

SIMSA Executive Meeting – Minutes
November 8, 2012 4:00PM - Grad Pad Seminar Room

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

Alan calls to order at 4:10pm. Nancy seconds

1. Approval of agenda

1.a. Additions to agenda. Riel requests edit to agenda, finance moved to point three.

Alan seconds

Madeline will step outside during IWB funding discussion

2. Minutes

Alan - motion to pass. James seconds

3. Finance. Riel gives an update - audit begins next week and goes until end of November. Summary includes actions to date, \$1300 left for next year was ambitious and have had four unexpected setbacks, t-shirts, boat cruise (were prepared to absorb, was an experiment), missing \$100 discussed last week, and MIM students no longer a part of SIMSA. Almost \$800 lost. Will leave in as \$1300, but expectations are lower. Still get DAGS funding in November and March. Want to leave next exec with \$1000 more than we started with, may not. To Nancy- Does financial report get tied into minutes? Nancy- Not sure, will look into it. Riel- Buttons - should take to conferences. Nancy: made \$80 to date. Also \$40 for coffee, even with buying replacement coffee as some money was in envelope in back of SIMSA cubby. Riel- BMO is best bank for associations, Madeline agrees. CIBC - charge no longer showing? BMO - Would have online banking, easier to keep track. James motions to move to BMO, Danielle A seconds. All agree.

4. Information Without Borders funding.

Madeline gives an update - speakers are directed towards students, not just professionals, prepare to go out into the workforce. Confirmations in place, Peggy Cunningham, University libraries, morning speaker Stephen Abram (blog is Stephen's Lighthouse) "Working into the Information Future: Frankenlibraries or Library Utopia". Breakout sessions being confirmed. CIO gov e-discovery, other side tbc. Afternoon panel on digital collections, Heather Castleton in MREM digital storytelling. Sci-verse with Anatoliy. No closing speaker yet. Looking at Jeff Flood T4G. New event: How to tweet effectively at conferences. Maybe in Vivian's class, to prepare 1st years. Amanda- nice if Vivan would open up the class to 2nd years and MPA. Registration probably Nov 16. Looking for suggestions for keynote speaker. Amanda - Jeff Flood - local. Madeline - good to have local, not abstract, talking about working. Silent auction- very successful last year, looking for donations. Danielle A - soap and preserves.

Chatter. Madeline IWB 1st years doing auction. Requesting \$800 from SIMSA. Trying to get next class of speakers.

Madeline leaves room.

Alan - Amy sends a reminder that \$800 is budgeted. Questions or issues? Amanda - already in budget and know it will be well used. Riel - if had known there would be gaps would have asked to be lowered when budget passed, but has already been passed and made public. Danielle A - beneficial to us. James - if came in under budget, would come back to us? Alan - would carry over to next year. Tara - same last year? Alan - Yes. Riel - next year, budget it to be flexible. Alan - will this break the bank? Amanda - if we give money, when cash cheque, not enough money right now? Riel - will be enough when next DAGS comes in. See if they can wait until after Christmas party. Amanda - post-date to Feb? Alan to Riel - \$800 but not until Jan. Riel, yes. Nervous about hovering around \$1000, but no big expenses coming up and Christmas party will have returns. Possible to speak to dept heads for emergency funding. James - recommendations for next year? Riel, maybe, see how it goes. Alan motions to grant \$800 with stipulation that we do not give cheque until January 15. None opposed. Motion is carried. Madeline returns.

5. Christmas Party planning update

James - ticket sales \$10. Announce on Friday, make aware. Buy before Nov 30 enter into draw to win membership. Dec 8th is the party. Danielle A - \$20 for faculty, best way to advertise to faculty? Printed invitations left in mailbox. Alan - make sure to invite part-time faculty as they might not be on DalSIM, printed invitations is a good way to ensure this. Tara - ensure invitation mentions cost, clarify that the invitation is invitation of buy a ticket.

Amanda - Food \$487.30. Space \$100 (for 20 members/100 people). Tables \$96 = 587.30. Tickets \$10 x 80 students. \$20 x 10 faculty = \$1000. \$400 profit.

