

## **SIMSA General Meeting**

**Location: SIM Common Room**

**Date: February 27, 2007**

### **Executive members in attendance:**

Alex Brooks (Co-chair)

Becky Harris (Co-chair; Digital Publications Coordinator)

Sam Popowich (Vice-chair Academic)

Jana Sheardown (Treasurer)

Alison Black (Secretary)

Yusuke Ishimura (International Student rep)

Shannon Clarke (1<sup>st</sup>-year rep)

### **Meeting called to order at 11:34 am**

1. Approval of minutes from SIMSA General Meeting held on Jan. 15, 2007.
2. Upcoming election for the SIMSA Executive
  - a. Descriptions of executive positions:
    - 1) The **Co-chairs (2)** are responsible for overseeing the activities of the SIMSA exec, organizing and convening general and executive meetings, and holding regular meetings with Dr. Black. Alex B. also attended Faculty Council and Full Faculty meetings in which FoM policies, plans, and activities are discussed. The co-chairs are elected in March during the AGM and carry out their duties throughout the year until the next AGM.
    - 2) The **Treasurer** organizes the SIMSA accounts, manages the SIMSA bank account and petty cash, receives proposals for funding, and reimburses exec members for SIMSA expenditures. The Treasurer must submit three audits (summer, fall, and winter) to DAGS in order to receive funding. The treasurer is elected in March during the AGM and carries out his or her duties throughout the year until the next AGM.
    - 3) The **Secretary** writes and distributes the agendas and minutes for each general and executive meeting, monitors the SIMSA email account, and manages the SIMSA listserv. The Secretary is also responsible for ratifying SIMSA with the DSU. The Secretary is elected in March during the AGM and carries out his or her duties throughout the year until the next AGM.
    - 4) The **Vice-chair (Academic)** is responsible for handling any academic issues that come up with students. The Vice-chair (Academic) also chairs the Public Lecture and Brown Bag Lunch Committee, in which he or she is required to organize speakers for Brown Bag Lunches, and assist the faculty in convening Public Lectures. The Vice-chair (Academic) is elected in March during the

AGM and carries out his or her duties throughout the year until the next AGM.

1. Sam was also the DAGS rep this year, although this position can be held by any member of the exec. Students who are interested in the activities and issues of grad students as a whole might want to hold this position.
- 5) The **Vice-chair (External)** is responsible for handling any non-academic activities within SIMSA. The Vice-chair (External) chairs the Orientation and Entertainment Committees, and arranges social events throughout the year. As chair of the Orientation Committee, the Vice-chair (External) must be able to work over the summer to organize Orientation Week. The Vice-chair (External) is elected in March during the AGM and carries out his or her duties throughout the year until the next AGM.
- 6) The **International Student Representative** represents the international students within SIM, brings ideas and issues of international students to the attention of the SIMSA exec and Dr. Black, holds meetings with international students, and promotes cultural events. Because there is a relatively small group of international students within SIM, the International Student Representative coordinates activities with other international students within FoM. The International Student Representative is elected in March during the AGM and carries out his or her duties throughout the year until the next AGM.
  1. Currently, the International Student Representative is either an international student, or a student who is not originally from Canada.
- 7) The **Digital Publications Coordinator** maintains the SIMSA website, works with the webmasters of other SIM websites, and works on any special digital project. The Digital Publications Assistant automatically becomes the Digital Publications Coordinator after the AGM in March.
- 8) The **Digital Publications Assistant** assists the Digital Publications Coordinator. The Digital Publications Assistant is appointed in September.
- 9) The **Class Representatives (2)** for incoming and returning students represent and report the issues of students in their respective years. The Class Representatives are appointed in September.

b. Important dates

- 1) **Nominations for SIMSA exec positions will open on Thursday, March 15 at 12:00am, and will close on Tuesday, March 20 at 11:59pm.**
  1. During this time, nominations can be emailed to Alison. She will then check with the nominated person to make sure that he or she wishes to run for the position.

- 2) Alison will post the list of nominees on Wednesday, March 21.
  - 3) **The elections for the SIMSA exec will be held at the SIMSA Annual General Meeting on Friday, March 23 at 12:00.**
    1. Votes can be cast in person or electronically.
  - 4) A SIMSA exec meeting will be held on Friday, March 30 at 11:30am. During this meeting, members of the “old” and “new” executive will be present.
3. Treasurer’s update
- a. DAGS approved our fall audit in January, and issued a cheque for \$995.00 in February. Once the winter audit is submitted and approved, SIMSA should expect another cheque for \$995.00.
  - b. The showing of “Indiana Jones and the Last Crusade” at the Oxford Theatre raised \$150.00 for SIMSA.
  - c. Upcoming expenses will include the Year-end Party, the Graduation Reception, and office supplies. The incoming SIMSA exec should be left with approximately \$1500.00.
    - 1) Any group that wishes to submit a funding proposal to the exec should do so ASAP.
4. DAGS update
- a. A referendum to approve the Dalhousie President’s plans for a new student union building will be held on March 6 and 7. If the plans are approved, the Grad House will be moving to a building across the street in the spring or summer of 2008.
    - 1) Sam will be attending a DAGS meeting in the upcoming week.
5. DJIM update
- a. DJIM will be launching its latest issue at the IWB Conference on Saturday, March 3. This year’s issue has six publications, which makes this the largest issue of DJIM so far.
  - b. Elections for the DJIM Executive will be held in mid to late March. The present exec will be recommending some changes to the administration of DJIM.
6. Brown Bag Lunch and Public Lecture Committee update
- a. Dr. Black will be speaking at a quasi-BBL to second year students about employment tips and opportunities.
  - b. There will be a BBL on Tuesday, March 13 at 11:30 in which representatives from CSIS will be speaking on employment with CSIS and the federal government.
  - c. There will be a BBL on Wednesday, March 21 with Dr. Horrocks.
  - d. A Public Lecture is being held this Friday on business intelligence.

7. News from the CLA Student Chapter
  - a. The Professional Partnering End-of-year wrap-up will be held in the executive training suite from 6:00-8:00pm on Wednesday, March 21.
  - b. Watch your inbox for information about the student travel awards to the upcoming CLA conference.
  - c. The chapter would like to get together all of the students who are going to the CLA conference so that they can arrange for activities, copious drinking on George St., etc.
  - d. Elections for the new CLA executive will be held in mid to late March.
  
8. Other SIMSA business
  - a. The Entertainment Committee is hosting a St. Patrick's Day Party on Friday, March 16 at Nick Warren's house.
  - b. Anyone (especially second years!) with ideas for the Year-end party is encouraged to contact Andrea at [andrea.hyde@dal.ca](mailto:andrea.hyde@dal.ca).
  - c. People who have registered for the IWB Conference are urged to pay Shanna in advance, if possible. Cheques should be made out to the Dalhousie School of Information Management.
  - d. SIMSA now has a print credit account with Dalhousie. Any SIMSA-related groups who need to print agendas, minutes, or other material relating to their group activities can contact Alison at [al806221@dal.ca](mailto:al806221@dal.ca).
  - e. Dr. Wheeler is looking for student input on FoM's strategic plan. Students are encouraged to attend the discussion of the strategic plan on
  - f. In return for SIMSA's donation to the IWB Conference, the IWB Conference exec supplied two free registrations to the conference, which were raffled off. The winners of the raffle were Alison Black and Christin Sheridan.

**Meeting adjourned at 12:10 pm**