

SIMSA Executive Meeting – Wednesday, September 25th, 2013 @ 2:30pm

W. K. Kellogg Health Sciences Library – Group Study Room E

Minutes

Present: Danielle Appleby, Laura Corscadden, Connie Chen, Mark Black, Andrea Kampen, Alieda Blandford, Karen Vermeylen, Nicole Bloudoff, Maggie Neilson, Sam Fritz, Rebecca Thompson

Absent: None

- 1) **Call to Order** 2:41pm
- 2) **Roll Call**
- 3) **Approval of Agenda** - Mark motions to approve, Maggie seconds. All in favour. Approved.
- 4) **Approval of August 28th SIMSA Executive meeting minutes** - Mark motions to approve, Danielle seconds. All in favour.
- 5) **AGM Minutes** - Mark motions to approve, Danielle seconds. All in favour.
- 6) **Welcome to new executive members – provision of documentation, review of responsibilities, questions, etc.**

Maggie: First Year Rep documents, not overly helpful. The information for this position is on the SIMSA website, but James is open for questions that may arise. Second Year Rep - haven't heard from Alan but I'm sure he'd be willing to answer questions. All other information can be found on SIMSA website.

- 7) **Orientation debrief – activities, association display, AGM, etc.**

Mark: It went great. We went over by \$9. Next year they don't need to buy as much food. Good reviews from Jenn and Joann. I have an extra tank of propane. It can be stored until next year for the bbq. Need a place to store it. Spoke with Joann: can we add people who were on deferral to the SIMSA page.

Karen: Isn't the SIMSA page public

Mark: Yes it is, but I think she just wants to know if she can let them know about it to like it.

Thank you to everyone for their help.

Karen: Did you get the results from the student surveys?

Mark: I only got one survey back. I didn't want to hound them for the surveys.

Andrea: I sent the first years an email about orientation and I got a great response. Only some time management things need to be worked out for next year. Talked to Joann about some suggestions. On a whole, the feedback was great.

Alieda: Next year it could be an electronic survey maybe.

Danielle: Was there an incentive for the survey?

Mark: Yes

Nicole: The associations display went really well! Thank you everyone. I had really good feedback from the reps from the associations. Had a request from some representatives from the societies asking for students reps to spread the word on some events the associations are having. I'll be in touch with them.

8) Constitution

Maggie: In upcoming meetings were going to be talking about some changes that we might want to make in the constitution. We're leaving it for another meeting so that people can look through it and come to the meeting with suggestions.

Karen: Any changes to the constitution needs to be voted on by all of SIMSA (not just executive). The vote will most likely be at the April AGM and changes will not come into effect until next year.

9) Society Hub

Karen: Got an email from DSU about the redesign of the student union building. They heard that societies want office space. There is going to be a meeting October 1st 7-9pm to get feedback about societies wants and needs. This is something that probably won't go into effect until next year but it would be good to have SIMSA reps at the meeting. Since the SIM associations shared our space the chairs might have some input. We should email them to see.

Mark: I could bring it to DJIM

Karen: Who would be willing to go?

Mark: Maybe one first year and one second year. I'd be willing to go.

Andrea: I'd be willing to go.

10) Society space

Maggie: Over the summer DAGS let us know that DSU is working on 3x3x3 cages for student associations. It was unsure at the time. They sent out an email and confirmed that they are doing it. It is for society use. We would need to reserve one. First come first serve. Do we want this space?

Danielle: I think we should get one. For annual use stuff we could put in cage. Things that we don't need to access all the time to free up room in common room.

Mark: I'm in favour

Connie: Is it locked?

Maggie: That info isn't provided. We can go check it out to see if it is convenient to access.

Sam: How many people would have access is a question to keep in mind.

Maggie: Step one would be to go over there and look at it and then we could move forward.

Danielle: If it is first come first served should we decide now if we should get one?

Maggie: The email says that they will purchase more if demand is there.

Sam: Where are they?

Maggie: Third floor of the SUB

Mark: I'm assuming they're gone by now so we should go check it out and then decide later.

General agreement

11) SIMSA/HLA Holiday Party

Maggie: Lou Duggan approached me a month ago and asked if SIMSA would be willing to organize the HLA holiday party this year. He didn't give many details. Details he gave me were: refreshments, a place to go, and maybe a door prize. It doesn't have to be too fancy, especially since the budget isn't there. It would be a great networking opportunity and it would be a great way for SIMSA to reach out to library associations. It would be a blended party of HLA's holiday party and SIMSA's holiday party.

Karen: I think this is a great idea for networking etc. About our small budget: Would it be worth us asking the associations to contribute to the holiday party?

Mark: Three things:

1. I don't think we should or can provide an open bar.
2. There's been disapproval of having the party at Locus, so we have to be mindful of where we have it. We should look into the Atlantica. If our alcohol bill is a certain level the room is free.
3. We need faculty to put forth money. SIM does not put forward money to the party but they want to have say. We should charge HLA the faculty fee, and have an idea of how many are coming. We need to get the same approval from SIM. Maybe we should have a party planning committee.

Connie: Last year they went over 80\$ is it possible to move party to the campus? To save money.

Maggie: Yes to Connie. I was brainstorming and thought maybe the University Pub. It's not glamorous but it could work. We could do it cheap on campus and have it still be a great time. and have it be a "Home for the Holidays" theme or something. Maybe have some ugly sweaters.

Karen: Even if the societies aren't able to donate, people on the associations might be able to help set up or contribute in some other way. The committee should send out some emails asking for some help.

