

SIMSA Executive Meeting - Thursday, February 20th, 2014 @ 11am
SIM Common Room

Minutes

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

Absent: Danielle Appleby, Laura Corscadden

AGENDA

1. **Call to Order** - 11:09am

2. **Roll Call**

3. **Approval of Agenda** - Alieda motions to approve the agenda, Mark seconds. All in favour.

4. **Approval of Last Meetings Minutes** - Alieda motions to approve last meetings minutes, Mark seconds. All in favour

5. **IWB De-Brief**

Karen: Awesome job!

Sam: Committee was happy with how it went. People were impressed with everyone who spoke and the posters. Thanks for your support and encouragement. We have a thank you card for SIMSA.

5. **Funding update from DAGS**

Connie: \$600. DAGS just replied, we need to give them evidence of the deposit they have given us in previous years. They confirmed that we are a Type 1 society (which we already knew). Our student numbers may too low, they said. I am not convinced on this reason for us not getting funding.

Maggie: I also emailed them.

Connie: We need to meet with them again to get our funding.

Karen: They haven't replied to our request to meet with us again.

Maggie: I sent them an email asking to meet and she never responded. But she did respond to Connie on Tuesday.

Maggie: If this isn't resolved by next week we are going to the president of DSU and DAGS. They are two months late. We talked to Dr. Spiteri and she agreed. After this gets settled we would like to do a formal complaint. They have been dismissive and treated Connie poorly and it is our students' money. We'll find out who we need to talk to.

Karen: It's difficult because it's all student governed so we haven't been able to find someone to talk to about it.

Nicole: I think we should do a formal complaint if it is because of low student enrollment.

Connie: Our student numbers probably isn't the only reasons. They made a mistake and they are trying to cover up.

Karen: They are asking for evidence but that shouldn't be our responsibility, they should have records.

Andrea: Is there a way we could get emailed once you guys know what's going on so we know?

Mark: I second that, so that if this comes up next year to have some kind of record for them. To clarify, it's DAGS itself that hasn't given us our money.

Maggie: Yes, but DSU didn't give DAGS the right list with our society on it .

6. Management Career Services update

Karen: We contacted Robert and JoAnn, I met with them this week. They are open to student feedback. Few suggestions on how we go about doing it. Ex. a survey (anonymous) leave room for positive and negative, focus groups.. Sending out a survey and having a focus group for students to express their feelings. We would then give the results to Robert and JoAnn. Being as constructive as possible. If someone has an opinion but doesn't feel comfortable in a group they can come see us. People would be more comfortable talking to the student association, rather than to MCS directly.

Andrea: A combo would be best. People would do the one they are more comfortable with. Mike Smit could help make up questions. He would be a helpful resource.

Connie: Send out emails about it, rather than just sending out the email with the questions because people forget.

Maggie: This is not a "you are going to come and say what's wrong," it needs to be constructive. How we can make it better. We'll have it pretty structured.

Karen: Make sure we hear both positive and negative experiences. Not just about PPD's but so with one-on-one, Ottawa trip, etc.

Nicole: Would you two be facilitating this?

Karen: Some of it is a confidentiality thing, keep people anonymous. In terms of results, we would do that. For the focus group we might need help with minutes, or questions etc.

Nicole: I'd be willing to help.

Maggie: We'll see what we need help with and send something out to you guys

7. **Website update**

Andrea: For the launch, on Tuesday in Database Management we'll do a survey poll, show them it and send the link out shortly after. Give them two weeks, March 11. Logo and website launch after Database Management on Tuesday (most people on campus then).

Karen: Rather than tracking down the other students could you just go to the Thursday class also?

Andrea: Yes, I could do that. No problem.

Alieda: *brings up website on screen* *Navigates us through it*

murmurs of approval

Karen: If we are including links to things like the library guide etc. do we have to indicate that it's Dalhousie's materials?

Alieda: I don't think so.

Nicole: Is the SIMSA email address listed anywhere?

Alieda: No but I can add it.

Nicole: You should put it in there, just so people could know if they need to email them directly. Because you can't attach things the way it is now.

Karen: If we put the email address, we should spell it out so it doesn't get more spam
Ex. simsa at dal dot ca

Alieda: Any feedback is welcome.

Karen: Under resources, put a link to counselling services.

Maggie: Do we have anything for international students?

Alieda: No but I can add that in too!

Mark: It's good that the structure allows for easy changes and growth.

Maggie: It will make the transition easier for the digital assistant next year and more people will probably be interested in the positions, and not scared off.

Karen: Archiving of previous material?

Alieda: It's all on Filezilla

Mark: We should go live now, so we can see if there are any bugs before we announce it.

8. **Executive transitions and net storage**

Mark: My main concern is that there is not a lot of up to date transitional documents. The budgets aren't up to date on our net storage. We need to start thinking about it

Karen: We all have to be responsible for showing our successor what they need to do. Write up a short description of what we do. Each take on our own jobs.

