

## SIMSA Meeting -April 27 2016

### 1. Roll Call

- a. Present – Domenic, Alice, Keri, Katie, Jacob, Alison, Zara

### 2. Email buddies

- a. Jacob will email general info about orientation to the incoming students; when volunteers send the first email to their email buddy, they will already have heard from him.
- b. If a new student seems nervous or hesitant about the program, let JoAnn know

### 3. Orientation

- a. Next Fall's orientation events will be more spread out over the first month
- b. Associations display will be done differently, probably in a "lighting talk" format, followed by the opportunity to ask questions and sign up
- c. Since the first class of Fall 2016 term is on Sept 5 Monday at 8:30am, before orientation, we will arrange an informal coffee/meetup some time over the weekend, (either Sat or Sun afternoon) to show them around Rowe a bit, where their classroom will be and meet some of the other students – likely meet in Rowe lobby and go to SIM common room

### 4. Convocation

- a. Brunch will be at 1pm, as everyone has to be in building for the ceremony by 3pm. Jacob will send out another sign-up sheet for volunteers and then assign tasks (set-up, serving, clean-up)
- b. Zara will be away the week of convocation

### 5. Budget

- a. Domenic: audit was successful; approved winter funding.
- b. Bank meeting will be Thursday April 29 at BMO for new signing authorities \*two of the signing authorities will be away the week of convocation
- c. Let Domenic know about activities that will need funding, as he will start doing the fall budget
- d. Will decide how much money SIMSA is giving to IWB once Fall budget is done, also once we confirm whether attendance is going to be mandatory Research methods class

### 6. Summer meetings

- a. People who are away will either call in or use skype (decide on the best technology to use)
- b. Jacob will be back-up for Alison over the summer meetings.
- c. Alison will send a poll to decide on a regular biweekly meeting time for the summer
- d. Also, plan to hold an 'association heads' meeting sometime in August to discuss positions for the upcoming year – take an inventory of positions, and maybe decide how to consolidate some of them, while still remaining flexible to reopen in the future when there are larger classes.

### 7. Other business

- a. Ideas for next year's public lectures? More diverse range of speakers

- b. Need to work out better records management strategy for SIMSA over the summer – maybe create a new google drive and move over everything from the One drive file
  - c. IWB will be sending out a list of possible topics for next year's conference soon for feedback to all of SIM
  - d. Alice will be sending out surveys soon for feedback about professional mentorship program, with some new ideas for next year
8. Motion to end meeting