

## 1. Roll call

### Present

Valerie  
Alieda  
Ben  
Lee  
Maria  
Andrea  
Megan via Skype

### Absent

Hilary

## 2. Approval of last meetings minutes

Lee motions  
Alieda seconds  
All approve

## 3. Review of Roberts Rules

Andrea- For the meetings we're going to be using Roberts rules which means that the Communications officer is responsible for creating the agenda and running the meeting. When you want to talk just raise your hand and the Communications Officer will call on people in order. When you have a motion you have to propose it and then someone seconds it and then there's a vote.

## 4. Updates about Transition meetings

Valerie- Vice Chair Academic

So I have three responsibilities:

- 1) associations display
- 2) organize Brown Bag Lunch
- 3) help Dr. MacDonald for public lectures where I will be recording them.

I would like to start working on this in June, and have lunches planned before the academic year starts. I hope everyone will make suggestions about who to have for the lunches, or associations that you've learned about that should be in the display let me know. I'll be discussing ideas with JoAnn over the summer.

Lee- Financial Officer

As per my meeting with Connie and reading documents, there are three audits done throughout the year; in the summer months, at Christmas and this time of year. I believe that I'm responsible for making the budget I think we should have that finalized by August. In the next meetings we'll have to nail down what we do. We can look at old budgets and go from there, but new things will need to be considered. BMO still has our documents in the audit. I expect that next week and

once I have all those I'll have a better idea. Pre-DAGS we have \$400 and post we should have \$1200.

Maria- Vice Chair Non Academic

As VP Non-Academic I'm responsible for Orientation, the Christmas Party and End of Year Party. I met with Mark and the transition document lays out everything I need to follow. I am beginning to plan Orientation Week. I have contacted JoAnn and we will be meeting after convocation. June 9 at 10:30.

Valerie- Can I join?

Marie- Yes, I'll email.

Ben- Co Chairs

We met with Karen and Maggie and from what they explained our role is overseeing the overall function of SIMSA and supporting everyone else's role and that we're all aware of stumbling blocks, and keeping communication open. We also represent the student body at the Faculty Council.

Andrea- I'll be sitting on the Curriculum Committee ex officio.

Ben- I will be working more closely with Robert regarding Career Management Services.

Andrea- I think we will both be attending Faculty Meetings.

Lee- I would like to add to my duties that I will be working with learning more about DAGS.

Valerie- There's a clause in the Constitution that two members have to be present when representing the Student Association.

Andrea- Yes we will be doing that.

Alieda- I am happy to help where ever needed.

Alieda- Digital Publications

My job is to do the website. Roles and responsibilities in the coming year I want the website to be a collaboration between all the associations. So far, DJIM, LWB, CLA and SLA are signed on as contributors to the site. The different associations have access to write about events and it'll say published by CLA or whatever. I'm hoping to have a Wordpress seminar in September where anyone can come, not just associations. Posts still need to be approved by the site administrator before publishing but there's no reason why any student couldn't contribute.

Megan- Communication Officer

I am responsible for taking minutes of the meeting and the agenda and the Listserv and the email account. I am monitoring the Tiger society website for that magic ratification button. They said May 1<sup>st</sup> and I keep checking.

Andrea- Do you have a contact person?

Megan- Yes, Ramz Aziz.

#### 5. NetStorage

Andrea- So now Alieda/Valerie will give us a little run down of how to use the NetStorage

Valerie- Log into MyDal there's a quick link that says NetStorage then put in the log in and password. Do you know what those drives are for?

Alieda- I don't. I think other things come up when I look at mine

Valerie- DriveG@simsa is what you can access when you log in with the SIMSA account. IT's where our documents are. I'm not sure what the other drives are for, but it looks like you can access the other drives, like DriveM@courses from your individual account as well. You can also access the G drive if you log into an on-campus computer using the SIMSA account.

Alieda- Who is responsible for e-mail and NetStorage?

Valerie- Megan (Communications Officer).

Alieda- That's a big responsibility we can hopefully all help.

#### 6. Decision about how to communicate between meetings

Andrea- Alright so now we just need to agree on how we're going to communicate between meetings, Facebook, e-mail, Google Drive?

Everyone says email

Alieda- Is there a way to modify Outlook so that there's folders?

Lee- Yes it's possible, I'll let you know.

