

**Meeting called to order at 1:05 pm****1. Roll Call**

## Present

Alieda  
Ben  
Maria  
Lee  
Hannah  
Tam  
Jenna  
Andrea  
Megan

## Absent

Hilary  
Valerie

**2. Approval of last meetings minutes**

Motion: Megan  
Seconds: Alieda  
All approve

**1. Welcome to new members - Andrea**

- NetStorage
- Roberts Rules

**2. Financial Update – Lee**

- As stated in an earlier update, we came in under budget for orientation. Currently have approx \$630, plus cheque for approximately \$230 left over from last year.
- We are also waiting to get DAGS summer funding from DAGS. This is usually a nominal fee. Lee will pick this up soon.

**3. Records Management - Lee**

- A section has been added stating that records will be processed twice a year, instead of once a year. A section has been added that explicitly states that this duty is split between Assistant Digital Publications Officer (ADPO) and the Digital Publications Officer (DPO).
- The vote on these changes has been moved to the next SIMSA meeting to allow all members time to review the changes.

**4. Office space update –Andrea**

- We now have office space in Rowe 2067. We will be sharing this space with the other FOM student societies. There is a desk. Andrea has a key.

- Space has been an ongoing issue after the office space on the 5<sup>th</sup> floor was taken away a couple years ago. Everything until now has been moved into common room, but this should be a space for studying/socializing. We have been working with James from PASS and Eric from SRESS and Emily from MBA, as well as Vivian Howard, to make this happen
- Andrea has spoken to other programs, and DJIM and IWB are able to store stuff in there. We will need to find time to move everything.
- Use of the room will be divided by time in room by day, instead of time. We are working on a charter to have everyone sign.
- The issue of office space is probably going to come up again, as this space is only temporarily available. Andrea is collecting the documents that went into getting us space as a frame of reference for future use.

#### **5. Associations colloquium - Andrea**

- This should help increase communication between associations and get people working together. Hopefully this will help prevent event fatigue as well.
- October is Canadian Library month. The colloquium could be an opportunity to get something going on this.
- The meeting is at 8:30pm in SIM common room. 2 minutes will be given for each association to speak, with 7-10 minutes afterward for inter-group discussion.
- It is not required that anyone attend, but currently each society has representatives attending. It is also a good opportunity for people not already on assoc, good way to help decide.

#### **6. Constitution - Andrea**

- Has to be revisited. Previous meetings have discussed restructuring SIMSA to more opportunities for incoming students to get involved.
- Everyone should take another look at the constitution to find things to be revamped
- Outgoing Executive is responsible for transition documents, and this needs to be explicitly stated.
- Alieda: As the summer executive discussed in a previous meeting, have two incoming student representatives, to work more deliberately with the Vice Chair Academic and the Vice Chair Non Academic.
- Andrea would be good to hear from Jenna and Hannah about this, to help inform our decisions as we go forth.

#### **7. Vice chair non-academic - Maria**

- We need to start thinking about holiday party. We need to book a venue, and start thinking about who to invite. We need to know sooner rather than later for fundraising purposes.
- Maria to pull together sub-committee. We can also reach out to non-exec members of the SIM student body for help in this. Good way to be inclusive.

- Reach out to other student programs to see if they want to be involved?
- Possible venue: the Atlantica.
- \$20 would be about the top end for ticket prices, \$15 would be better.
- Could we reach out to organizations like SLA or DAGS for some funding?
- It would be good to get faculty involved in these parties, or at the very least buying tickets.
- Alieda: invite librarians on campus, or at least think beyond the SIM student body/faculty.

#### **8. Ideas for next social event - Maria**

- Would be a good idea to plan a fundraiser to raise money for the holiday party.
- Assassin: pay \$2, get assigned a person that you have to 'assassinate' by throwing a ball of socks at them, or steal their flag from them. Goal is to be last one standing. Tagline could be "You're checked out," and we could do a literary theme.
- Hannah: Need to be very clear about guidelines (can't be killed in class, etc)
- Maria: Jenna, can you help me with rules for assassin? Hannah: Yes.
- Andrea: Are we having a Halloween event?
- Tam: They do a ghost tour of Halifax, 2 hrs, \$12 bucks. Maybe a good alternative to drinking events?
- Alieda: Not as a fundraiser, but "Great Escape Halifax" could be fun as a social event. It's like an adventure RPG, but in real life. Go into a room, and get stuck in a room, an hour to figure out clues. Around \$10, up to 10 people. Theme is Halifax Explosion.
- Andrea: Maybe we could do Thanksgiving day potluck (orphan's thanksgiving). Alieda: I'm ok making the turkey. Andrea: everyone can chip in.
- Jack o' lantern carving party
- Alieda: caramel/candy apples as fundraiser
- Noble outing as a social event?