Mark motions that the SIMSA holiday party is mixed with HLA's holiday party. Danielle seconds. All in favour.

Danielle motions to create a committee for the holiday party, Karen seconds. All in favour.

Maggie: Who wants to be on the committee?

Committee: Mark, Andrea, Karen, Maggie, Sam, Laura, Rebecca

12) October Activities/Events

Maggie: I would like to organize a trip to Truro for the haunted maze. I don't know if this could be a fundraiser or not, just thinking about the logistics of going up there to buy the tickets ahead of time and gas money etc. We could just send out some initial feelers to see who would be willing to drive people up to Truro and then organize it collectively just as a group activity instead of a fundraiser.

Danielle: A Halloween party would be fun. I don't think the maze would work as a fundraiser either but it would be fun. Another idea for an October fundraiser could be a Halloween bake sale.

Sam: I love the idea of the haunted corn maze. I'm willing to help. I have two other suggestions: 1. the Citadel ghost tour. and 2. have a SIM Thanksgiving dinner for those who aren't going home for the holidays.

Karen: I love the hunted maze idea. Question: Do we need to book in advance?

Maggie : No.

Karen: Maybe not everyone will be able to go though, so we could tie it in to a party so that people who can't go are still included. As far as the bake sale: I think another association does it. We don't want to step on their toes. The ghost tour: ACA wants to do a citadel tour so we don't want to step on their toes either. We have to be mindful and supportive.

Danielle: The Thanksgiving idea: I would love to have a thanksgiving potluck.

Sam: Would it be possible to create a Google Doc so that we know what all of the events that the other associations are doing?

Karen: I can take care of setting up a Google Doc.

13) Website/Photo release forms

Danielle: I sent out an email. The form we use now is a form that people need to sign per picture taken of them. Everyone in the picture has to sign the form. For our purpose I don't like how that works. We have big events with lots of people in the photo, and we take multiple photos. It's difficult to get people to sign multiple forms. I would like just one form to get people to sign that

covers all pictures, it would have a disclaimer that it's only for SIMSA events and the photo is appropriate.

Karen: If we're giving the form to SIMSA and Jenn and we giving permission to SIMSA and SIM to use the photo?

Danielle: It would give permission to SIMSA. Jenn was saying that if she saw a picture she wanted she would get a form of her own signed.

Andrea: So there's a SIM and a SIMSA permission form?

Danielle: Currently there is just a SIM form.

Andrea: I would feel uncomfortable signing a blanket form allowing any photograph of me to be used without me being able to approved the photo first.

Sam: I like the form that SIMs providing because it's from Dalhousie and has been looked over. I think it would cover us better.

Mark: My biggest concern is that it's a release form. To make a new one without a lawyer is not a good idea. I think we should stick to the one we already have. We are creating work by making a new one.

Karen: One of the reasons for using the blanket form is it would cause less paperwork, but we would need to get everyone to sign the form, and that is hundreds of people. If we just did individual forms it would only be the people in the photo.

Maggie: I think having a blanket form is assuming that everyone would sign it, and they may not and you may get a photo with 20 people in it and you would have to go make sure that everyone signed the blanket form before using it. I think it would be more difficult. I don't think it's safe. You could do small group photos instead of large group photos to avoid having to get a tn of people to sign the forms.

Danielle: The legal stuff: When I was talking to Jenn she said it would sound good, and Dalhousie has a legal counsellor. DSU was going to set me up with an appointment to review the form I created. I didn't think there would be much confusion. If it is just going to be the one form if we could have the form in PDF and link it to where the photos are so if someone has a photo they can easily access the form. People could do submission then.

Alieda: The new president of the school had his Hundred Days of Silence and there were tons of pictures, and I was wondering how he went about permissions for that. Maybe we could look into that. From a design perspective, rather than just photos of SIM people doing SIM events we could have generic photos.

Karen: Crowd shots: Depending on the event, if it is a public event there are different rules, as opposed to a private SIMSA event. I wanted to clarify the PDF form: are you suggesting that SIM students send us the photos instead of us taking them.

Danielle: I think it would be easier. Giving them the option might up the amount of photos.

Maggie: The pdf idea at first glance is a good idea, but I feel like it's putting the responsibility in the students hands and that's not necessarily their job. It's our responsibility.

Andrea: It's easier when it's all coming from the same person. I can take it upon myself to distribute the forms, if that is beneficial. I would be willing to help with taking photographs also.

Connie: The students would have to get the photos and the forms? We have limited space to store things.

Sam: Are we keeping the forms in hard copy? Scanning? While I think it's the role of SIMSA to provide the website content it would also be nice for students to be able to contribute.

Danielle: We aren't going to be relying on the students, it's just for them to contribute. If someone wants to go to the events to take pictures that would be great. We would scan the forms.

Mark: I feel like we should put this to a vote in terms of which form to use.

Danielle motions to use the form we are already using (the one that is signed for every photo taken of a person), Mark seconds. All in favour.

14) Other business

Pins

Sam: Very quickly, I have received the money from Nancy for the buttons. It was \$106 from last year's executive. There was also money raised at the associations display, it's in the cabinet. We raised \$28.

Financial Audit

Connie: We passed our financial audit!

Faculty Council Meeting

Karen: Update on faculty council meeting.

General Questions/Comments

Danielle: The names we put forth for the Committees at the AGM, do we know who got selected?

Maggie: Everyone has been contacted.

Danielle: Can I get those names?

Rebecca: I think Joann sends something out.

Danielle: I'll contact Joann.

15) Adjournment - Mark motions to adjourn, Danielle seconds. All in favour.

Adjourned 3:57pm