

SIMSA Meeting Minutes:
Monday, December 3rd, 2013 @ 9:00am – Grad Pad

Attendance: Danielle, Maggie, Rebecca, Laura, Andrea, Mark, Alieda, Nicole, Karen, Connie

Absent: Sam

1. **Call to order** - 9:22 am

2. **Roll Call**

3. **Approval of October 29th Meeting Minutes** - Maggie motions to approve, Danielle seconds. All in favour.

4. **Approval of agenda** - Maggie motions to approve, Laura seconds. All in favour.

5. **Class photos update**

Laura: Two things:

1. There was a mix up with the photos, we got one extra posed, and one less goofy photo. I didn't get a picture so I will buy your other posed, and there is enough interest from second years to do another orders after Christmas and you can get your goofy one then.

2. Originally we were selling photos for \$5 (printing charge) the day that the order was placed there was a sale and they were only \$1. People ended up donating a lot more than they anticipated. No one knows we got this sale, do we leave it and keep the money or do tell the students and refund the money?

Andrea: I know it didn't affect first years, but if people were comfortable paying that then it would be fine to keep it. I don't think people were assuming that the printing cost was \$5 I think they knew some of the money was going to SIMSA so I think we should leave it.

Maggie: I agree, for the most part, but something doesn't sit right. Not ethical and honest. I think we should at least let them know, and be honest, and give them the option. Most people probably won't care but we should be honest.

Connie arrives.

Laura: I agree with Maggie, we should just send out email, so those that care can get their money back.

Karen: I have a proposed third solution. What if we explain the situation, and then at the January SIMSA meeting with a vote whether we provide people with refunds or put it in the SIMSA budget and it go towards students.

Rebecca: I think some people will want their money back. Some people spent \$15 on photos, and they thought they were only donating \$5 when in reality they were donating \$13. For some people that's a lot of money.

Danielle: Maybe not have a vote on all or nothing but let them vote on having the option to donate, so if someone really wants their money back they can get it.

Alieda: Then we should just give them the option without the vote.

Laura: We'd give the back the four dollar difference per photo that we would give back. I can send out that email.

6. Holiday party

Mark: Did the Risk Assessment with DSU, got money from Connie, can get in anytime on Saturday to set up. Lots of decorations, tickets are selling steadily, some hot apps (frozen spring rolls, etc.), some cookies and stuff.

Karen: Do you still need more sober volunteers?

Mark: I need sober volunteers for this event (one for every 25 people), I have four. I can get another two by Saturday. I need people to bake cookies. Entertainment, music (maybe karaoke), I want to stream some Christmas movies.

Karen: As far as movies, watch out for licensing issues.

Maggie: SIMSA holiday baskets will be raffled at the party. Selling the tickets throughout the week. \$2 each, three for \$5.

Mark: I mentioned doing a Yankee swap but I don't know if people are that into doing it and I don't want to force people buying things. Ugly sweaters are still on.

Andrea: I bought an ugly sweater to raffle off.

Karen: You should send the email about the baskets to DALSIM instead of SIMSA-L.

Mark: Is there anyone we should thank at the party? Just keep it informal? Yes.

Andrea: People are wondering where the location is, I can meet them at Rowe and I can walk people there.

Alieda: I'd like to take pictures at the party. If anyone else gets some good shots send them to me.

7. Upcoming fundraiser(s)

Danielle: I made some of the pins into magnets, we have 83 pins and 37 magnets.

Maggie: We should have them at the Christmas party.

Laura: We're thinking about doing the canvas bags in the new year, and the creative writing booklet in the new year. Sending out an email this month for submissions.

Nicole: So is it writing or just creative?

Laura: Just a creative collection. Deadline for submissions would be February 1st. And have another month to print them.

Andrea: Have a book launch. I think that we should be considerate of content, as in appropriateness.

Maggie: I don't think so, we don't want to censor it.

Karen: We could put a disclaimer in the front cover.

Connie: It could be an informal submission.

Karen: Any creative contribution.

Laura: Alieda had a suggestion, we could print at the Dal Print Shop.

