

**SIMSA Executive Meeting – Tuesday, October 29th, 2013 @ 3:00pm**

**Grad House Boardroom**

**AGENDA**

Present: Rebecca Thompson, Maggie Neilson, Karen Vermeylen, Samantha Fritz, Mark Black, Nicole Bloudoff, Mingyue Chen, Andrea Kampen, Laura Corscadden

Absent: Aleida Blandford

- 1) **Call to Order** - 2:59pm
- 2) **Roll Call**
- 3) **Approval of Agenda** - Karen motions to approve agenda, Maggie seconds. All in favour.
- 4) **Approval of September 25th SIMSA Executive meeting minutes** - Mark motions to approve September's minutes, Danielle seconds. All in favour.
- 5) **Holiday Party**

Mark - The SIMSA Executive voted to cancel the merger with HLA over an email vote. I'll set up a Google Doc, and we can talk to the committee through that. Spoke with Joann, she reiterated that the party is for us and we shouldn't be too concerned with outside parties or SIM faculty. We should have it somewhat early in the night so that the SIM faculty can make an appearance. SIM supports the fact that the party is for SIM students and they express their support. I will look into venues by end of week.

Karen - Did you let Lou know?

Mark - Yes.

Mark - The vote was unanimous, over email.

Danielle - Are we leaving the party planning for now?

Mark - We can do it through the committee. I suggest we have the party immediately following the close of the semester. If anyone hears of anything happening at that time let me know so I can work around it.

- 6) **Fundraisers**

Maggie - We haven't done anything yet in terms of a fundraiser. We have two tickets to raffle off or do a silent auction with. Dr. MacDonald generously donated two tickets to the Halifax Camerata Singers Requiem for Peace concert on November 10th. Minimum bid of \$10-15.

Karen - I went to the concert last year and it was really good.

Maggie - Rebecca, Danielle and I could take the reins on that.

Karen - Dr. MacDonald gave me a poster for the concert so I could post that in the common room and the committee can post the signup sheet next to it. Andrea, you should announce this fundraiser Information in Society.

Sam - To promote, you could post the poster on Facebook to have a visual.

Maggie - We want to do another fundraiser, any ideas?

Karen - My idea is that if we don't want to make a brand new cookbook we could do a reprint of last year's (with the correct permissions).

Laura - We could do a second edition.

Maggie My concern with this is copyright. For example, the cookies I made for the bake sale came from a cookbook somewhere, so I'm not sure how we would work around that. It's not my original recipe.

Danielle - As long as we have where they come from, and recognizing where it came from we should be fine.

Andrea - It's still using someone else intellectual property.

Maggie - Should we move forward with cookbook or do the creative writing book.

Karen - I like that idea, we'd just have to get their permissions.

Sam - In terms of content of the creative writing book, people in our class are also artistic in terms of drawing and whatnot. We should include that also.

Maggie- Yes, and short stories etc. I would love to read the work of other students in our class.

Danielle - About the release, the current release form that we're using for photos would work for the creative writing book too I believe. The other thing for fundraisers, we could do shirts. MLIS shirts with a slogan. I have no contacts for screen printing but maybe others do.

Connie - Last time SIMSA did a t-shirt fundraiser it didn't work, and we lost money.

Karen- To follow up on Connie's comment, it was unsuccessful last time because  
1) Instead of taking orders and getting as many as they ordered they did a bulk order, so they paid for more t-shirts than they sold  
2) They charged less than they paid for the t-shirts

Andrea - Along the lines of product for fundraiser, IWB mugs are cool, we could do mugs, or book bags, or canvas bags. I have contacted someone to see how much the canvas bags would cost. It's not specific to students either, professors might want one also.

Karen - I think the pins are great, but maybe we could use the same designs a magnet, or patch.

Sam - Nancy sent us glue and magnets so we could convert the pins into magnets. They would be the same size, we could talk about different sizes if we want. Also, in terms of canvas bags, great idea and IWB is looking at swag prices so we can pass on any information we get on prices to SIMSA. It's about 1-2 dollar per bag for single colour, screened is \$50 set up charge.

Nicole - Question for Andrea, when you say the bags could be for everyone, what kind of logo would we have on it?

Andrea - we should have a logo but we need some considerations what it would be. I have some general logos mocked up that I will send to the executive.

Nicole - Are they your own designs?

Andrea - Yes.

Danielle - We could use general library slogans or photos.