Andrea- We just have to be sure to read all the e-mails. Often it looks like there's only one e-mail because it only shows you the latest one. So be sure to click back.

Alieda- I want to suggest we all get each other's number.

General agreement

## 7. Update about website

Andrea- Most of this was covered earlier but if you have anything else to add. I'd also like to talk about photos and how we need to update them more regularly.

Alieda- I just want to talk about the SIMSA Facebook page. The official one is never updated. It needs to be updated as regularly as possible.

Andrea- The official one is the channel we need to be using. I would like to suggest HootSuite is a great way to update. <https://hootsuite.com/>

Andrea- I make a motion that Alieda and Megan are responsible for all the social media to ensure consistency.

Maria- I second.

All in favor

Andrea- That brings us back to the photos.

Maria- We need someone to volunteer as events photographer.

Andrea- does anyone have any ideas

Alieda- I think we can try to call up volunteers. I still have the consent forms.

## 8. Constitution/ Records Management Policy

Andrea- Alright now Valerie will give a report about the Constitution and the Records Management Policy. We just found out yesterday that the policy she's been working from is the old one and not the Records Management Policy from Sam Fritz.

Valerie- Constitution. Did everyone get a chance to read through it? (general nodding) There's a couple things I noticed that I think we should be aware of the first thing I saw the two people being present at meetings which was mentioned before also what is student council?

Andrea- I'll figure that out.

Valerie- At 9.2.1 it says that students volunteer for the election but they have to be nominated. The next one is under the Impeachment (10.3.7) there's a section that says that the secret ballot will be put in the common room mailboxes. We shouldn't do that. Also consistency of terms: Vice chair or VP? Do we agree that it's Vice Chair.

General agreement

Maria needs to be a co-signer on the chequing account because she needs to be able to sign the cheque. As Lee mentioned the budget has to be approved before the fall. Now we need to talk about the committees like Curriculum Committee, Complaints and Grievances etc. There's also supposed to be a report at the AGMs. I don't know what happened to the report. There's supposed to be a Committee Chair meaning an exec collects the reports from the committee representatives.

Alieda- Are the reports supposed to be made available to the students?

Valerie- Yes, the availability of records also ties into the Records Management. One of the things in the policy is that all SIM students can request information from the records of the various Committees. I just found out that SIMSA holds these minutes. There's only one year worth of the Curriculum Committee meetings on the G Drive. This is because there's no committee chair. The Records Management Policy is from 2007 so it needs a lot of work.

Lee- Valerie and I can take point on this but then everyone can take responsibility for their own sections.

Valerie- Also we need to figure out what to delete before we add things to the G drive. We also need to figure out what's in the M drive. We need to figure out who is in charge. The policy that I was looking at talked about what kind of records we should keep but there's a clause that says any minutes for associations that SIMSA has a vested interest in. I think that means emails. There's was also a weird definition of who the SIM body is. They say anyone enrolled in a class they can access but this would mean e-commerce student can access. When ever a record is accessed there should be a form filled out to be accessioned and then there has to be an inventory. The form needs to be talked about. I don't know where the inventory is.

Lee- I'm pretty sure Sam made one. I think we need to hold off talking about this too much because Sam might have touched on that.

Alieda- I've noticed that a lot of the SIMSA meeting minutes from previous years are missing. I don't know what happened to them. I should be putting the ones we have on the web server onto the G drive.

Lee- What does it say about back ups?

Valerie- At the end of each term it doesn't say where though. The fact that people can access them needs to be more transparent. We need to figure out what's going on with the drive.

Lee- I think it's important to take those steps but not past last year.

Valerie- I think we should get this last year in order and then move forward.

## 9. Common Room

Maria- We really need to get rid of a lot of stuff in here. The magazines, does anyone know about these things? I think we should send out an email on the listserv and tell people to get stuff. Mark and I did some cleaning a couple weeks ago.

Andrea – We should have a schedule about who is responsible for the common room and use Ben’s idea about featuring a librarian or archivist each month.

Mairia- I’ll make a schedule.

Andrea- What is the short filing cabinet?

Maria- I’ll ask Mark.

Alieda- How does it work for the budget for Common Room supplies?

Andrea- Maria is responsible.

Andrea- We should have an inventory of all the stuff in the Common Room that’s available for students to use and put it up on the website.

