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1. Roll call

In attendance: Katie, Alice, Zara, Domenic (Skype), Alison (skype)

Absent: Keri, Jacob

2. Approval of last meeting minutes

-approved

3. Records management update

–meeting minutes are also posted to the SIMSA website

-committee still needs to go through paper records, Domenic hopes to finish before September

4. Financial update

-DAGS summer audit is due between Aug. 15th and 30th. (Usually get about \$20 from this)

-Domenic will ask more questions to determine budget needed for orientation at the next meeting

5. IWB update

-Nothing new to report

6. Orientation

-schedule is still tentative

7. Team Leaders meeting

-Alice will attend

-Date is still not finalized. Most SIMSA members will have class Friday afternoons, but Zara can attend if it takes place Sept. 30

8. Brown Bag Lunch series

-Zara needs some dates/times to respond to potential speakers who have shown interest

-Also, need to know how much to use for gifts for speakers (6 events total) and for food

-apx \$80 for each = \$160 for the years events

-Discussed whether we should be providing lunch for speakers? We will probably buy snacks etc. but people are still expected to bring their own lunch

-Need to determine best days of the week for speaker events Mondays seem to be the best day; 12:00-1:00. (Times can be a little flexible, according to speakers' availability)

-Take into consideration that first years also have Academic Success and Career Services workshops
Alice will get schedules for both of these (email Lindsay to get dates for A.S.S.)

9. Other business

- JoAnn wants all of SIMSA exec. to go to the beginning of the Tips for Graduate Success panel on Sept

8. We don't have to stay for the whole thing

- Jacob and Keri have volunteered to be on the panel

-Katie: Thanks to everyone for sending your bios; they are posted on the SIM website now

-Alice: has items for the orientation bags

10. Motion to end

-Second: Domenic