

## SIMSA Meeting: Thursday, August 28<sup>th</sup> @ 6:30pm – Common Room

### Agenda

Present: Maggie N., Karen V., Rebecca T., Sam F., Mark B., Danielle A.(via Skype), Connie C. (via Skype), Nicole B.

**1) Call to Order** - meeting called to order at 6:35

**2) Roll Call**

**3) Approval of Agenda** - Karen motions to approve agenda, Maggie seconds. All in favour

**4) Approval of July 29<sup>th</sup> SIMSA Executive meeting minutes** - Mark motions to approve, Sam seconds. All in favour. Approved.

**5) Orientation – Duties, Responsibilities, Introduction, etc.**

Mark - Orientation bags are almost completed. Almost finished zine. Trying to trim down amount of paper. Can't order food for bbq until day of, all other things have been purchased. Just need to get a fire extinguisher. Madeline will conduct the lab intro, she will also speak about DJIM and the combined degree option. I'd like the SIMSA exec to be present for the lab intro. I will circulate the material ahead of time for you to look at. Tours are good to go, at least four guides for the first two days. That should be okay, I also have backups. Friday is an informal tour of Halifax. Wednesday, we are responsible for informal lunch. Lunch at Grawood, it would be great if the exec came. Thursday, nothing we need to do but we can attend the library reception. City tour: field booked from 3-6, bringing a soccer ball, low key, out in the sun. Weekend: nothing planned but we do have enough money in the budget that we could do some kind of outing. If you have suggestions that would be great. Maybe ice cream.

Karen- What about some kind of... something where you could come and go. Like bowling or something.

Mark - Thought of that but bowling is a little out of the way. Same with go-carting. Karaoke might be a little too out there.

Karen - In the past we had board games.

Maggie - We could do something in the common room.

Mark - I tried to get in touch with DAGS, but they haven't been very forthcoming. Followed up but haven't heard anything in weeks. I don't want to overload people with too much before school starts but social activities would be fun.

Karen- Do the people that are giving the tours know they are doing the tours?

Mark- Yes

Karen - For the Tuesday what do we need to do?

Mark - We need to sell SIMSA, talk to them about SIMSA and the AGM and introduce ourselves. We also have to provide breakfast.

Danielle - Tuesday morning, I'm good for doing the breakfast and coffee thing.

Mark - I'll be here at 7:30 to get things prepped. If people could be here for 8. We need water coffee and juice.

Danielle- Where is it?

Mark - Rowe 1009. I just need people to help me prepare. Danielle Maggie and I can do breakfast prep at 7:45. Karen and Rebecca can do name tags. Nicole and Sam can do orientation bags. Name tags are for incoming students, returning students and staff/faculty. Name tags will be done for Sunday.

Karen - Do we need muffins?

Maggie - I can make muffins

Sam - I can make banana chocolate chip

Nicole - I can make vegan blueberry

Mark - We're aiming for 45 students plus us plus faculty. 13 or 14.

**6) September's GM – Finalize agenda, re-visit positions up for election or volunteers, Food budget/food responsibilities, class photo**

Karen - We should finalize the flow of the meeting, and who's doing what. What you guys have to be prepared to do: Introduce yourselves again, short blurb with your name and your position and what you do. Connie gives a brief budget update.

Maggie - Before our short blurbs about ourselves we should do a short blurb about SIMSA again

Karen - Dr. Spiteri will be presenting an award at the beginning of the meeting. Then we will talk about the positions that are up for nominations election, and Rebecca will describe how the election process will work. Danielle will give a description of the Digital Communications Assistant position, Maggie and Karen will do first and second year rep descriptions.

Rebecca- We should list the positions and then, before vote, do the description of the position we are about to vote on.

Maggie - Then committees?

