

Meeting began: 6:11pm

1. Roll call

Present

Ben

Andrea

Lee

Hilary

Maria

Valerie

Alieda

Absent

Megan

2. Approval of last meetings minutes

Andrea motions

Valerie seconds

All approve

- Andrea spoke to SIMSA ratification/ insurance - reached out to Jennifer Stark with DAGs Holly MacDonald with DSU, waiting for response

- Andrea spoke to changes to the constitution which are necessary for ratification - quorum required to make changes?

- teams of 2-3 executive members assigned to specific areas of revision in the constitution. Andrea & Hilary = quorum, Valerie & Alieda = impeachment, Maria = general member section.

- Maria spoke to e-mail buddies - each SIMSA executive will have 2 buddies. E-mail with buddy contact info should go out on Thursday.

- Still waiting to hear back from the grad house about booking lunch party for the end of orientation.

- feedback provided by Andrea on sending buddies updates on ongoing Halifax and Info. Management relevant events

- Valerie spoke to records management - discovered that an annual SIMSA report needs to be written by the co-chairs and submitted to School Council

- a USB key will be purchased and used to archive ongoing SIMSA records - size to be determined (based on cost) - files will be saved as PDFs

- Andrea spoke to the Common Room cleanup - Mystery cabinet has been opened and discovered that the contents are not SIMSA's responsibility

- various items of furniture are slated for removal from the common room (2 red chairs, rolling desk, short file cabinet)
- Alieda enquired into getting new furniture - Andrea and Maria mentioned a Dal furniture budget pool
- Maria had made up a schedule for monthly common room cleanup

Lee went over the current budget

- more fundraising needed - ideas: 50/50 draw, casino night,
- Valerie spoke to conference pamphlets that can be added to orientation gift bags - ideas need to be gathered for other bag contents.

- Hilary mentioned that MIPA has reached out regarding SIM joining in their Boat Cruise
- possible secondary end of orientation event (movie night)

Andrea attended School Council - MIM is growing and possibly looking to begin a mentorship program with SIM.

- Keith Lawson working to update the tech aspects of SIM. Valerie mentioned that Keith Lawson's e-text course will be moved to the Winter term in 2016.
- Outgoing SIMSA report required by graduated SIMSA co-chairs - this needs to be clearly stated in the transition documents and the constitution.

Lee spoke to DAGS - budget was given without details on specific organization budget allocation - getting SIMSA more involved with DAGS by getting involved with their committees - DAGS wants SIM associations to have consistent e-mail addresses which can be forwarded to associations standard e-mails

Hilary spoke to IWB - new executive positions have been appointed Hilary will send this info Alieda for publishing on the SIMSA website

- website is being revised and e-mails are being standardized
- Hilary, Mark McCumber and Jaq Lin starting a new association CAPL, and have ideas to group events with other SIM organizations.

- Dal Reads - students have been contacted and programming ideas generated - follow up with Marlo is needed

- Andrea spoke to Grad Lunch - was very well received - went \$30 over budget at a total of \$330. - idea to streamline next year into a tea and coffee cake event with a specific committee formed to take it on next year as to avoid any single person feeling responsible for the entire event.

- Alieda spoke to website updates - wants to create an orientation portal on the SIMSA website, and the orientation week schedule,

- adding e-mail buddies to the SIM facebook group
- to encourage incoming student feedback we can draw feedback notes for prizes

- Valerie spoke to other business - brown bag lunches need to be set to a regular day - Tuesday? Friday might be a day where people want to get off campus right away. - instead of a bb lunch focusing on summer jobs, instead encourage attendance to summer shine - bb lunch focused on summer conferences students attended.

- Alieda shared that the SIMSA website is getting 10-15 visitors each day!

- Andrea motioned to adjourn the meeting
- Lee 2nd
- meeting adjourned at 7:42pm

Action points

Revisions to the constitution. Andrea & Hilary = quorum, Valerie & Alieda = impeachment , Maria = general member section.
Resolve any other impediments to SIMSA ratification – Andrea will contact Jennifer Stark with DAGs Holly MacDonald with DSU
Ben will contact Marlo to reignite Dal Reads
e-mail buddy assignments to go out by the end of the week