

SIMSA Executive Meeting Minutes  
SIM Common Room  
May 17, 2013, 7pm

Present: Karen V., Maggie N., Nicole B., Rebecca T., Sam F., Mark B., Connie C.

Regrets: Danielle A.

Meeting called to order at 7:00pm

1. Call to Order

2. Roll Call

3. Approval of Agenda (Conflicts of interest): Karen motions to approve. Nicole seconds. Approved. No conflicts of interests.

4. Update: ratification and signing authority.

Rebecca: Not yet ratified. Waiting for DSU to approve page and constitution on Tiger 2.0.

Sam: IWB wants to book room, but since we are not ratified they cannot. Karen and Maggie will contact DSU to help them book a room. General discussion on how to book rooms.

Karen: volunteers to send out instructions on how to book a room under SIMSA.

Signing Authority. Current signing authority holders: Karen, Maggie, Connie.

Connie: responsible for keeping cheques, with either Karen or Maggie's signature. Can't sign off on a cheque for own use.

Connie: Reminder to run expenses by her before purchasing.

5. Pins

Sam and Nicole are in charge of pins.

Sam: Nancy passed on templates and documents for pins. They just need to sit down and figure out what they need to order or create. When do we want buttons.

Karen: motions for buttons ready for orientation Maggie: seconds. All in favour.

Sam: It takes three weeks from order date for pins to come in. Need to decide if we want new designs.

Maggie: Dr. Spiteri suggested that there be information management pins be included.

General ideas passed around for pin designs.

Sam: Nancy had an idea to also make some pins designs into magnets.

Karen: reminder to be careful of copyright issues on pins.

Connie: proposes possibly doing postcards.

Sam: Will bring samples to next SIMSA meeting for vote.

Nicole: Advises they are not sure of costs.

Sam asks Connie what they cost last year. Connie advises that it is recorded in last year's budget.

## 6. Blackboard page

Maggie: Wondering how people are feeling about having a Blackboard page to communicate and share documents.

Sam: brings up that Blackboard has some issues.

Karen: Maybe Google Docs

Connie: Facebook Group.

Karen: Facebook may not work due to records management.

Nicole: are we require to keep a physical record?

Karen: there is a retention schedule. It would be redundant to have electronic and hardcopies.

Nicole: We should keep Facebook away from formal SIMSA affairs

Maggie: motion to investigate Blackboard Karen: Seconds. All in favour.

Maggie volunteers to set it up and do the Blackboard page.

## 7. Social Media responsibilities

Maggie: Offers to step back from social media responsibilities and pass it on to Rebecca.

Karen: Motion to add Rebecca as administrator to social media. Sam seconds. All in favour.

Karen: There are very strict rules about what to post on social media. ie. parties, alcohol etc. You are speaking on behalf of SIM when posting on social media. Facebook groups, official SIMSA page and separate student page which will not be affiliated with SIMSA .

Karen motion to keep official SIMSA page and keep distance from student page. Nicole seconds. All in favour.

Karen: Pub Club is not a SIMSA event, do not promote it as such.

Rebecca: the other Facebook page should be closed

Mark: no one on SIMSA should create the page in order to keep distance from it, so that people do not think that SIMSA is affiliated with it.

## 8. Check in with member transition/current projects or duties

Nicole: feeling good about her position. Tara stressed that she look into what associations she needs to contact for orientation assoc. display and contact them. Wants to have NS lib Assoc. display at orientation. Trying to think of another room to have association display at orientation because it was cramped last year. Also, change timing so that it's not at lunch. Possibly hold it in the common room. Mark: possibly extending it into the conjoined room, using the same place as before. Connie: food budget. Possibly have different food for the luncheon. Nicole: idea for brown bag lunch at end of Sept. around Sept. 30th. What students did over the summer. Sam: suggests to get a sense of when assignments are due so there will be a better turn out.

Connie: responsible for bank card and cheque books and audit. She needs every receipt. Needs people to put name n receipts when they spend. Monthly audits for SIMSA. Audit for August, May and December for DSU. Karen: would you be okay with giving an update on our spending or outstanding receipts? Connie: agrees. Fundraising events: if you are uncomfortable with holding onto money Connie can hold money, and if she's not around then co-chairs can hold it. Sam: how does fundraising work, does everyone pitch in or is one person in charge? Maggie: has to do with people's personal interests and there is a committee in charge of fundraising. Maggie: idea to create a creative writing book by people in SIM in lieu of a cookbook.

Rebecca: Things are going well. Cannot take people off the listserv until after graduation when Jenn send the list of graduates to her. Will send out an email when this has been completed. Still waiting for ratification to go through. Feeling good about the role overall.

Mark: Met with Amanda and has met with Joann. Waiting for a follow up meeting with Joann. Working on putting together a package for incoming students. Karen: offers to create an information zine. Maggie: dollar store stress balls. Mark: wants to cut down on papers that weren't used last year. Talked about not doing the boat cruise because they lost money last year. New ideas like cosmic bingo or bowling. Something cheap and different. Wants to do a bbq again. Karen: what about an informal game to help students interact and get to know each other during the bbq. Karen: would you like a smaller orientation committee? Mark: not yet, but possibly later in the summer. Wants to get people from DJIM to help with tech things. Mark will contact everyone once the list serv is free of graduates to ask for volunteers. Sam: do you have to follow the same order of events? Mark: some things are not flexible and some things are. Sam: in terms in order of event, could we combine academic and social events. Sam: we should rearrange the first day. Karen: we should make the SIMSA introduction more fun than simply introducing ourselves, to keep interest and shows who we are, professionals but also fun and approachable. Mark: we do have time limit for introductions, but we could make it more interesting. We could serve at the bbq for them to get to know us better like SIMSA did last year. Karen: Asks if there is any information on the email buddies Mark: No info yet

Sam: Set a tentative date for IWB Feb13, 2014. Currently brainstorming themes. Narrowed it down to three. Ethics, privacy, and access. It all depends on the data privacy day conference and what they are doing. Main theme is Privacy.

Karen: Wading through the rules an bylaws, job descriptions, committees, and guidelines etc. Having meetings with Amy, and Joann. Jenn wanted a blurb on the SIM website so that people know what SIMSA is and our objectives. Karen and Maggie completed this

Maggie: Asking a lot of questions in order to be clear on her role. Going over the constitution. Gave Dr. Spiteri an update on how things are going with SIMSA so far. Going to be giving her updates throughout the summer. She does not yet require a meeting but she is there if we need her advice or input.

## 9. Summer tasks

Maggie: Requests everyone to gather together everything that needs to be done over the summer. Come up with deadlines, timelines, what needs to be done, if you need any help etc. look over your responsibilities for the summer so we can discuss at next meeting.

## 10. SIMSA Website Profiles

Karen: all executive members have a picture and a description of their position. Danielle is responsible for the website and adding this info to the website. Locate a picture of yourself. Karen will email Danielle advising her that these blurbs will be coming her way to upload. Possibly update the website a bit to look a little more modern. Nicole: do we send the information directly to Danielle, and is there a template. Karen: just base it off of the previous persons template, and send it directly to Danielle Maggie: is there a length Danielle wants in order to format the website? Karen: we will get Danielle's input

11. Other business

Rebecca: requests that next meeting be held more formally to adhere to Robert's Rules.

Maggie motions to adjourn Karen seconds.

Meeting ends at 8:42pm