

SIMSA Meeting: Thursday, August 7, 2014

Roll Call

Approval of Last Meeting's minutes:

- Andrea approves
- Valerie seconds

Financial Update

- Lee introduces budget with changes discussed at last meeting
- (See attached documentation)
- Audit needs to go in between August 15 & 21st... the cheque book will not be available for two weeks after this. Any cheques that we need to cut, should be cut.
- Maggie Pearson will receive \$20 for office supplies
- If anyone overspends at any point during the year, the budget will be reevaluated
- In light of DJIM's other funding, we are considering cutting back the DJIM budget. However, we want to maintain good relations with DJIM, so we will continue funding them in a smaller dollar value amount.

Follow up for action points

- Hilary still needs to ask Amanda Fullerton if she might be willing to sell the </bookbags> at her craft table.
- Andrea emailed on Holly, who is currently on holidays.
- Maria sent out an email about intramurals. 2 incoming students were interested, and 5 outgoing students
- Andrea and Lee contacting DSU and DAGs to meet to discuss relationships between organizations.
- Andrea is updating info graphic about SIM to include MIM and Career Management Students.
 - CALL will be represented as "Inactive"
- Who can we ask to sell the </bookbags>?
 - Ask Helen Wojcik at Killam

Orientation Tasks/ Schedule

- Maria emailed out tasks (See Attached Email)
- Maria is going to obtain information about the School Standing Committees positions to advertise on the SIMSA website and the Facebook page.
- AGM Election Day is September 16th, 2014
- Orientation is almost completely organized!
- We will have a name-tag making and bag stuffing get-together at a yet to be determined date.

- Boat cruise:
- Tips & Tricks session: We should all share one thing that we wish we'd known during orientation.
- Andrea, Ben and Hilary will stay for the Welcome from SIM event, and clean-up after.
- All SIMSA exec should invite returning students to attend the lunch on the first day.
- Associations Fair: Valerie will draw up responsibilities for this event.
 - Lee & Alieda will man the SIMSA table
 - Hilary will be exempt from duties due to responsibilities to other associations
 - **Action Point: Valerie will come up with text for signage.**

Records Management

- Valerie & Lee are almost finished the Records Management Procedures:
- **Action Items: Flow-charts & Infographics to explain process**
 - **SIMSA Exec will examine the Classification & File Plan (starts on p. 17) to determine which files pertain to their positions**
- Communications & Digital Publications Officers will be responsible for re-evaluating this policy.
 - Transitioning Digital Publications Assistant (who is becoming the Officer) will be responsible for teaching the next year of SIMSA about the RM policy.

Common Room

- We need to store items cluttered around the common room
- Lobbying for space on the 5th Floor is in the works. Vivian Howard is helping us to liaise with the appropriate contacts.
 - James Rothwell from PASS is happy to collaborate with us on this cause.

Associations

- We are going to be holding an Associations Colloquium last week of September.
 - Hilary will help draw up a time-regulated agenda.
 - Lee will be the TIMEKEEPER for the colloquium

Fundraising Ideas

- Casual "Casino"
- Pie in the face?
- Assassins (\$2 buy-in)
- Bottle Drive

SIMSA Thank-you cards

- Andrea is making SIMSA Thank-You cards to send to people who have done something nice for us!
- **Action Item: All SIMSA Exec members send Andrea digital signature**

Possibility of two Incoming Executive

- Post-pone this discussion until we hear back from Holly.

Faculty

- Andrea is in the process of setting up meetings with Faculty to ask what their expectations of SIMSA are, and explain what our goals are for the year.
- Investigation of why there has been a lack of communication/interest between SIMSA and the Faculty

Other business