

Meeting called to order at 12:00

1. Roll Call

Present	Absent
Valerie Ben Lee Maria Andrea Hannah Megan	Hilary Alieda Tam Jenna

2. Approval of last meetings minutes

Motion: Megan

Seconds: Andrea

All approve?

3. Financial update – Lee

- Communication with DAGS has improved recently
- Last week, got an email that audits were available to be picked up, but SIMSA's is still not finished.
- Still waiting to hear back from DAGS. Lee will follow up in the next day or two.
- Money is still the same, since we haven't spent anything since last month
- Asked Jessica if there is any subsidy that DAGS can offer for SIMSA's fundraising efforts. Waiting to hear back.

4. IWB update – Email from Hilary

- The conference is ready to go
- speakers are confirmed, program is set, food is ordered, name tags are made, swag has been bagged
- Budget is balanced
- Silent Auction arranged.
- volunteers have signed up to help out on the day of
- Advanced registration has now closed, but a limited number of tickets will be available at the door. The door price for students is \$30.

5. Web update

- Postponed

6. Meeting with Jessica Stark -Andrea

- Lee and Andrea met with Jessica to touch base
- This was a good thing to do, should happen earlier. This will be going in the transition document
- Suggest leveraging the newsletter to be less about the Grad House, more about what DAGS is doing to represent the students
- Communicating our concerns with DAGS is something we should continue doing, more often
- Would like to hear more about what DAGS is doing to represent SIMSA on a school-wide level
- **Jessica's Email:** director2@dags.ca

7. Constitution discussion

- Valerie and Andrea met to discuss changes to the constitution
- There was a version being worked on in the summer, but that was more formatting
- Two main things: changing roles of incoming by adding another one (shadowing vice chairs), and tailor **outgoing student** position to be the "Association Coordinator" (ensuring collaboration/communication between the societies, ensure a shared calendar exists and is updated, attend at least one meeting for each association)
- MIM (Masters in Information Management) will officially become ex-officio following the redrafting of the Constitution
- Good opportunities for mentorship opportunities between MIM and SIM students → possible to create a networking event in future?
- Andrea and Valerie will meet to do some formatting, and then take it to Holly BEFORE ratification, so the incoming exec doesn't need to worry about it.
- Lots added about records management
- Added clarifications about standing committees and the nomination process
- Think about using Google form for absentee votes. More secure than some methods done in previous year, such as leaving ballots in a designated mailbox.
- For fall AGM, collect nominations before the meeting, so not putting people on the spot so early in the year.
- Document will be sent around, everyone should take a look

8. AGM discussion

- Let's have it earlier than last year
- Potluck

- Proposed date Tuesday, March 17th. (there is a public lecture from 1-2 that day)
- Plan to have our first joint meeting that same week.
- Start communicating by beginning of March what positions we are electing, have the new Constitution ready to go, and begin communicating
- Transition docs should be ready to go at this point: Try to think about time commitment, when you were most busy (time commitment during the summer is important to consider)

9. Fundraising for the Charity - Andrea

- Raising money for HPL- Literacy Initiative
- Bowlerama Bayers Road was the closest
- February 27th
- 6-9 pm slot was the most price conscious
- Venue has a \$11/bowler charge, we are charging \$20
- Need to sell 50 spots, since we have to pay for them regardless
- Encourage donations of any denomination
- Bring everyone/anyone
- Silent auction?
- Set up a table in Rowe to sell things → Monday the 23rd 11:30-1:30, 2 people to man the desk
- Hanna will put together info about buses to Bayer's from campus

10. Fundraising for SIMSA

- Need to create some cushion for next year
- Propose that we push the bags harder
- Move to lower the price to \$8 for students, \$10 for everyone else
 - Andrea motion
 - Megan second
- 1 SIMSA tote bag has been donated to the IWB silent auction
- Social media post
- Should have a bit of a buffer between bowling and marketing the bags more aggressively.

11. End of year survey?

- Informal
- Andrea to send draft to SIMSA exec for evaluation.
- Could be a useful tool for evaluating general feelings about academic/SIM culture etc

12. Incoming Year update (convocation party/tour of HPL) – Hanna

- 4 people went on the HPL tour, but it went well.
- Met with JoAnn about convocation, room is confirmed. Brunch
- Starting to collect volunteer names
- Really just have to figure out decorations.

- JoAnn shared a convocation checklist with Hannah
- Kim will be emailing Hannah with the amount of money that SIM will be contributing. This should be no less than \$100.

13. End of Year party – Maria

- Prom theme → Balloons, paper flowers, dancing.
- If we don't want to do a DJ we can just make a playlist. Hanna will check with someone about their fee for DJing
- Potential locations? Dance hall in the University Club
- Ticket prices? Should we keep them at \$10 for students, or raise them price? → will depend on the cost of other items.
- Do drink tickets instead of food? Maria will check with Janice.
- Tentative date: Friday April 10th.

14. Ideas for how to get money for conference attendance

- Postponed

15. Social Media Policy – Andrea

- Ben and Andrea met with Dr. Spiteri, who suggested that we draft a social media policy within the Constitution.
- Covers concepts of best practice and inclusion.
- Be preemptive, gives moderators of the wall a document to point to.
- Need a subcommittee
- Everyone brainstorm things that they think are important to include in this policy
- Used for SIMSA's official social media output, as well as the moderated Facebook wall.

16. Social events within SIM

- Movie night was fun, we should do this again. Maybe the week of March 2-6th
- Meet at the Oval?
- Hanna will look into Oval times and picking a date/time.

Motion to end meeting: Andrea

Second: Lee

All in favor

Meeting adjourned at 1:00 pm

Action points

Lee:

- Follow up with DAGS re: audit
- Follow up with DAGS re: possible subsidies

Maria:

- Contact Janice at University Club re: room booking, the price of drink tickets instead of food

Hannah

- Look into date/time for Oval during reading week
- Talk to potential DJ for the end of term party
- Put together bus info for people to reach the bowling lanes

Andrea:

- Look into booking a table for the bake sale
- Send draft of end of year survey to SIMSA exec for evaluation/input

Alieda and Jenna:

- Promote the Bowlerama Fundraising event and the upcoming AGM on SIMSA website and social media
- Begin preparing ahead for promotion of SIMSA bag fundraiser after the bowling event (social media, website)

Everyone:

- Review draft constitution when it is sent around
- Brainstorm things that should be covered in a social media policy
- Ensure transition docs are ready before the AGM