#### **9. Debrief about Brown Bag Lunch – Valerie**

- Andrea: Valerie is not here, but there was a good turn out, and people asked good questions. We should make sure to all promote these amongst the outgoing students as well.

#### **10. IWB update – Hilary (update from email)**

IWB is pleased to announce the appointment of our incoming chairs:

Tess Grynoch — Registration

Whitney Love — Logistics

Chantel Ridsdale — Programming

Claire Dionne — Web & Communications

Robyn Gray — Finance & Fundraising

This past Saturday evening we had a very successful Team Building event. Committee members got to know one another, and we explained the basis of the work plan. We will begin our regular bi-weekly meetings next week.

In terms of conference planning, IWB has sent out our first round of speaker invitations and are eagerly awaiting their response.

### **11. Standing committee update**

- Megan: It was a struggle to get people to put their names forth. People were very hesitant and unsure. I think that it would have been really helpful for a faculty member to be present at the AGM to explain positions.
- Tam: People are still unsure of time commitment and eligibility for positions.
- Andrea: So there is some work to be done on communicating here.
- Maria: should info about Standing Committees be given during Orientation?
- Andrea: yes
- Alieda: We should communicate as well the benefits of sitting on a committee like this, such as collaborating with faculty, and being involved in shaping the MLIS program.
- Tam: It's also important to stress that you make a difference, not a token role.
- Andrea: Curriculum, Promotions and tenure, Scholarships are all so important, and have a big impact on the school.
- Should really push that faculty needs to be present to talk to incoming students about the standing committees in future.

### **12. Exec Profile picture waiver signing – Alieda**

- Are waivers necessary?
- There is some rule about images of students signing waivers if posted to website, but if we gave them to Alieda, is it a problem? We should all sign it in case.
- Alieda will put waivers in everyone's mailbox. Please sign and leave in her mailbox by end of week.

### **13. Website update – Alieda**

- Ideas for directions in web: create a job/scholarships section on SIMSA website, as well as conferences/ opportunities. Rank them by when they're "due."
- Tam: when doing the associations display, talking to incoming and mentioned TN visas for working in the States. Librarians = a desirable job. We should definitely have more info about this and international librarianship.
- Alieda: My goal is to have this architecture down and start filling it by end of term.
- Andrea: It would be good to email Robert Wooden to let him know you're doing this, see if he has some ways he wants to leverage this for Career Services.

#### 14. Orientation evaluation - Andrea

- Maybe Hannah and Maria could work together to find out how to capture feedback from incoming students regarding Orientation week. Day by day evaluation of events.
- No deadline, but the sooner the better.

#### 3. Time of meetings

- Megan to send out doodle poll to evaluate suitability of dates so we can have more set monthly meetings.

#### Action points

##### Lee:

Send out changes to records management.  
Pick up DAGS cheque.

##### Maria:

Email Marianne Hagen re: shelving for shared office space.

##### Maria and Hannah

Brainstorm assassin rules, theme etc  
Work on orientation feedback survey

##### Tam:

Look into Halifax ghost tour as an Halloween event.

##### Alieda:

Email Robert Wooden regarding website.  
Info about Great Escape Halifax.

##### Megan:

Send out doodle poll to find a set day of the week for monthly SIMSA meetings.

##### EVERYONE:

Look at constitution and find things that could be fixed. Have suggestions for next meeting.  
Think of venue for thanksgiving dinner by October 1<sup>st</sup>.  
Photo waivers to Alieda.

**Motion to end meeting: Andrea**

**Second: Alieda**

**All in favor**

**Meeting ending at 2:10 pm**