Karen - I just wanted to offer an option for a fundraiser. SLA did a holiday raffle last year on holiday basket. They sold tickets and split the profits among other student groups who donated a basket. SLA isn't doing it this year, perhaps we could do it through SIMSA. The actual prizes were more or less popular, it just was hard for SLA to coordinate, more than SLA could take on. A possibility for SIMSA.

Maggie - Awesome idea Karen! When would we do the raffle?

Karen - We sold tickets a couple of weeks before the holiday party and did the draw at the party.

Maggie - Would everyone be comfortable if Danielle, Rebecca and I start moving forward with the creative writing book?

Maggie motions to move ahead with creative writing zine, Laura seconds. All in favour.

Karen - I can help with compiling and printing. I have experience creating zines.

Sam - Comment about the baskets, maybe SIMSA could have two or three baskets, and have the associations donate to the baskets instead of creating their own.

Karen - Depending on what they donate, do we split the profit with them? Or is it strictly by donation?

Danielle - If we do the baskets, how do we deem what is worth what? We'd have to specific that it is just a donation.

Sam - We do have to make it clear that it is a SIMSA fundraiser and they are donations.

Danielle motions to go ahead with the baskets for raffle, Maggie seconds. All in favour.

Sam - I did the totals for the buttons, we are ten dollars short, which means 5 buttons were not paid for. The buttons were displayed on a table at the entrance of the Associations Display so a student may have thought they were free. Two buttons on the spreadsheet Nancy sent us in May were messed up unaccounted for. We are just the ten dollars short for the Associations Display. I could always cover the ten dollars.

Karen - Thanks for your offer to chip in the ten dollars, but that isn't your responsibility. We have room in our budgets for things like that.

Maggie - to verify, I was the one who started the pot for the buttons with my own money so that we would have change, and Laura counted what I put in. After Associations Display Karen counted the float.

Sam - Next time we do a button fundraiser we make it more clear that they are not free.

## 6) Website -

Danielle - Last time we talked about the photo consent form, I talked about putting the link to it on the website. Right now it's on the SIMSA G drive. I just want to confirm it's okay that I put on the website. I made corrections to the website. People involved in other associations in SIM, if you want to send other events that are going on I can add them to the website. I can post their events.

Sam - On the fundraiser page we still have the cookbooks up, do we still have any?

Karen - I didn't find any so we could remove that from the website. I have a suggestion, I noticed the position descriptions are from previous constitutions.

Danielle - To change that I would need to be sent new ones.

Sam - If the descriptions are in the newest constitution you could take it from that.

Karen - Even the titles are dated. Example: secretary is now the communications officer.

Sam - I suggest when we're putting things up, we do some collective writing so that what we want to say about the fundraisers is a communal effort.

Danielle - Any suggestions you have are helpful.

## 7) Constitution Amendments

Karen - If we make changes to the constitution it has to be voted on by all SIM students, we need to have quorum, and we need a majority of 50% + 1. If it is not approved at that meeting there would be recommended changes and another vote. Changes need to be sent out a week in advance. The only time we are going to get quorum is during the fall meeting or April AGM. Our best bet is the April meeting. We could have a constitution amendment team to do grammar etc. Some areas that need changes are:

- Fall meeting, there is no specific percentage for number of votes needed
- All of the description for positions refer to first and second years - leaves out part time students

- In descriptions for how to elect first and second year reps it says you need consensus, this is not realistic
- More clarity within the positions in terms of term of office. Ex. it says full year term, meaning that Laura who is our second year rep would still be second year rep until September 2014
- It says we are supposed to have three general meetings per term
- Descriptions of standing committees need work, confusing about what we need to do and who is eligible, and the description often do not make sense. We can edit this or refer people to SIM's document which is kept up to date
- One executive position which we haven't been filling is the Professional Networking Committee Chair. Hasn't been elected in the last few years and other committee members fill the roles

Maggie - A suggestion on how we should proceed: We have your list, should we form a committee, and they go and figure out which changes should be made and present it to SIMSA.

Karen - I agree.

Nicole - I think that's an excellent idea to update the constitution, and I would be willing to help and be on the committee for that.

Mark - Are we going to have a problem being in violation of the constitution right now? Is there anything we need to do?

Karen - We technically aren't following it but the impression I got from talking to previous co-chairs is that the most important thing is financial transparency, and we are not in violation of our financials at all. Just internally. If a student were to bring up something in the constitution that we were in violation against, we would have to accept that and address it.