Andrea: For the bags, I was looking at stuff IWB sent me. Cost is a sliding scale. For 100 it would be about \$2 a bag. The cheaper we can make the bag the better we can sell them and make money. I could talk to the bookstore and see if they we willing to sell some there or if that's even possible.

Karen: What is going to be on the bag?

Andrea: We have a little design, a book. So that there's no logos or anything so we have a wider audience.

Alieda: I like selling it through the bookstore if we can.

8. Update from the Constitution Editing Committee

Karen: So those of us that are looking at the constitution have been making some changes. We're hoping to have a draft to you by January, and then a good copy to be voted on in April. When we're working on job descriptions we may email you to confirm.

9. New options for SIMSA website

Alieda: The current platform, Filezilla, is kind of confusing. Wordpress is easier to use. What does everyone think about switching our webpage to Wordpress? Margaret Vail has offered to help me integrate the website on to Wordpress. It would be easier for me.

Danielle: It looks like based on what you're dealing with that my only concern is the files. Make sure you transfer the archived files.

Alieda: It will stay on the proxy.

Danielle: I don't know how Wordpress works for maintaining file for years to come.

Karen: I have two questions:

1. Because there are other associations on our website, ex. SLA, would that mean they have to migrate to Wordpress as well?

Alieda: As far as I'm aware no, but I will check with Margaret.

Karen: 2. Because we're hosted through DSU, are there standards we have to operate within?

Alieda: Wordpress is already installed on the Dal server.

Andrea: I think Wordpress is user friendly, and the DJIM site is an open journal system, tech support available to help integrate things. I think it's a good idea.

Maggie: I have a concern, Dr. Spiteri did not like the idea of Wordpress as it is not Dalhousie hosted. We don't want it to look like a Dalhousie page. You can't use the SIM logo since it's not Dalhousie approved.

Nicole: UBC's Information Management webpage is on Wordpress, we could ask them how they went about doing it. Hosting files on Filezilla, if we migrate, make sure the archived stuff on Filezilla is mentioned on the jobs description for the next person to do the website.

Alieda: I could have an instruction page for the next person who works on the webpage.

Danielle: Isn't SIMSA a student association and by default connected to Dalhousie?

Karen: It's not that we can't say we're from Dalhousie, but we can't give the impression that it's published by Dalhousie. We can't plagiarize the design.

Action (Assuming that we are allowed) Alieda motions to transition to the website to Wordpress, Nicole seconds. Eight members vote to approve, one member opposes. Motion approved.

Alieda: Margaret who works as systems admin for the library and is a fellow student in the MLIS program here has offered to meet me over the Winter Break to help me make sure the install and transition to Wordpress is very easy. I wonder if it would be okay for her to do this if she's not on the executive, and can I give her the user name and password to look at the systems before we meet?

Danielle: It would be fine if it was temporary and we would have to change the password.

Nicole: I know it might seem weird to give out passwords, but Margaret is very trustworthy and sometimes with tech things they need to go in.

Alieda: It would make it easier if she had the password

Maggie: I think if we're asking her to help us we should let her have the password so that she can have access in order to help us. She is doing us a favour.

Action Alieda motions to give Margaret our username and password to access our website and files, Danielle seconds. Eight members vote to approve, one member opposes. Motion approved.

10. **More re: New Logo**

Andrea: Just wanted to see how people felt about it, I thought the Holiday Party might be a good place to present people with the logo options.

Karen: I don't know if the Holiday Party is the best place, there's already a lot happening there, so it might be too much. People are tired.

Laura: I believe the both classes are in Database Management next semester so we could go into those two classes and present them there.

Alieda: I was wondering if we could open up the logo design to students too.

Karen: I think that's a fun idea but one of the reasons we haven't done it in the past, is because of intellectual property and copyright concerns; being able to use it in years to come.

Danielle: I think it would be the same whether they are on executive or not, we just get them to sign something saying it's SIMSAs to use.

Connie: Will we involve faculty or just students?

Laura: I think because it's the student association it should be just students.

Action Danielle motions to open the logo design to students, Alieda seconds. All in favour.

11. Raffle follow-up

Karen: We made \$48 with the raffle tickets for the concert. Apparently the concert was fantastic!

