

SIMSA Meeting Minutes

Tuesday, August 7th, 2018

5:30 pm

SIM Common Room, Rowe Building

1. Roll Call

- Jen was away; Brian was sick

2. Approval of Agenda: Yes

3. Financial Updates

- None due to absence of member.

4. Non-Academic Updates

- A) Orientation Status
 - Amy reported that the dates and events posted on the SIM website for orientation are the confirmed ones as of this meeting. There are not as many as last year's orientation.
 - Sandra told Amy that they will be taking attendance at a few of the mandatory orientation events. This included the Academic Integrity session and the APA one. They will be checking attendance by having students check in using their DalCard. Amy asked the group how we should word this on the schedule, as 'mandatory' may come off as too serious or unwelcoming. Colleen suggested that 'required' be used as opposed to 'mandatory.' It was also suggested that it should be stated on the agenda that attendance will be taken, as this will let the incoming students know that absences will be noticed.
 - Amy stated that she requires volunteers to assist her on the morning of September 4th around 8:30 for the welcome session with the incoming students, as well as September 6th. She also wanted to let returning students know that the different lunches on the 4th and 6th are also open to them. For the morning welcome on the 4th, icebreakers will be used to make the students more comfortable around each other, something fun to get people talking with each other.
- B) Swag Bags
 - Amy asked Emma about the status on getting bags from the bookstore. Emma report that bags were around 99 cents each and that she would like to know the amount to order. Amy will get back to her once she double checks the number of students, and checks to see if there are any leftover from last year.

- Amy is still waiting on the names of the confirmed incoming students so she can make nametags for the swag bags. She is planning to print them at the school on coloured paper.
- The group discussed the different materials that are going to go in the swag bags. There will be a lot of different help materials, which is connected to a document that Amy sent to Emma. Emma is going to review the list and assign tasks for people on what to look into. Colleen suggested a help document that would help the new students navigate the SIMSA website. Courtney suggested a copy of The Coast, specifically the student guide issue, and Cassandra thought that she could get different stuff from Halifax retailers. Other suggestions included snacks, maps, Welcome to Halifax Guides, ASL guide, coupons, notebooks and pens, and some useful tools and apps.
- C) Social Events
 - The first social event will take place before orientation and will be an event to engage with the incoming students. Amy reported that she had not done much planning on this yet, and that she was looking for ideas. She was looking at Labour Day weekend for an event like this to take place. Suggestions included walking around waterfront, Point Pleasant Park, the Public Gardens, a scavenger hunt, farmer's market, and Central Library. Everyone agreed that Central Library would make a good meeting point for the event, and then everyone could do a walk around somewhere. The tentative date set for this was Sunday, September 2nd.
 - The second social event would be for incoming and returning students and would take place on the weekend after orientation starts (most likely Saturday, September 8th). It was suggested that alumni that were still in Halifax should be invited to this event as well. Most people seemed to like the idea of renting out a room somewhere for this. The University Club would be good, but Amy pointed out that that might be quite pricy in regards to our resources this time of year. The Red Stag was also suggested, and Cassandra is going to find a quote for this.
- Steps Moving Forward
 - Amy is going to confirm the number of incoming students so Emma can order the swag bags. Emma will review over the list of help materials and help assign tasks. Cassandra is going to contact Halifax retailers as well as the Red Stag. Courtney is going to ask The Coast about securing some issues for the swag bag.

5. Academic Updates

- Jen was absent from this meeting, but she emailed Emma with the updates she wanted to tell the group.
- A) Librarians Without Borders
 - Jen contacted Victoria from Librarians without Borders about the status of its organization. Victoria reported that LWB was inactive last year and that herself a

graduated student Nora were the signing authorities on the bank account. They have decided to close the bank account and donate the remaining money to SIM, as neither of them are able to manage it anymore. They believed it would be easier for new LWB members to start a new bank account if someone wanted to start it up again. Victoria reported that the parent organization for LWB had been become uninvolved with them; Cassandra stated that things had splintered off with the LWB organization, which could explain this lack of help. We do not believe LWB will be something that will get started back up this year, but we are happy to take the donation from LWB.

- B) Associations Display
 - Jen sent out emails inviting groups to the Associations Display as well as student associations. She said that she needed 1-2 people from each association to attend the event. She asked the group if SIMSA would want a table for the Display, which everyone agreed to. Jen was curious as to whether SIMSA had any table cards to put on the different associations' tables so people could identify who was at where. We thought we may have some upstairs in the filing cabinet, and if not Cassandra believed she had some. Jen stated that she would need 3-4 volunteers on September 6th to help with setting up (12-12:45) and pack-up (2:30). Amy volunteered to help and Cassandra said there would be some IWB volunteers, as they will be there with their display.
- C) Lunch and Learns
 - Jen has been looking into potential dates for the first Lunch and Learn events. For the first one, she was thinking Sept 17th or Oct 1st, and the second one on Oct 22nd or 29th. Jen said she liked the idea of doing them on Mondays as the first years have a class early that morning. We could do a potluck with one event and \$5 pizza slices for the other. Jen was thinking of having the Lunch and Learns begin between 11:30 and 12:15. SIMSA agreed that the Mondays were a good idea, but having the sessions at that time could mean that some returning students wouldn't be able to attend due to a class. We discussed whether we wanted to move the sessions to a Wednesday or have a later lunch. We also want Jen to clarify times more at our next meeting, as we are worried about people coming for the food and then leaving before the event begins.
 - Jen has spoken to Ellie about finding someone to do an ASL presentation, and she directed her to Matt. Matt said he cannot do Oct 1st, so we could either have him Sept 17th or save him for a second session. We thought that an ASL session would be a good intro to the Lunch and Learns series, but we are worried about the issues with Monday that were aforementioned.
- Steps Moving Forward
 - We are going to put a pin on these things until Jen returns.

