

## Meeting Minutes January 13, 2017

Present – Zara Palevani, Katie Gallant, Kevin Mortimer, Rebekah Prette., Nora McGruer, Alice Albarda, Jacob Ericson, Keri McCaffrey, Alison Eagles, Lindsay Warner

### 1. Changing positions update:

Constitution says the executive can determine 'what is suitable' – we will open it up to anyone who is interested

1. - Financial officer – should be an incoming student to continue next year  
Alison will send email today. If no one volunteers by Jan. 20, we will proceed from there. Domenic may have to continue as signing authority until elections in spring
2. -VP Academic – Rebekah will take over responsibility

### 2. Records Management update:

- Responses from survey re which records, if any, should be kept indefinitely were evenly split – Documents will likely not be relevant longer than five years
- Records management policy will be updated to indicate that only constitution and annual reports will be kept indefinitely
- SIMSA changed from CIBC to RBC in 2014 – older bank records should still be kept for five years
- Kevin will begin uploading all records to OneDrive (will be losing access to G drive)

### 3. BBLs

- Confirmation of speakers: Feb BBL session – Ernst & young
- Panel on school libraries will be sometime in March – Alison will email HRSB representative with some proposed dates

### 4. IWB Update

- Most speakers are now confirmed, except for one
- Poster and paper competition is now open – submissions will be accepted from anyone in Management
- Payment for first year students – Registration can invoice SIMSA once they receive the list of attendees

### 5. Financial Update

Alice will email Domenic to update him on the recruitment for Financial Officer position

### 6. Other Business

- Holiday party was a success - End of the year party may be held at the same location (will still look into other locations)
- Bowling fundraiser for literacy – need to reserve in advance. Jacob will send an email with a few options for dates

-Lindsay W will be organizing another event over the winter term – possibly board game night

## 7. Motion to End