

Meeting minutes: May 12, 2016

1. Roll Call

2. Approval of agenda

3. Suggestions for IWB topics - update

-Send your feedback; 11 responses so far, some from faculty

4. Update on convocation brunch

-Will be June 3, 1:00-1:45 in 3089, followed by awards, etc. before grads have to leave at 3:00

-Invitations have been sent already

-Volunteers: Will need volunteers from 11:30 to 4:30. (2 extra people for entire time – Domenic and Alice have signed up, tentatively)

-More volunteers needed for four, 1-hour shifts

5. Financial update:

Currently \$1800 (before DAGS) How much to allocate to brunch? last year was \$280.97 – including the \$100 from SIM

6. Orientation events:

-SIM welcome – Tuesday

-SIM lunch – will likely be potluck

-Tips & tricks workshop – send Katie ideas for 'tips&tricks' handout

-Lightening talk associations display (2nd week of class)

-Tour – Keri and Alison will lead tours. Jacob will help plan a standardized route

-Assemble bags for 25 people. Alice is in charge of items for these bags (send ideas to her)
i.e. bookmarks, bus schedule

7. Other Business:

Informal meet-up at Coburg coffee on Sunday Sept. 4 – (possibly change to Tuesday morning, if no first years are taking Knowledge management @8:30 am?)

-Alison will start to put together list of recent grads' jobs and post to FB

-Alice will create list of chairs and plan meeting during the summer

Motion to end meeting