Rebecca - Yes

Mark - We should have a whiteboard

Sam - We should ask Anatoliy, I think he has one we might be able to borrow

Karen- Who will be in charge of pizza

Nicole - I will

Karen - How many should we get

Connie - I think they had ten last year

Nicole - Is there anywhere that people hate and do not want pizza from

Maggie - My concern is price

Karen - We need vegan and vegetarian

Rebecca - I think we should stick with ten pizzas

Mark - 80 is the max number of people

Maggie - Ten sounds good

Karen - Back tracking to the white board... who wants to ask him?

Sam - I will

Karen - As for the photography, make sure that in the email for the AGM there is a note that there will be a photographer.

Maggie - Again the order of the AGM: description, nominations, committees, taking their names, we need to figure out where to submit the names, important announcements.

Sam - Committees like CLA, ALA etc. could say something

Karen - That's a good idea as long as it doesn't overwhelm the first years.

### **7) Pins – How many do we want to order?**

Sam - We received an update from Nancy. she had an invoice. June buttons comes to \$62. We have 140 buttons all together right now. These are some of the designs we have now (passes around photos of new ideas).

Karen - How much do we charge for buttons?

Sam - \$2

Karen - Are we losing money?

Sam - I'll do the math... It costs 0.52 to make each button. We are making money. We could raise the price, or we can look into finding a new place to make them. We need to know how many designs and quantity of each design, or if there are any other designs or change of designs.

Maggie - Can you send us these on the computer?

Sam - I can try.

Maggie - Is there a deadline?

Sam - We have a good number of buttons right now.

Karen - Back to how many we should order...

Maggie - We should see how these ones sell first

Sam - The other suggestion Nancy had was turning the buttons in to magnets so we could try that out.

Nicole - Last year Nancy had a display for the buttons, do we have that?

Sam - No, we don't have it but we can make one, or display them on ourselves.

### **8) Fundraising committee formation - Who wants to be involved, potential ideas and maybe get started on a plan for one (Tee shirts? Book? Holiday Raffle? Haunted Maze?)**

Karen - Since we're doing these buttons and we had some talk about t shirts and going to a haunted maze, maybe we should have a committee so we don't have to bring them up at every SIMSA executive meeting.

Danielle - I'm really excited about it. It does take up a big portion of our meetings so this would be really helpful. We could just have someone say a short blurb at the SIMSA meetings to say how it's going.

Maggie: I want to be on it

Mark: I want to be on it

Karen: I would like to be on it

Rebecca: I would like to do it

Maggie: The committee will be me Rebecca and Danielle. Karen and Mark will be helping with the leg work. Anyone can come to the meetings.

#### **8) Media release form follow-up**

Maggie - I talked to Jenn and we can use the Dalhousie Media Release form.

Danielle - We should distribute it at the AGM and they can return it to me if they would like.

Maggie - The AGM may be too late.

Sam - Can I suggest maybe handing them out at the Lab Intro. It's tech-ish and they'll all be there.

Danielle - Where should I get a list of the first years and second years.

Maggie - Jenn will be your best bet.

#### **9) Password change follow-up**

Rebecca - The password we originally wanted to use for the SIMSA email is unacceptable under the rules for passwords on the Dal email system. Could we change the password slightly in order to accommodate these rules?

Maggie motions to change password, Mark seconds, all in favour.

#### **10) Chair Calendar**

Karen - We should set up a shared Google Calendar with all of the associations chairs so that people can know the other associations events and not double book. I could set it up if people want. It would just be a good form of communications.

Mark - That's a great idea.

Karen - Does anyone want to set it up? I don't mind doing it.

Sam - As long as associations can keep up with filling out the calendar.

Karen - It would be up to the associations.

Sam - I don't mind setting it up, I just need to email addresses

Nicole - I can get that to you.

**11) Other business**

Karen - I just want to say that this has been an awesome summer, and you all have been great. I'm really excited for this year, and I know it's going to be awesome. I appreciate all of you. High fives all around.

**12) Adjournment - Mark motions to adjourn , Maggie seconds. All in favour.**

Meeting adjourned at 7:36