

SIMSA Executive Meeting - Agenda
August 7, 2012 7:00PM AST
Location: Hunter Street

Call to order: 7:22pm

Present: Amy Lorencz, Nancy McPhee, Madeline Driscoll, Amanda Fullerton, Riel Gallant. Alan Chorney present through Skype.

Regrets: Hilary Stamper, Tara Rumsey, Matt Clarke

1. Adoption of Agenda

Nancy calls Meeting called to order 7:22pm. Amanda seconds

Amy adds buttons and Madeline adds Record Management to new business.

2. Minutes from Last meeting

Business arising from minutes. None

Approval of minutes. Minutes accepted. No abstentions. Moved.

3. Constitution

Preparing it for vote for the General Meeting. Amy – meeting set for 14 September. Now officially ratified, waiting for constitution to be sent back with recommended changes. Will prepare a binder as a resource.–

4. Financial Report

Budget. Riel presents financial report. Riel – some changes from as there were balance forward problems, some is still not included. Still money owed to Amy for t-shirts and to cupcake makers as honouraria, and \$40 in cash from Mark for unknown. Amy – additional costs for t-shirts for shipping and shipping replacements. Riel - Based on last year probably will get around \$1300 from DAGS. T-shirt expenses put us at essentially zero, we should have been ahead. Internal fundraising brought down, Management Career Services cost is now funded through additional fees by SIM students. Halloween party cancelled, may be able to piggyback on another event. Orientation budget bumped up to \$400. Bank fees kept at projected cost with CIBC, decision to relocate to BMO approved last meeting. Alan must be in town to assist in bank transfer. Amy votes to accept with proposed changes – Halloween funds go into surplus. Amanda seconds. Moved.

5. Orientation

Amanda: have a breakdown, still a bit rough. Suggestions for lowering costs are welcome. A few costs are bought because supplies were bought on sale. Amy - location for BBQ decided? Amanda: meeting tomorrow to consider options. Madeline - McKay? Amanda - can't because of air intake issues. Madeline: patio up on the Killam Library, up the stairs to the platform. Amanda: have had there before. Several places being considered. Schedule will be finalized tomorrow. All exec must be at meeting, and at all events. There are no events on Thursday, will be a bit of a break. Will send another email tomorrow. Madeline - may not be able to be there at all, as may conflict with MPA orientation. MPA has boat cruise Friday pm. Big difference in price from Friday to Sunday for the boat cruise? Amanda - huge difference. Any other concerns? General consensus – happy with orientation. Madeline - what's in bag? Amanda -

bags couldn't be free, as the bookstore would have to give free to everyone. We were given a \$50 gift card by the manager, the \$8 on the budget is for tax. Amy - Gordon Steeves from Uncommon Grounds coffee shop would be good to talk to. Madeline - half done the welcome zine. Amanda - Joelle will be helping with the satisfaction survey. No gifts, maybe leftover t-shirts as prizes.

6. General Meeting

Annual meeting will be at 12:00 on September 14. JoAnn concerned with conflict with the international students orientation. Amy and Jane (as international student rep) will sit down with the international students to compensate for missing time. Joann worried about standing committees, must be done correctly this year, was not last year. First and second year names need to be brought forward. Madeline - send out before? Amy - yes, email on Thursday explaining the process. Madeline - good. Second years can send in suggestions even if not present. Madeline - will not be able to attend, Ryan will instead.

7. Workshops - update

Amy - has received favorable response from HLA. Tara, Amy and Hilary met to discuss grant writing and labour workshop. Will meet with Dr. Spiteri to confirm and schedule location. Proposed date of October 26 for grant writing. Madeline - is that the standard time? Amy - yes, works well. Madeline - yes. Amy - happy we got such good response, brainstorming to establish who will be brought in. Hope to get Doug Vaisey to talk about labour in the winter.

8. Website – update

Madeline - anyone looked at MPA site? Nice, accessible. Riel - not on Dal website. Madeline - no, but nice. Can we start fresh?

9. Fundraising

Nancy – 11 buttons designed, sent out survey and received responses from majority of exec. Propose that we make 100 buttons and take them to every event. Not a big money maker but easy and no fuss. Some designs are specific to librarians but many could be bought for friends and family. Based on preliminary costs we will make our money back after selling 25 buttons, everything else is profit. Madeline - \$1? Nancy - \$2. May seem a bit high but it is a fundraiser, think people will go for it. Considering having them made at an artist run centre in Alberta, Amy has also pointed out DASC, the Dartmouth Adult Services Centre, which hires people with disabilities. Will look into both. Amanda motions to put Nancy in charge of buttons, Madeline seconds. Amy – Cookbook still needs recipes. Madeline - saw a 2009 cookbook, looked good. Need more recipes? Amy - just more savory.

10. New Business

Nancy - buttons. Buttons will go forward with. General yes. Madeline - record inventory in the G drive, have cleaned it up. Everything in SIMSA file moved into SIMSA records file, that is where all our data is now. Amy - IWB could be separate from SIMSA. Madeline - yes, it is. Has made plan with naming conventions and eight primary files. Have not been changing financial records, not sure what is needed. Will create email with naming conventions and instructions specific to each person. Some years have a lot of info,

those years were dedicated to archiving. Some years have none. Individual emails will describe correct folders to use, what to keep and get rid of. General consensus - good job.

11. In Camera (if required)

None

12. Adjournment

Nancy moves to adjourn, Madeline seconds. Adjourned at 7:57pm.