Maggie - It's not the kind of violation that is hurting our class.

Nicole - The purpose of us updating the constitution is to address that it is outdated. I don't think we could realistically go by our constitution.

Mark - My concern is just how many meeting per term. Clearly we are supposed to have three and we only have one. Is there something built in saying we can just break this?

Karen - Our executive meetings are open to everyone.

Mark - Maybe we should make it clear to all students that they can come to our executive meetings.

Karen motions that our SIMSA executive meetings should be presented either on the website or Facebook as open general meeting, Karen seconds. All in favour.

Connie - If anyone else can come to the meetings do we make rules of who can talk?

Mark - Yes, we can follow Robert's Rules.

Karen motions to start a constitution review committee, Nicole seconds. All in favour.

Members - Nicole, Sam, Karen , Rebecca , Andrea

Karen - One area that I'm not sure how to proceed is the role of the Professional Networking Chair.

Rebecca - We should discuss as a committee and come back to the executive.

Sam - We should also take a look at the SIMSA standing committees to see if they are still in effect.

## **8) Student Engagement**

Maggie - How do we get students excited and involved?

Sam - Are we making announcements in classes for events or is it just through email and Facebook?

Andrea - I've made announcements in class but I'm not sure it has made a difference.

Karen - I made this item after the first brown bag lunch, but the second brown bag was much better attended.

Andrea - The attendance might have been low due to the Summer Shine Series which was right before it and sounded like it would be similar.

Nicole - Last year the Summer Shine Series was just for the library community, this year they opened it up to first year students, so it wasn't really aimed at you.

Karen - To Andrea, would it have been better if there was less overlap of jobs of who talked?

Andrea - It may have been better if less people had talked. It's intimidating and it needs to be a little less.

Karen - In general there is not a lot of interest in fundraising and events for SIMSA and other association events.

Andrea - There's an element of fatigue going on in first year and there's some frustration among first years. People are feeling listless and overwhelmed with getting involved.

Mark - We should aim for things that are less intensive and more relaxed for people. It's a busy time of year, with school and other events around town. The SLA candy gram was low key so it was good.

Karen - I was just wondering if people have suggestions for how we can build report without sending a ton of emails etc. like Andrea said.

Danielle - The time and effort of being involved, the price of things is sometimes too much. Being able to do simple things, close to home, even if it's just trivia night or cosmic bingo.

Sam - Keep things smaller and intimate. Trivia, a team at the Grawood. Back in September Mark had offered the screen and projector for movie night. A games night could work. Even just starting like name-droppers in the common room (have teams, like charades with names).

Andrea - I think there's also people don't know what SIMSA can do for them. What is our role, they might not know. It would also be good to piggyback on events that are already happening in the city. Example: we could have gone to Nocturne, or Halifax Pop Explosion. We can double up school with being involved in the city.

Nicole - I wanted to mention it might be hard to engage first years because we don't share many classes with them this year. Last year we were able to share more than one class.

Maggie - Should I suggest a event committee?

Mark - Is that maybe something that I should be doing? We may be being too hard on ourselves. I'm sure last year they went through the same thing. There's always so much going on for people. We shouldn't make things obligatory. Have something low key and low stress before the Christmas party.

Maggie - Not formalized its fine but we have to make sure it happens. The committee would just be to ensure that it happens.

Mark - We should just be more inclusive when we're doing things outside of class.

Karen - I had fun at the brewery tour last year. I'm not sure if we are allowed to do that as SIMSA event but it could be something for someone to organize.

## **9) Class photos**

Laura - I talked to Jenn to see if she's heard anything about our class photos. She said the company is supposed to email her when the photos are ready and she hasn't heard from them. She will email them and get back to us.

Andrea - Why did the class photos take place at the AGM? Wouldn't it make sense to have them closer to the end of the year?

Karen - That's the time where we can get the most people at one time. and the photographer is booked by SIM. We could always ask them to book it at a different time but it's hard to get everyone together.

## **10) Risk Management Training follow-up**

Karen - Concerns anyone throwing an event. Go online to find the policy and rules on the DSU website. If you're having an event with food, alcohol, travel or a dangerous event you need to fill out a form in ten days of the event to DSU. We are covered by their

insurance. One new thing this year is if you want to do a BBQ you need a permit from the city.

