people seem nervous – but we should feel confident

Alan – it is the schools responsibility – there is no onus on us as students

8. Website

a. Update

Alan – big plans for cleaning up the website

Big hold up is that we need to have a logo contest so we can base things off of this.

b. SIMSA Logo contest

Alan – whoever wins the logo contest will sign over the rights to SIMSA so there are no copyright issues.

Matt – we will run the logo contest.

Amy – form a committee for this?

Danielle – ok

Alan – can the logo thing be figured out before the end of October

Amanada – who is this open to? Who would want to do this, what would they win

Alan – they make the logo and their prize is that we use it

Tara – can we give them a prize?

Danielle – it is the honour

Alan agrees

Amanda – I would never do something like this for free

Amy – how should we go around this?

Amanda – the contest is the problem, you have done the work already. You should approach this differently

Danielle- can we get people to do a draft first? This shouldn't be considered a big project.

Amy – suggest that we research this more before we go forward – artist rights and contest rules

Revisit next meeting.

Alan- do not want this drawn out

Danielle – can we just ask artists first instead?

Amanda – yes

Alan – right, can 't push this back this far

Riel – we may give someone more experience to put something in the portfolio

James – will make an announcement in class tomorrow about this – to contact Danielle.

9. Associations Room

a. Clean-up

Amy, Amanda and Sam – all cleaned it up

Amanda – there is room for SIMSA and also available to things like IWB and other chapters.

Amy – we found a lot of stuff that hasn't been seen for awhile

Amanda – made a sign for the door

Amy – we found files! For years and years and years – SIMSA stuff. Everything is in a pile.

Discarded things we could that were over 7 years old.

b. Files

c. Possible Records Management project for class?

Definitely a records management project.

We all agree that this should be done

Amy – us as clients – knows what the end goal looks like

Alan – second semester –

Madeline says – IWB we use a lot of that space –

Madeline – fabric flowers gone ya!

Riel leaves the meeting.

10. DJIM – revisited

Amy – we received more information from Catherine about DJIM

Alan – outlining the reason that they rely on SIMSA – they are opening a bank account

They have had struggles getting support from other faculties

James – have they sought the support from other student associations?

Alan – as far as the email went – DJIM is in the process of drafting the letters to the other students associations. Timelines do play in to relying on us to have money.

The faculty of Management does give money for crossref.

James – how long does it take to draft letters to other student associations? This seems like a recurring problem

Amy – there will be stipulations in giving them money-

Alan – we should provide them 100 for the fall launch, with a letter stating that we will be cutting funding for them.

Amy – now there are two launches.

James – so how much do they want from us?

Danielle – how are we approaching this, demands stipulations about funding.

Amy – does correspond with another event – DJIM precedes HLA/SIMSA event.

Amanda – this will overlap with ours – is this a good thing or bad thing about using their coffee resources?

Alan – **Motion we should fund them fully for the request for the fall on the condition that they have a bank account. Funding in the future – recommend that they seek funding from other associations, in the future we are going to reduce funding from \$100. James seconded, motion passed**

Amy – there has always been an issue – we should continue supporting them, but without making huge cuts

Alan – we should speak to the future – they expect 100 from us now – if we don't

Madeline – we need to consider the future – student funding is important

Danielle – we will not be funding you the full 100 percent for this year – because we need to see other funding coming in.

James – if we don't say this before they start knowing these things.

Madeline – **Motion Put this funding in the budget**

Amy seconds

Motion passed.

11. Additions to the agenda

Announcements

Amanda – thank you card from Murphy's on the Water – two free pass on one of the Harbour Cruises – we should use as a prize for something

- Christmas is really cold, name on it.

Danielle – could be a raffle to win them

Amanda – expires Sept. in 2013

IWBNGO – its tomorrow!

Tara – thing to record is next Friday – send an email to Jenn and cc Danielle on it.

Riel – G: Drive – Standing committee CCED – Confidential Data – It is now Darrell and Jane – We have to store all of our documents on our G: Drive -

2 suggestions

1) Since not everyone needs access to CCED – either remove all of those documents – leave in hands of Dr. Spiteri?

2) Or we change our G: Drive password

Madeline – take it off the G: Drive

Riel – motion to suggest that one of the co-chairs take the files down and hand them to both first and second year reps and ask them to speak with Dr. Spiteri and Dr. Black who are in charge. ---

Amy – all of the files for standing committees?

Riel – other standing committees may have things on there, just knew about this one.

Tara – many may be sensitive.

Riel it is not a lot of work, but perhaps it is a confidentiality thing.

Madeline – co-chairs to speak to the appropriate people

Riel – motion to change the password

James – Second

Motion passed.

Amy – changes password right now – we all agree.

New password is – 3or4Cats*

Madeline: Motion to adjourn.

All passed.

School of Information Management Student Association

Financial standings as of October 11th 2012

Revenues

(Description)	(Amounts)	(Notes)
Balance Forward	\$577.60 *	*Minus recent BrownBag Lunch fees and outstanding cheques, plus t-shirt funds and summer student fees (\$30)
Internal Fundraising	\$1,300	Same as last year's target
DAGS Funding	<u>\$2,000.00</u> *	*Rough estimate based on the number of full-time (\$10 each) and part-time students (\$5 each). <i>Per term?</i>
Total Revenues	<u>\$3,877.60</u>	<i>Verification needed</i>

Expenses

(Description)	(Amounts)	(Notes)
Christmas Party	\$500.00	Venue and food.
Brown Bag Lunches	\$150.00	Drinks, snacks, gifts to speakers.
IWB Conference	\$800.00	Annual conference
AGM	\$125.00	Pizza, etc.
End of Year Party	\$500.00	Venue
Student Chapter Fundi	\$100.00	CLA, SLA, ACA
Office Supplies	\$50.00	Postage, stationary, etc. Printer ink? +\$200
Intramurals	\$100.00	Registration Fees
Bank Fees	<u>\$52.32</u>	Planning to switch to BMO--if not: \$4.36 per month.
Total Expenses	<u>\$2,377.32</u>	

Total Surplus \$1,500.28

Some Past Expenses

Orientation	\$722.24	Target: \$400
First GM	\$115.80	Target: \$125 - for Pizza
T-shirts losses	\$274.98	Minus recent collection
Lost ticket money	\$100.00	Accidental loss of ticketsale money