## 10. Update about in-kind space from Faculty of Management

Andrea- I’ve sent e-mails but now I’m looking to set up meetings.

## 11. Update from meeting with Robert Wooden at Career Management Services

Ben- Andrea and I met with Robert and JoAnn for the plans for career management services. We generally discussed the disappointing attendance for this last years events. There was little communications with the different organizations and that probably impacted the Career Management Services as well, as if you don’t have class on a certain day you’re not going to be coming in to attend a PPD. So there will be better communication with the scheduling. We also talked about tie ins with Brown Bag Lunches. The first meeting being a together thing was an idea. We also discussed the Ottawa trip and talked about expanding it to be more generalized with a larger variety of tours.

Andrea- There’s also a survey that was created by last years co-chairs and we’ll have to figure out what to do with and when we’d like to send it out. Regarding the Ottawa trip making it more general would include a public library, Carlton University or something like that. It opens it up to more than just public administration.

Alieda- I’d rather go to New York.

Maria- About the Ottawa trip, I know it's hard but is there any way it can be done at a different time? It's hard when it's around Christmas. What about February reading week? Think about the time.

Andrea- Regarding BBL and PPD working together it would be more of an explanation about how these are two different professional resources and by attending both of them they'll be able to get a well rounded experience. Valerie, I think whether or not this will work will become clearer as you narrow down your topics.

## 12. Discussion about how to better integration of the various Associations

Andrea- I just wanted to talk about the caucus and I think we can cover that closer to the semester. Carlisle and Valerie are working on a survey for the association engagement. We've got a draft and we'll hopefully send it out soon.

Ben- There's the Facebook group with the chairs of the other Management Association and send the info that we should be more engaged with.

Alieda- Should we have individual emails up on the website?

Megan-No, it should all go to the SIMSA account.

Ben- I will put a post on the Management Chairs Facebook page.

## 13. Orientation

Maria- I've been writing down ideas but I can't really do anything without the numbers but I'm just going to through out some ideas:

Volunteer photographer is definitely something we should do. I wanted to make a small welcome booklet and send out an email to current students to get ideas of favorite places in Halifax. We discussed decorating the common room and I think that'll be great. How do people feel about the amazing race idea? (nods of agreement) Alieda are you comfortable giving the lab session the tech stuff (BBL, Outlook)

Alieda- Ya I don't mind doing that.

Maria- I'm not keen on the bbq. I think we should have a welcome potluck in here. Nothing special but just in the common room. Decompression event I want to make it special. How do people feel about asking money? In previous years they went out to a boat cruise.

Alieda - I didn't mind going to the Grawood. I was overwhelmed by crowds. I didn't come to the common room for a while. I felt it was easier to digest (at the Grawood).

Maria- I think we'll look into the Grad House more.

Lee- I would like to see the Grad House happen.

Maria- Do you want to sit down or have an event.

Ben- We could always meet up for dinner and then go somewhere after.

Maria- I'm just worried about drinking. Something we have to keep in mind. It was too much at once. I want to space it out. Maybe have it the next week.

Valerie- I would also suggest that it's close to campus.

Maria- I think it might be a good way to encourage people that the campus is close downtown.

Alieda- We can all look into where to book.

Andrea- Email buddies are a good way to establish some things for Orientation before the week even starts.

Ben- We could have a template for what people should include in their emails.

Alieda- If there are more incoming than outgoing some might need to take one more.

Ben- Is it voluntary?

Maira- Yes.

Ben- Not everyone will volunteer.

Andrea- I think we can really work to promote the events calendar so people are already looking at it before term starts.

Maria- Specific questions about the program that come up through the email correspondence should go to JoAnn.

Valerie- We should also give more direction with potential places to live.

#### 14. Other business

Andrea- I will be buying a magnet thing for the key so that it's by the filing cabinet but only association chairs will know the code.

Maria- I think we should make a Google Doc for the orientation ideas.

Lee- For the working documents lets be sure to track changes. Just change font or colour

Alieda- Motion to end meeting.

Ben – Second

All in favor.

Action point

Figure out what is going on with the NetStorage- Valerie and Alieda

Find photographer- Through social media

Figure out what school council - Andrea

Records Management- Lee and Valerie

Track down committee reps and get reports- Valerie

Each come up with restaurants

Template for email buddy –Ben

Maria- schedule for common room