

Meeting called to order at 12:06

## 1. Roll Call

Present

Valerie  
Alieda  
Ben  
Lee  
Maria  
Andrea  
Jenna  
Tam  
Hannah  
Megan

Absent

Hilary

## 2. Approval of last meetings minutes

Motion: Megan

Seconds: Lee

All approve

## 3. Financial update - Lee

- Current funds: \$824.27
- Sent 2 emails to Cynthia Gass re: picking up fall funding cheque early/ before audit; responses pending. However, we are financially ok at the moment.
- In touch with Hilary regarding IWB cheque.
- Been in touch with Maria, re: paying for holiday party. Confident that ticket sales will cover the cost of the party.

## 4. IWB update – Hilary via email

- IWB has confirmed that Climate Informatics Specialist and U of T professor **Steve Easterbrook** will be giving our opening keynote. His presentation will be titled "**Computing the Climate**"
- We have finalized the program for two breakout sessions:
  - A session titled "**Climate Research & Public Communication**" will address on how information is circulated and disseminated to a wide audience. There will be two speakers at this session. First, we can confirm MP Megan Leslie, the Official Opposition's Critic for the Environment as a speaker. Our second speaker for this session will be Jason Hollett, Director of Climate Change Nova Scotia.
  - A session titled "**Information in Use: Planning and Adaptation Strategies**" will address how information about climate change can

help to inform communities on how to develop adaptive programs. This session will also feature two speakers: Tony Charles, Director of SMU's School of the Environment and Adam Fenech, Director of UPEI's Climate Lab

- Registration is on schedule to open December 1st. The cost for students will be \$20.60. This includes access to all sessions, a continental breakfast, coffee & tea, lunch, and a gift bag.
- In the New Year, IWB will be putting out a call for volunteers to help on the day of the conference. Since IWB's operating budget aims to break even each year, we do require that volunteers still purchase a ticket to the conference.
- IWB is looking for poster and paper submissions for our two competitions. Posters can feature any topic relevant to information management; papers should be relevant to this year's topic. For more information, please visit our website. The closing date for submissions is January 9th.

#### **5. Open house debrief - Ben**

- Fairly successful, about 12 or so people in attendance
- About 3 people came into one of the incoming-year classes.
- Things wound down following the pizza lunch.

#### **6. Fundraising – Maria**

- Candygrams – being taken on by a committee member
- This was a popular fundraiser for SLA last year.

#### **7. Holiday party - Maria**

- Cost of \$310.79. This covers the appetizers SIMSA is planning to provide for guests
- Still looking into a TV/projector, and a karaoke machine.
- Two rounds of trivia, 15 questions each.
- Hoping to sell 50 tickets, for total sales of \$500 (\$200 profit).
- Secret Santa during the party (\$5-\$10). No Yankee Swap this year.
- Common Room will be decorated this week.
- Maria and Andrea will approach professors about buying tickets.
- We have enough sober volunteers now.
- We could consider selling book bags at the holiday party.
- Lee to put together a float for the party.
- Maria to look into music for the party with Janice.
- Maria to work on coordinating people at the door etc. Lee and Hannah will work the door.
- Alieda and Jenna to put all this info on website.

#### **8. Tree decorating - Andrea**

- Wednesday the 19<sup>th</sup> at 1 pm in reception area.
- Good opportunity to bring SIM students and admin together.
- Kim taking care of music.

#### **9. Potluck - Andrea**

- Thursday November 20<sup>th</sup> in the common room. Noon.
- Signup sheet is up in the common room.
- Last one was quite successful, so anticipate that this one will be well-attended as well.
- Will promote Movember progress at the potluck.
- Coordinate cleanup a bit more this time. Party will end at 1pm, and everyone will be responsible for their own dish.

#### **10. Movember**

- Currently \$180 has been raised. Aiming for \$200.
- Will have mustache pins for sale at the potluck with week.
- After picture will be **Thursday, November 27<sup>th</sup> at 11:30 in Rowe 2068.**

#### **11. Looking ahead to next semester - Andrea**

- What goals do we have?
- Pushing book bags more would be a great way to get some more funds raised.
- Valerie: nothing back from Kings bookstore regarding selling the book bags there
- Some talk about a world café for all the SIM associations to participate in; opportunity to talk with professionals and network in a more social setting. 10 minutes, with students in groups approaching
- Jenna and Hannah can start putting feelings out with the incoming class, see where we might be able to do something.

#### **12. Website update - Alieda**

- Website is back up!
- We are using a new template, so the site looks very different. More infinite scroll blog than pin board
- Working on the CSS to work out some bugs.
- How can we work to help get info about things that are happening to Alieda and Jenna to include on the website?
- All SIM associations have access to post on the website, but so far they haven't taken advantage of this, they are more likely to email Alieda or Jenna.
- Getting information about events to DPO and ADPO in list form is especially helpful.

#### **13. Office space - Andrea**

- Issue with undergrads getting into the society space that we have.

- Haven't been using it because it was full of furniture, but the furniture should be gone by this week.
- Good place to book for small group meetings.

#### 14. Rec Mgmt Update

- On G-Drive
- Settled and done.
- Emails, correspondence, any debrief documents.
- Megan: Exec stuff minutes/agendas/list of exec members (job, name, email)
- Everyone: any important correspondence they have dealt with
- Everyone: transitional docs and reports (wait till end of year to pass these along to Alieda)
- Maria: planning materials
- Everyone: any financial things (receipts, etc)
- **At end of semester, pass along all records to Alieda. Zip Folders would be best.**

#### 15. Brown Bag Lunch - Valerie

- Noon-12:30/12:45 in the common room
- Aiming for this one to be more chill
- Ben and Lee will attend to talk about their reading course experience.
- Particularly useful for incoming students
- Valerie will have info about doing a reading course
- Dr. Macdonald will be there to talk about the process.

#### 16. Change of positions - Andrea

- To change/remove/add a position, Holly says we just have to make the change to the constitution, get it approved, and then go through ratification process.
- Should get constitution revamped by February to ensure we all have time to look through it and vote.
- Will need a committee to get on this.

Motion to end meeting: Alieda  
Second: Megan

All in favor

Meeting adjourned at 12:50

**Action points**

Hannah and Jenna:

- make announcements regarding SIMSA

Everyone:

- start putting together pertinent documents according to records management policy. Files should be sent to Alieda. Zip folders are preferred.
- Make sure all financial documents get sent to Lee

Alieda and Jenna:

- put information about upcoming SIMSA events on website.

Lee:

- put together float for the Holiday Party

Maria:

- look into karaoke machine/projector for Holiday Party
- Talk to Janice about music for the Holiday Party
- Coordinate people to work the door at the Holiday Party.