Mark: I'm scared we'll end up like we are now with some missing.

Maggie: Someone could take that on. This ties in with the constitution too, updated job descriptions.

Karen: Would it help if everyone wrote up a transition document and then someone took on the responsibility to make sure everyone does.

Mingyue: Mine's on the DAGS website.

Mark: Forward our emails that have to do with SIMSA business to the email. In case next year, ex. people want to know how I contacted vendors.

Karen: SIMSA has a record management policy. I don't know how thorough or recent it is. Do we want to check on that before we make decisions?

Sam: The records policy on the constitution is very vague. I don't know if it's pointing to another document? Buried in Netstorage? My proposal is to create/update the current policy (doing it for a class).

Mark motions for Sam to take control of the records management policy and organization (naming conventions etc.), Karen seconds. All in favour.

Sam: Is it possible to have certain criteria that all the transition documents need?

Mark: I would be interested in doing that.

Sam: Me too. When should we have the transition documents completed?

Karen: We don't need them until new SIMSA members are elected.

Maggie: You guys can come up with a timeline since you are taking charge.

Karen: First and second year representatives, we have to make sure that they are thorough. Because in the past they were not. James could help Andrea. Laura can talk to us or Danielle Hubbard could help her out.

9. **Update from the fundraising committee**

Maggie: Finished the campaign for getting submissions from students. Very diverse. It's awesome. Great response. Format, classic 8 1/2x11, Dal Print Shop. Danielle doing formatting. We're comparing prices. I am doing the cover. Haven't decided on pricing.

Nicole: Snazzy title ideas?

Maggie: Not yet. Suggestions from the executive within the next week maybe. Doing a launch party at some point.

Karen: What about tote bags?

Andrea: See if there is an interest first. Order 100 with a screen print comes to \$265 we would have to sell about 30-35 to make our money back. Since funding is an issue I could put down the money now and just pay myself back from the money we earn.

Sam: So we're just going with one design?

Andrea: Yes.

Sam: Gauging interest, we could use Facebook and we could post the designs in the common room

Mingyue: We are ordering 100?

Andrea: I felt like that would be a safe number. We could sell them over two years.

Maggie: We could do a book and tote combo if we wanted.

Mark I motion we buy 100 bags with the knowledge that we have to sell 30-35 in order to break even, Alieda seconds. All in favour.

10. **Results of the Doodle poll about the Victory Party & other planning**

Mark: The day that seems the best is Friday April 11, the 12th also seems okay. Sample size of 21 people. Party committee needs to meet. There's less competition for spots at this time of year because no one is celebrating April 11... Waiting on funding too. Similar to last year's party were they didn't spend all the money on venue, just for food. Where we had Holiday Party is an option. Kind of want to do it somewhere different though but still an option.

Sam: I liked the Holiday Party venue, very open space. Difficulties last year to be able to mingle.

Karen: I think if we are having volunteers for food and decorations to have an open call out. There were people for the Holiday Party who wanted to get involved but didn't have the opportunity.

Mark: I asked for suggestions for the Holiday Party, but I didn't get much feedback.

Andrea: I got a lot of help with the decorations.

11. **End of the year nominations and elections**

Karen: We have to have elections at the AGM, and then we have a meeting with the new executive once they are elected. AGM will be held at the end of March, and then we will meet in April or later in March. Nominations in advance. Last year they went around to classes to talk about getting involved and what positions are available. Secret ballot.

Rebecca: When?

Karen: Last two weeks of March.

12. **Dal Reads update**

Maggie: Right now, we had a tie breaker (we had a short list that we will release). The top three books will be chosen, two we know for sure and there will be a tie breaker for the third. We will be collecting feedback from Dal students/faculty, release the winning

title and pump it up. The release will be in the next week or so. It's going well and we have lots of involvement.

13. Other Business

ACA Letter

Karen: Conflict of interest - leaves the room

Maggie: We received a request from the ACA for funding *Reads letter* Do we have an allotted amount of money for this?

Mingyue: \$100 for all associations. Split between 5 associations.

Mark: DJIM will require less money going forward .We got approval of some funding. I can try to cut budget on the party. Do we have secured funding?

Rebecca: We should keep this pending until we receive our funding.

Mark: I think they should get the funding. We should up this part of our funding though maybe. Why don't we just vote in favour of \$20 and suggest the next executive revisit the amount.

Maggie motions to respond with a pending \$20 with the arrival of SIMSA funding, Mark seconds. All in favour.

Constitution update

Karen: We've been editing. Still a few things we're tying up. I'll send out the draft sometime this week. Look over your job description section. Need to send it out a week before the AGM for the students to look at so that we can vote on it. Any changes need to be sent to Andrea, Sam, Nicole, or myself two weeks before the AGM.

Phoenix House

Karen: The Phoenix House sent us a thank you letter for our books we donated!

Maggie motions to adjourn, Sam seconds. All in favour.

Adjourned 12:39pm