

SIMA Meeting Minutes – October 18 2016

Present: Alice, Jacob, Domenic, Kevin, Rebekah, Lindsay, Katie, Alison

Absent: Keri, Zara

- 1) Welcome to new committee members
- 2) Planning for Halloween movie night
 - a. Would be casual, people can bring snacks, etc. Jacob will create a poll to decide on a date.
- 3) Orientation survey
 - a. Attendance was low for many of the sessions this year. It may be more difficult for part-time student to make it to events in person
 - b. may try converting some information sessions into video format/online tutorial for next year
- 4) Financial update –
 - a. Zara would like to increase budget for BBL series; we need to decide on our overall vision/purpose for BBL
 - b. We are slightly over-budget from orientation; still waiting for reimbursement from SIM for SIM welcome luncheon
 - c. Need ideas for fundraising activities – send ideas via facebook
 - d. Domenic: Reminder that other association chairs need to claim their funding from SIMSA
- 5) Records Management update
 - a. Domenic read through RM policy and it needs to be simplified – everyone whose position involves records management will get together to read through and decide on changes to make to the policy
- 6) Other business
 - a. Constitution needs to be changed so that incoming SIMSA positions automatically transition into returning year positions
 - b. Alice received an email from Hannah Steeves about helping with Dal Reads committee - she wants help raising awareness and distributing surveys. - Alison will respond to her email to get clarification about what SIMSA can do
- 7) Rebekah (on behalf of Zara): think of ways to boost attendance for BBL's
 - a. We may need to change the times if they are not working for people.
 - b. Also try new ways of advertising, such as print flyers, to reach out to more of the faculty outside of SIM
- 8) Motion to end