12. Common Room Issues

Karen: Met with Dr. Spiteri to talk about cleanliness of common room, mice. Mark has put up some signs to remind people to clean up after themselves.

Maggie: The window is getting fixed.

Karen: It's not Mark's responsibility to clean up after people, if it continues will have to come up with a plan of action. Don't bring in furniture or stuff toys off the street into the common room.

Alieda: Is there a good amount of supplies?

Mark: There wasn't soap for two days, but there is enough cleaning supplies.

13. Update from Faculty Council Meeting

Karen: There were two:

October: Admin. stuff, presentation about Skydrive to replace G drive, more to come, result of Grads about employment - result will be available at some point (to who, we don't know) SIM had the highest response rate.

November: 100 days of listening, talk about making international students more comfortable and provide services, we need to be welcoming and direct them to resources say "Hi!" - Depressed and anxious students, guide to how to deal with it- faculty are trained in dealing with it, we can direct people to faculty resources at Dal.

14. Update from Student Leaders' Meeting

Karen: Dean talked about different events, various holiday parties, the Ethics and Action Conference was successful, more turn out outside of the business school would be great, looking for volunteers for next year's conference. grad photos, got an email that doesn't really make sense. We will talk to Jenn.

15. Brief financial update from Connie

Connie:

September - \$1600 in account

\$1200 - after orientation

Income from buttons \$104 = \$1304

October AGM pizza - \$140

IWB Conference - \$800

=\$362

Funding has not arrived yet from DAGS, we were supposed to receive it in November.

Karen: Concerned about the holiday party, being able to pay for venue.

Connie: We probably won't get funding until middle of December.

Karen: We should contact them.

Connie: I've sent three emails.

Mark: Sounds like there was a problem from who was releasing funds to them.

Connie: \$62 for library buttons.

Karen: One of us will need to the filing cabinet key before you leave for the break.

16. Brief discussion about the upcoming term

Karen: Victory party next semester, Grad luncheon, do we want to have anything else? Party for the launch of the creative writing book?

Maggie: We could get the faculty lounge.

Karen: Any other suggestions?

Mark: An outing to see the Rainmen or Mooseheads.

Rebecca: Good idea!

Maggie: Let's have a sock hop.

excited whispers

17. Meetings with MCS in the new year to provide student feedback and propose some new ideas

Maggie: Talked to Dr. Spiteri about the displeasure surrounding MCS, had the idea that we could start a forum to talk about the problem and come up with solutions. How can we fix it? Meet with Robert first and see if he would be willing to talk about it.

Andrea: How much of that is our responsibility as a student association?

Rebecca: It's a service for our students, so it seems very much our responsibility to look into it if students are unhappy.

Nicole: I was asked by Jessica to promote MCS, my suggestions would be to tailor it to libraries, I gave some suggestions last year

Karen: Two things: Dr. Spiteri emphasized, if you have feedback fill out the feedback form and make sure that feedback is for everyone at SIM, not just libraries. I think MCS should work with us, but we need to give them feedback so they can improve.

Mark: Robert came to info5590 about a career fair, and laughed and said none of it was applicable for us. They are though, Scotiabank would be ideal for some of us. Some of this should be on them. MPA has pulled out of MCS, I would like to investigate what it means to pull out. We are paying for a service, we are not getting full value.

Alieda: I was talking to someone in MPA and someone in their faculty runs their MCS kind of thing.

Karen: 1. I think we should investigate opting out to see what it entails. Using that as our first option though isn't the best idea, we should try to fix it first. I don't want us to think that they aren't trying, they are.

Rebecca: How long have we been trying to fix it? Have years before us tried fixing it to no avail?

Karen: Previous years have just been accepting that it's a bad experience. They haven't tried to fix it.

Maggie: I think it's hard to determine the value of something based on the handful of people that don't like it, some may find it valuable. We should say what they're doing well also.

Connie: It was useful for me.

Laura: I agree with Maggie about getting the positive feedback too, when I go in to see them one on one they are helpful. Do they change people every year (ex. last year we had Jessica and this year we have Robert)?

Nicole: No Robert was away last year and Jessica was filling in.

Maggie motions to adjourn, Andrea seconds. All in favour.

Meeting ends at 10:58am