### **11) Treasurer Training follow-up**

Connie - Nothing new, just talked about the financial audit. You can go on the financial audit page on DSU to find out what I do. The only thing they changed is the deadline for fall audit to October 25. I submitted it last Friday.

### **12) DAGS Council Meeting follow-up**

Maggie - Sam and I attended, the main points were getting volunteers for some of their committees, I sent you an email with the information. Also, the VP Academic stepped down and they wanted to either hold a vote at that meeting or collect resumes and cover letters and they decide with no vote. No one was okay with either option so what is going to happen is they are gathering interest via letters and resumes and they will send them out and the election will be Wednesday and Sam and I will be attending.

### **13) IWB Letter - Funding Request**

Sam - IWB has prepared a letter for SIMSA in terms of a funding request. I'll make this available to everybody . \*Reads letter to the executive\* (see Appendix A for letter).

Sam requests SIMSA to sponsor the 2014 IWB conference.

Conflict of interest for Sam

Maggie motions to support the funding for IWB, Danielle seconds. All in favour.

### **14) Logo Suggestions**

Andrea - I've drawn up some potential SIMSA logos, we could bring them to the student body and have a vote. Have students feel like they are a part of it. I can email you what I've come up with.

Sam - I love the initiative that you've taken. I feel like we weren't included in the decision for the logo last year.

Mark - The logo SIMSA has now is not very clear.

Karen - I like Andrea's suggestions. My suggestion is that we might want to change the colours, but open that up to students to vote on also.

Sam - I think the logo and colours should mean something so it's good idea to bring new designs to the discussion.

Karen - I think part of the reason why it was designed the way it was last year is based on if it was a student design, would they have rights to it etc. We will need to discuss this also.

Maggie - Thank you Andrea for taking this initiative and including the student body in this decision

Danielle - To answer Karen's concern, that's why only Danielle and Alan worked on it last year so there would be no debates over rights.

**15) Other business**

Karen - I think that at some point Maggie, Connie, and I need to discuss the key to the filing cabinet.

Connie - We also need to discuss previous financial files.

**16) Adjournment - Mark motions to adjourn, Rebecca seconds.**

**Meeting adjourned at 4:40pm**



## APPENDIX A

October 29, 2013

To the members of the School of Information Management Student Association:

On Thursday February 13<sup>th</sup>, 2014 Dalhousie University's School of Information Management (SIM) is hosting the eighth annual student-led Information Without Borders Conference.

Dalhousie University's SIM graduate students have hosted this event for the past seven years. Throughout this time, the IWB Conference has become a significant event for both students and information professionals in Nova Scotia and continues to grow in reach and reputation. We believe that the IWB Conference should foster an open, intellectual atmosphere with discussions regarding the issues we should be aware of as emerging professionals and what new ideas we can share.

This year's conference, entitled Privacy, Security, and Surveillance: Developments and Challenges in the Information Age, will explore the ethics, practices, and challenges associated with information security. Providing a forum to openly discuss these issues will enhance our perspectives on how information privacy is increasingly influencing and altering the ways in which we approach our personal and professional lives, in both the online and offline worlds. As well, the conference will explore how we, as information professionals, can mediate the control, creation, and dissemination of information in this new landscape.

We have confirmed Dr. Ron Deibert as our opening keynote speaker. Dr. Deibert is the Director of the Canadian Centre for Global Security Studies and the Citizen Lab at the Munk School for Global Affairs, University of Toronto, and focuses on issues of technology, media, and world politics. He has consulted and advised governments and organizations on issues relating to cyber security and crime, online free expression, and access to information.

We have also secured Creighton Barrett, Digital Archivist for Dalhousie Libraries, Alison Shea, Privacy Officer for Capital District Health Authority, and David Fraser, a privacy lawyer at McInnes Cooper, for a panel discussion regarding information privacy in a variety of professional fields.

The financial support provided by SIMSA in the past has allowed us to maintain and develop the quality that IWB has become recognized for, and we respectfully hope that you will consider supporting us again this year. In thanks for your support, we will promote SIMSA on our website ([iwbconference.ca](http://iwbconference.ca)) and social media platforms, as well as on the conference program.

To sponsor the Information Without Borders Conference, we kindly request that a cheque made out to Information Without Borders Conference be presented to Marc Harper, Samantha Fritz, or Leah Pohlman.

Should you have any questions or concerns, please do not hesitate to contact us.

On behalf of the Information Without Borders Committee we would like to thank you for your time and consideration.

**Leah Pohlman**

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