6. IWB Updates

- A) Budget
 - Cassandra reported that IWB had had a meeting and begun doing the presentations that she had discussed previously in our last meeting. Crystal, their Financial chair, reported on their budget, which Cassandra detailed for us. The IWB used to receive a donation from SIMSA for the conference, but this was not done last year so it was not expected of SIMSA for this one. IWB does ask for some money from the Dean and other places which goes towards their finances. Crystal had to revise the budget for them this year as it was a lot less than the previous one. IWB currently has \$6872. They have had to adjust their budget to meet the requirements for the conference. This includes booking flights earlier, finding local people, and plans to fundraise to afford other speakers. Cassandra noted that the IWB committee will not be charged registration fees this year, as they are working at the conference. As well, they are looking into getting some sponsorships in order to afford other expenses.
- B) Meetings with Faculty
 - Cassandra reported that she and other IWB members had met with some faculty about the conference. Dr. Spiteri gave them some good speaker ideas as well as directed them towards a recent news story that could be relevant to their event. Vivian Howard also had some good ideas and told them that promotion was very important. Bertrum MacDonald suggested that the IWB group reach out to some government people as well. Cassandra stated that the faculty seemed more comfortable with the event this year, as they were more left out last year.
- C) Speakers
 - Cassandra said they are still trying to find more local people for this year's event. Laura apparently has a list of possible speakers and Cassandra will see if she can get this list to SIMSA. Through their researching, they discovered that students used to speak at the conference as well. IWB will try to advertise this to students, offering free admission to the conference and a presenter fee.
- D) Fundraising
 - Cassandra stated that they are trying to figure out fundraising ideas for the conference. They plan on doing a Silent Auction at the conference again this year, and are looking to invest in a Square so that people can pay using debit/credit.
- E) Communications/Social Media
 - Cassandra reported that IWB plans on making a Facebook event page for the conference as well as an Instagram. They want to provide different social media platforms for people to talk about the conference on. They are working on getting their website fixed, which Tobbi is working on. Cassandra reported that they are getting featured on the CEGE blog soon.
 - Cassandra stated that IWB wanted to get some headshots and group shots done for the website and they would be interested in doing this with SIMSA. Emma

mentioned her boyfriend Tyler that does photography, and the group are really interested in getting his help on the photos.

- Steps Moving Forward
 - Cassandra will see about getting the list of possible presents for SIMSA. Emma will inquire about getting a photographer.

7. Communication Updates

- A) Organizing OneDrive
 - Emma has been working on organizing the documents in the SIMSA OneDrive. This included sorting materials into folders and uploading the past minutes from the club. She has also organized the SIMSA email account a bit as well.
- B) Ratification
 - Emma reported that she had made steps to get information on their ratification status. She first emailed DAGS and was told that it was DSU that actually handled that stuff. At the time of this meeting, she had not heard back from DSU.
- C) T-Shirts Email
 - Emma received an email from the SIMSA email account from a t-shirt printing company that once worked with SIMSA. The email was asking if the group were planning to make any orders for the fall. Emma thought to bring this up to the group as we had previously discussed getting executive t-shirt. A couple concerns were how many would need to be ordered and whether positions could be put on the shirts. We decided to put a pin on this.
- Steps Moving Forward
 - Emma is going to continue to try and contact DSU.

8. Digital Publications Updates

- Photos and Profiles
 - Colleen reported that she was still waiting on a few profile write-ups from people. Before posting these profiles, she wants to have the photos done. We agreed to try and get these photos done before the next SIMSA meeting.
- Website
 - Colleen has been working away on the website, and has a draft saved. She does not want to publish the new website until all the new content is ready.
- Filing Cabinet
 - Colleen has not worked on organizing the filing cabinet, but this is not a pressing matter.
- Steps Moving Forward
 - Colleen will continue to work on the website, and we will work to get pictures done before the next SIMSA meeting

9. Co-Chairs Updates

- A) Meeting with Sandra
 - Ali and Courtney reported that they had met with Sandra and went over the previous meetings' minutes with her. Sandra said that she could find someone to educate Brian more about financial stuff for SIMSA, while Colleen can speak to Kim Humes about social media presence if she is interested. As well, she said that she has some contacts that could get swag bag stuff for the international students.
- International Representative
 - Laura Little has been announced as the International Representative. As this representative, she is invited to all SIMSA meetings and we discussed if we should extend that invitation now. We decided it would be good for her to come, as we have been discussing orientation stuff.
- Visiting Classrooms
 - Amy asked if we were planning on visiting classes to talk about the SIMSA AGM with students. Ali and Courtney said they had not really been planning this, and thought that they would ask instructors to visit the classes of some first-year students. Cassandra suggested bringing baked goods to help with this advertising.
- Steps Moving Forward
 - Ali and Courtney will extend the invitation to Laura about attending SIMSA meetings. We will begin to plan for the classroom visits in the fall.

10. Other Business

- A) Next Meeting
 - Those at the meeting decided that August 28th at 5:45 would be a good time for the next meeting. We will post in the Facebook about this and come up with a solid date. Meanwhile, between this meeting and the next members should post updates on the SIMSA Facebook group.
- Photos
 - Everyone at this meeting agreed that the photos should be done before the next meeting if possible, as not everyone will be able to attend the next meeting. One date that was offered was Aug 14th, and Emma is going to ask Tyler about scheduling for photos.
- Elections
 - The SIMSA AGM meeting will be when we announce the beginning of elections for the incoming student representatives for SIMSA. After the meeting, students will have a week to apply, and then voting will occur.

11. Motion to End Meeting: 7:25pm

