

SIMSA Meeting Minutes:  
Monday, July 29<sup>th</sup>, 2013 @ 5:30pm – SIM Common Room

### **Agenda**

**Attendance:** Sam F., Maggie N., Rebecca T., Karen V., Nicole B., Connie C. (via Skype)

**Absent:** Danielle A., Mark B.

1. **Call to Order** - 5:35pm
2. **Roll Call**
3. **Approval of Agenda** - Maggie motions to approve, Karen seconds. All in favour.
4. **Approval of June 21<sup>st</sup>, 2013 SIMSA Meeting minutes** - Rebecca motion to approve, Karen seconds. All in favour
5. **Office Move Update**

Maggie: The move went smoothly. Things fit in well in the SIM common room. SIMSA, DJIM, ACA, and SLA have secure space in the common room, closet is full and we will still look into cages in the Fall for IWB things. Maggie currently has the locked cabinet key and a place for the key will be decided.

Nicole: Is this temporary? (points to misc. things in the common room)

Maggie: That will be moved, but the desks are useful space for people to work on so they will likely remain.

6. **Budget**

Connie: I made some mistakes last time. \$4576.89 is our estimated budget. Highlighted amounts have been changed on the budget. Added hundred dollars to both Christmas Party and End of Year Party.

**Christmas Party - \$600**

Rebecca: Do we want to add the \$200 to the two parties (Christmas and End of the Year party) since we did already approve the \$500 last meeting.

Sam: We could use the money on something else.

Karen: And we were worried about how much we raised for fundraising.

Connie: Except in 2011, we met our fundraising goals. They had difficulty finding a place last year for the parties.

Karen: We could split it so that each has an extra \$50

Nicole: It would be nice to have the extra money, just in case we do go over.

Maggie: We could do \$600 for the Christmas party and \$500 for End of Year party.

Maggie motions to change Christmas Party budget to \$600, Sam seconds. All in favour.

### **End of Year Party - \$600**

Karen motions to keep End of year party at \$500, Maggie seconds. All in favour.

### **Intramurals (tabled from last meeting) - \$100**

Maggie: We should keep this money in the budget in case incoming students decide they want to participate in intramural sports.

Maggie motions to give intramurals \$100 budget, Karen seconds, all in favour.

## **7. September's GM** – review of available positions, discussion of the meeting's overall organization and flow

Karen: September 9th at noon will be the September AGM. Elections will be at this time and people will apply for positions, and if we were making changes to the constitution it will happen then.

### **Positions:**

- First year positions: First Year Rep  
Digital Communications Assistant
- Second Year positions: Second Year Rep  
Professional Networking Committee Chair (has not been filled in previous years)

For the Professional Networking Committee Chair, we can decide not to fill it again, or we can amend the constitution which would have to be approved at the AGM.

Our constitution reads:

The Professional Networking Committee Chair shall:

be responsible for the management of current professional networking tools on the behalf of current students and alumni;

recruit members to the Professional Networking Committee each year;

attend SIMSA Executive meetings;

assist the Co-chairs when deemed necessary.

be the liaison with students in the Master of Information Management Program, as well as International Students where needed.

Maggie: I feel that we should follow in the footsteps of those before us and not get rid of it from our constitution but not try to fill it. If someone reads the constitution and wants it we can try to fill it.

Sam: Students down the road may need this role also, it may be needed in later years.

Karen: Is it constitutional not to make students aware of this position at the AGM.

Connie: I don't feel like it's really necessary, other people are filling the role on the exec.

Karen: The position is supposed to be filled at the end of the year AGM.

Sam: We can wait until The April AGM and decide if we want to fill it then.

Karen:

### **Committees:**

We have no say over the committees, and collect names of who's interested:

- Appointment, Promotion and Tenures Committees - Second Year
- Petitions and Grievances Committee - two members (any year)
- Admissions and Scholarships Committee - Second year
- Curriculum and Continuing education committees - two members (first and second year - James Rothwell will automatically move into the second year position as he was first year last year)

Maggie: We vote at the elections right?

Karen: Yes.

Maggie: Tentative Agenda provided.

## **8. Orientation**

\*The following is a document that Mark created for us since he was unable to attend the meeting.

### 1. SIMSA Orientation Luncheon

Location is now the Studley Quad near the Killam Library. The Studley Quad is the green space in front of the Henry Hicks A & A building. It is divided into thirds and we are using the lower third closest to the Killam Library.

I am going to do a call out for BBQs this week. I have some in line/in mind, but just in case they fall through I'd like to have some on stand-by.

I'm also going to need some help with food, closer to orientation I'll make solid plans. I have a rough idea of what we'll need. Obviously I am open to any suggestions.

## 2. Common Room

I need to send out a reminder that people need to empty out their mailboxes in the Common room by August 27th as they are all changing in advance of the new students. We'll be reordering them in alphabetical order so things will change if only slightly.

I also need some help tidying up the Common room. We can discuss that later, but it's mostly just business we've discussed before.

## 3. Orientation Bags

I need some help assembling these and collecting info for them. I'll put out a call on the SIMSA-L for volunteers. Any suggestions for info/guides that should be in the bags?

Karen: I've been working on the Zine with Mark, updating last year's with things that we wish we had. Dos and don'ts etc.

Nicole: You should put a link to the transit 360 app!

Karen: Getting second years to add a blurb of advise it would be nice

So in a nutshell I'll be sending out an email this week to SIMSA-L asking for a number of volunteers covering a number of duties and activities. Before that goes out I can send a draft of it to each of you, so you can give me input/feedback on it.

## 9. Pins

Sam: We got our order of pins. 120 pins. The only issue right now is that there wasn't a receipt with the order, so we are waiting for an invoice. I will send them another email, as they have not yet responded. I will also email Nancy, she may still has some money that she made from the buttons last year but we still need to get in contact with her.

Karen: Are you still looking for more design ideas.

Sam: Yes, and at the next meeting we should get an idea of how many we want to order.

Karen: We should also talk about where we want to sell them

Sam: At every event would be nice.

## 10. Updates – Sam and Nicole will have the opportunity to provide updates in regard to IWB and Brown Bag Lunches, respectively.

Sam: We`re still planning, working on speakers for IWB. The room is good to go, signing contract next week.

Nicole: Planning the brown bag lunches, have four planned so far. The first is ready to go and I`m working on the second one about thesis and reading course options. The third I have planned, for museum and special collections. I have three speakers coming

to this one. The fourth one is in November about careers in business intelligence, so we have a non library specific one.

The room is being changed for the Associations Display because we can't book the room we wanted until August so we booked the Faculty Lounge instead. Conference Report room is moving, not sure where yet though.

The Association Display is all ready to go, just need to send out reminders.

#### **11. Other business**

Potential t-shirt fundraiser - Karen: I have an idea for a slogan for t-shirts. "You got reference problems, I feel bad for you son. I got 99 sources and Wikipedia ain't one."

Karen: SIMSA has a good relationship donating things to Phoenix House. Just keep that in mind if you have extra things, food from an event or books for example.

Karen: Dr. Spiteri will be attending the AGM to present an award.

Karen motions to adjourn, Maggie seconds. All in favour

Meeting ends at 6:47pm