

## SIMSA Meeting Minutes – 25/08/2016

### 1. Roll call

Present: Jacob, Katie, Alison, Zara, Nora, Keri

Absent: Domenic

### 2. Approval of last meeting minutes

Approved (Katie)

### 3. Financial update

-Domenic sent out budget on Aug 25 for review

-Zara: won \$100 at hackathon, if anyone wants to claim it for SIMSA

-Keri: events this year should charge more for tickets and provide more in return

-Jacob: may do Subway fundraiser to raise \$1000 (selling discount cards) – Domenic can be in charge of this

-Zara: companies like IBM, Deloitte offer some funding for students - will talk to Domenic to discuss this idea further

### 4. Records management update

-Will continue posting documents both in OneDrive and on SIMSA website; Alison will post minutes in OneDrive first for review, instead of emailing

-JoAnn is also strongly encouraging SIMSA to improve our records management. We need to come up with a standard practice– this will have to be made as an amendment to the constitution

- Also need a hard deadline for transition documents to be due. All transition docs should be posted on OneDrive – by Spring AGM (at least rough draft)

### 5. IWB update

-Same as usual

### 6. BBL/workshop dates

-First workshop is confirmed for Sept 29, 4:00-5:20 in 4<sup>th</sup> floor lab (ask people to bring own laptops)

-First bbl is Sept. 13 at 12:00, Chief of staff from Affinio. This will be open to all faculty of management.

-Second BBL - Record analyst for Gov of NS; Third - still waiting for confirmation from Atlantic SAP user group

-Last one should be a panel – school libraries? Or, maybe focus on youth literacy, if we can't find enough participants- Alison will email Donna Gillespie for contacts

### 7. Orientation

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- Jacob will send out finalized schedule, with events with mandatory attendance highlighted
- Katie: Tips/tricks seminar on Tues Sept 6, 1:30-2:30 – Suggestions to add? Grad Pad, introducing BBL series, writing centre, student discounts
- Lunch on Sept 6 at 12:15 – SIMSA members are responsible for providing lunch, open to all students and faculty (apx 50 ppl). Jacob will pass around sign up sheet
- Sunday Sept 4. - Informal tour at 3:30 pm
- Associations display: still need to confirm schedule with who is coming, SLA still is separate org for this purpose

### 8. Association Head meeting:

- Groups with more flexibility - ACA, CAPL, SLA - are considering merging to reduce some positions, depending on interest from new first year students
- PLG is disbanding, members can focus energy on LWB, as they have similar goals (will only need one incoming position)
- SIMCONNECT – new CLA assoc.
- Major result of this meeting: more communication needed between associations. i.e publicize all their meetings on facebook. Also will continue having chair meetings

### 9. Other business

- Zara has been communicating with some new associations about starting chapters here. Representatives from ARMA and KM institute of Canada will be coming to visit campus. More info to come
- It may be a problem with not having enough people- Sandra is also encouraging involvement from the MIM program
- Zara will be moving to part time this year, so will not be available during days
- We need to decide on regular meeting time for SIMSA