

Meeting minutes: August 16, 2017

1. Roll Call: Rebekah, Adrienne, Lindsay, Alicia, Diana, Kim

2. Approval of agenda: Yes

3. Lindsay's updates:

- No updates with email buddies
- No changes to class size
- Lindsay has more things to put in.
- Packing not happening today, be done at a later date.
  - Day before we meet the new students. September 2<sup>nd</sup> is when they need to be packed.
- HPL is sending items to Central library
- Start posting news articles or get to know you in new MLIS group.
- JoAnn doesn't want a survey for names and whatnot.
  - No Preferred pronouns because might not understand pronouns, etc.
  - Also not put hometown, because they might not put it down correctly.
  - Stick with name, program and part time or full time
  - Might have to put mailbox names in on the rest of the executive
- JoAnn will give schedule next week. Being sent out to the rest of the executive. Will also send out the informal get together.
- Have a room the AGM, capacity for 60. If we decide to have food, they need to know.
- Received Rebekah and Kim's presentations for Tips and Tricks.
  - DalSafe
  - Screenshot of registration screen of the library card
    - Put presentations in order of presentation and then send that version at end of August.
    - Rita's outstanding
- Rebekah will have Sandra chime in during collaborate during online class presentation
- LWB – Victoria will be main contact
- Holiday party – need to book a venue
  - Have to figure out a location soon and book a location for Christmas.
  - The Distillery?
    - i. Look for dates –7th or 8th or 9th December
  - Invite Alum?

4. Diana's Updates:

- No updates
- Swag bags – place notebooks in
- Snow plan update – Kim putting together and talking with Diana soon in order to present to Sandra.

6. Alicia's Updates:

- Boat tour and the associated costs extra to a ticket
- Do we contribute?
  - Not come out of SIMSA funds but students pay extra?
- Ask Alice or Keri about what happened last year?

- Final decision after talking to Keri and Alice

#### 7. Adrienne's Updates:

- Got a list of contacts and letter edited from last year
- Week before ensure that participation is confirmed and also have powerpoint in at that date?
- Agree to the same day due date of the week before Tips and Tricks

#### 8. Kim's Updates:

- Got to catch up on somethings.

#### 9. Rebekah Updates:

- Talked to Sandra about photos
  - Any more feedback?
  - Lindsay already passed on to JoAnn
  - Kim: Soften the focus, reduce the depth and feel
- People will be getting new photos if they want photo – 1 day in September

#### 10. Rita's updates:

- Not present

#### 11. Scarlett's updates:

- Go over budget
  - Lindsay needs to book a venue
  - Need more money for the AGM
    - Not enough for 60.
    - Money possibly come from BBL as there will only be two per semester
- Not Present

Motion to end meeting