Riel - a draw? Generated money. Amanda - that was last party of the year. Danielle A - 50/50? Riel - overkill? Alan - how much money are people actually going to spend. Amanda - send out right away. Tara - time? Amanda - 9pm-1am Dec 8th Saturday

6. Association basket. Alan describes. In party or in common room. Amanda - would like at party. Alan - should recommend. Asking for basket valued between \$30-50. Should we do this? Amanda - total cost \$30? Tara - very small. Nancy - actual cost \$30-50, can have higher value in terms of effort etc. Mad - what is deadline for completion? Don't want to think about later. Alan will propose that have at SIMSA party. Amanda - our deadline Nov 19. Danielle A - not 50/50 if doing this, too much.

7. Moving forward with Website

7.a Logo

Alan and Danielle have been working on logo design. Chatter about logo color. Alan-want to move forward on this. Amanda – can we vote on this today? N – have quorum. Danielle A. looking for recommendations for website. Amanda- take off guide, not that useful. Keep SIMSA specific. Danielle A- a lot of text. Amanda- resources great, link to other association. Photo – CLA photo? Need permission. James – event section could be better subdivided, long page of text. Danielle A- not sure what allowed to put on site. Alan – SIMSA event, Christmas party, basket raffle. Alan – could talk to other association with their photo, i.e.: LWB bake sale. Amanda – have analytics? Nancy – we should. Chatter. Madeline – Look at other association pages to determine content. Contact, who are we, general info. Logo – #3 well liked. Nancy- worried 3 will look dated, most contemporary logos are simple and graphic with embedded text. Madeline – should look at on paper and web. Should be rendered because will look different than a drawing.

8. Fundraising

8.a. Buttons. Nancy; Have made \$80, pretty good for a passive and ongoing fundraiser. Have about 25 left. Some have been used as thank you gifts for brown bag etc. Good way to use up. Should we make more? If yes, we should have them ready for the Christmas party. General consensus, yes to more buttons, mostly new designs. Amanda and Nancy will work on this, send design ideas to them. Nancy- previously voted on individual designs, no time for that now. Danielle A- put on website. Alan – motions to add

New design recommendations: Dewey Decimators, I heart book

9.b Cookbook

Danielle – being worked on, mostly compiled and formatted. Amanda- launched at Christmas party? Price? Title? Danielle- Check title with Amy. Price probably \$5-10. Nancy – prefer price the same for digital and physical. Amanda – need to see final version before deciding on price.

James – Have made \$17 from donations of class photo. Price of cookbook should not be the same as what they donated, or less.

Madeline motions to end meeting. Amanda seconds.

Meeting adjourned at 5:38pm

School of Information Management Student Association

November 2012 Financial Report

Revenues

(Description)	(Amounts)	(Notes)
Balance Forward	\$583.83	
Internal Fundraising	\$1,300.00	Target
DAGS Funding	\$2,200.00	Estimated by March (10\$ per full-time student per term. \$5 for part-time).
Action to date:		
Internal Fundraising total:	(\$559)	Target: \$1,300
T-shirts	(\$241)	Past executive fundraiser that the current exec took over
Buttons	\$82	Spent: \$54.99 - Sales: \$137.00
Boat cruise	(\$400)	
DAGS Funding:	<u>\$30.00</u>	Should receive cheque for Fall students in November.
Total Revenues	\$4,083.83	Total of Balance Forward, Internal Fundraising goal and estimated DAGS funding

Expenses

(Description)	(Amounts)	(Notes)
<u>Expenses to date</u>		<i>Does not include fundraising</i>
Graduation Luncheon	\$303.17	\$121.60 less than last year's luncheon.
Orientation	\$322.24	Went under budget -- \$400 in budget.
First GM	\$115.80	Went under budget -- \$125 in budget.
1st Brownbag	\$14.77	Thank you gift for speaker
DJIM funding	\$100.00	Wasn't in the original budget.
Total past expenses:	<u>\$855.98</u>	
<u>Upcoming expenses</u>		
Christmas Party	\$500.00	Venue and food.
More Brown Bag Lunches	\$150.00	Minus the \$14.77 - drinks, snacks, gifts
IWB Conference	\$800.00	Annual conference
AGM	\$125.00	Pizza, etc.
End of Year Party	\$500.00	Venue
Student Chapter Funding	\$100.00	CLA, SLA, ACA
Office Supplies	\$50.00	Postage, stationary, etc.
Intramurals	\$100.00	Currently looking into
Bank Fees	\$52.32	Eliminated if we switch to BMO
Total upcoming expenses:	<u>\$2,377.32</u>	
Total Expenses	\$3,233.30	
Total Surplus	<u>\$850.53</u>	