

SIMSA Meeting Minutes  
Tuesday, July 17<sup>th</sup>, 2018  
5:50pm  
SIM Common Room, Rowe Building

1. Roll Call

- All members are present.

2. Approval of Agenda: Yes

3. Financial Updates

- Training Updates
  - Brian reported that he had emailed DAGS about the requests for training and had received no response. He says that he is going to continue to keep messaging them.
- Email Buddies
  - Brian wanted to report to the group that he had emailed his email buddies and was in communication with them.
- Bank Account
  - Amy asked Brian if he knew the current status of the SIMSA bank account. He stated that the account had about \$300 in it. Amy asked this because she was wondering if we could use some of that money to buy the new couch covers for the common room couches. Courtney suggested we wait until orientation is done and use the funds that are left over.
- Steps Moving Forward
  - Brian is going to continue to reach out to DAGS for more training on his position and inquire about the Professional Development bursary for SIMSA.

4. Non- Academic Updates

- Email Buddies
  - Amy reported that the email buddy summer program was in full swing and that each incoming student had been matched up with a returning student. Many SIMSA members reported that they had been in contact with their buddy.
- Orientation
  - JoAnn
    - The first important part of beginning orientation preparations was that JoAnn had returned from her vacation. Amy reported that she was back working, but was on a limited schedule. Cassandra believed that she was working Tuesday, Wednesday, and Thursday currently. We agreed that it

would be good to check with Kim Humes about the status of JoAnn's return.

- Schedule
  - Amy reported that the first orientation event would be September 4<sup>th</sup> at 8am. The students will meet in the SIM common room before the main orientation talk to get a swag bag and for us to run icebreakers with them. Amy is working to get the schedule finalized, but so far it looks like a short orientation (3 days) with some events scattered through September.
- Stephanie Downs Recipient
  - Amy announced that the Stephanie Downs recipient has been chosen. This person will act as a liaison for international students and will come to some future meetings. It was decided by the group that the new international liaison should be contacted and invited to our next meeting.
- Steps Moving Forward
  - Amy is going to work on gathering an orientation team out of the SIMSA representatives and returning students. She will need their help with planning for two social events for orientation, nametags and swag bags.

## 5. Academic Updates

- Contacting JoAnn
  - Jen reported that she has been unable to get a hold of JoAnn since our last meeting. She is hoping that now JoAnn has returned that she will have better luck with doing this.
- Associations Display and Lunch N' Learn
  - Through talking to Adrienne, Jen was able to get a sample email for her to use for when she contacts the different organizations about the associations display. She has been informed that she will need to locate the student representatives for each of these associations as well.
  - Jen has contacted several people for Lunch N' Learn event speakers, including Robert Wooden and Lindsey McNiff. She has also found a speaker to do a session on ASL through Ellie.
- Amy's Update for Associations Display
  - Amy reported that the associations display has been confirmed for September 6<sup>th</sup> at 1 pm. It will be held in two rooms, with the lunch and displays happening at the same time. It will be up to SIMSA to make sure students are guided towards the associations.
  - JoAnn suggested that a worksheet with the different associations' acronyms should be included in the swag bag the incoming students receive. We expanded on this at the meeting by suggesting that a separate worksheet be about the

associations that will be attending the display. It would also be beneficial if we could get feedback about the different associations from students to add to the worksheets.

## 6. IWB Updates

- Last IWB Meeting
  - Cassandra reported that the last IWB meeting went very well, although they have been having attendance issues. Laura has been continuing to do lots of research for programming, locating lots of local people which could help with reducing travel costs if a local keynote speaker could be found. JP and Cassandra will be meeting with the Dean on August 20<sup>th</sup> about IWB, and they are confident they will get funding as he was very interested in the subject. JP and Cassandra have emailed faculty members to meet with them about the conference, and Laura will be included in these meetings to discuss research on potential speakers.
  - Cassandra reported that each meeting they have had a different member do a presentation on what they do in their roles on the committee. She states that this is to prevent people from being stuck in their set positions, and to raise awareness of what different IWB members do.
  - Future IWB meetings have been scheduled for July and August.
- Advertising
  - Cassandra mentioned that the IWB group have been discussing advertising for the event. She mentioned having a “save the date” included in the swag bag given to incoming students, as the date for the event has been confirmed. As well, the IWB group would like to do more advertising directed towards NSCC, as they attend the conference as well. They are looking at getting in touch with their faculty, so that they can get students interested in the conference. They will discuss the possibility of including an NCSS LIT student as a committee liaison as those students are required to attend the conference as part of their coursework.
- Steps Moving Forward
  - Cassandra will be bringing money updates for IWB for the next SIMSA meeting.

## 7. Communication Updates

- Email Status
  - Emma stated that she had finally gotten the email account attached to her name. This should help with any issues with the account moving forward if they should have to contact IT.
- Steps Moving Forward

- Emma was unable to contact DAGS about ratification, so her next step is to do that before the next meeting.

## 8. Digital Publications Updates

- Plans for Website
  - Colleen believes that redoing the SIMSA website is the best step for getting it ready for the new school year. She stated that the current state of the website is too cluttered and there is too much scrolling. Her vision for the website is to have three main icons that lead to the main areas of the website. Everyone in the group was in agreement with this.
  - Colleen reported that Courtney had provided her with many good ideas for the website, and that she plans to implement them with the new website's design.
- Managing Twitter
  - Colleen stated that she feels like she may require help with figuring out how to run the SIMSA Twitter page, as she is not familiar with the platform. Brian offered his help with this.
- Profiles
  - Not many people had begun work on the profiles. Ali suggested that the profiles should be done in a point-form style, as a block of text may be less likely to be read. We deliberated that a couple of theme points should be asked to each SIMSA member. Colleen said she would work on these and send something to us this month
- Social Media Policy
  - Colleen was wondering whether the social media policy was a required thing to be put on the improved website. It was suggested that this policy was likely set up by the DSU, so would be a requirement for the SIMSA website to have as well.
  - Courtney said that things like a social media policy, the constitution, and minutes could be put in a "Resources" section away from the main content of the website.

## 9. Co-Chair Updates

- SIMSA AGM
  - Ali and Courtney reported that Kim wanted us to decided ASAP when the general meeting was going to be in September. This was difficult to plan as we have still not seen the finished orientation schedule. The general meeting will just have each of us talk about our position to the incoming students.
  - At the meeting, we decided on the Wednesday, September 19<sup>th</sup> at 1pm for the AGM. The co-chairs will contact Kim to make sure this is alright.
- SIMSA Meetings in the Fall

- During the meeting, we hoped to also figure out the time of our meetings in the fall. This is still difficult for us to determine as some people are still on waitlists for classes. We have moved this item to the next meeting.

## 10. Other Business

- Common Room
  - We want to arrange a time to clean the common room for the incoming students and decorate. We decided that sometime in early August would be best, and that this would be open to all returning students. Ali will create a doodle poll to determine when.
  - One of the big decorations that Amy wants to see made is a big welcome banner for the incoming students. Various ideas were thrown around at the meeting. This banner will be worked on during the cleaning and decorating event.
- Social Events
  - We all agreed that more social events should be posted in the Facebook Social Club page during this next month. These posts should also encourage incoming students already in Halifax to come to them too so they can get to know the returning students.

## 11. Motion to End Meeting: 6:50pm