

SIMSA Meeting Minutes

Tuesday, August 28th, 2018

6:15pm

Rowe Building, Common Room

1. Roll Call

- Colleen and Courtney were absent from this meeting.

2. Approval of Agenda: Yes

3. Financial Updates

- Treasurer Training
 - Brian had a Treasurer Training earlier in the day with the DSU. He said that learned about a lot of stuff he already knew about, but it still was very useful and he now feels more comfortable in his position. One thing Brian learned was that all cheques needed to be signed by at least two authorized people. The only three people able to do that are Brian, Ali and Courtney, as they are all co-signers for the account. Brian is going to try to get a hold of the Powerpoint from the training, as it would prove useful for future SIMSA Treasurers.
- Average Monthly/Semester Expenses Predictions
 - Brian reviewed past budgets and figures to determine how to make ours for this school year. He looked over the budgets from last year and the year before that. He noticed that there used to be a much higher budget for IWB in the budget two year's previous, but that was because they had to pay for food. Brian also noticed that the SIMSA AGM always seems to go over budget. This is likely because increased enrollment caused increased expenditure. Brian reported that the next budget is due to DSU on October 12th.
- Reimbursement
 - Cassandra and Emma asked Brian if they could be reimbursed for purchases they made related to SIMSA activities. Cassandra purchased new couch covers for the common room, and Emma purchased bags for the loot bags. Cassandra asked if we wanted people to pitch in \$5 towards the covers, that way SIMSA would not have to reimburse as much. Those at the meeting decided against it, because they don't want people to feel forced to pitch in money. Brian wrote out two cheques for Cassandra and Emma.
- Fundraising Ideas
 - Brian opened up the floor for people to come up with different fundraising ideas for the coming year. This included things like selling hoodies again, mugs, bake sales and more.

- A bake sale seemed like a good fundraiser to do for the first term. People who worked on the bake sale last year suggested booking in the SUB this time, as it would be a better location due to more traffic. Wednesdays looked like a good day to hold a bake sale on.
- Selling a special item for the 50th Anniversary of SIM was also a unanimous idea. This could be a baseball tee, cap, or mug. Sandra had already provided her support for doing this, and people want to get it going soon. The group debated whether to stick with the old logo and add on a 50th anniversary symbol, or to create a new one altogether. People liked the idea of something different, but sticking with the old design could show brand recognition for the school. Because the school was founded in 1968, people thought a 1960's theme to the design would be fun.
- Ali suggested a Christmas basket or Exam basket draw for an additional fundraiser. SIMSA people could donate things for the basket (food, coupons, and knitted goods) and then sell tickets for the basket. We will look into the possibility of doing this at a later meeting.
- We are going to put a pin on fundraising ideas until the new committee is elected, as they will bring fresh ideas to the table.
- Steps Moving Forward
 - Brian will get a hold of the Powerpoint from the Treasurer Training so we can add it to our SIMSA documents, as well as look into booking in the SUB for a future bake sale. Ali will contact Sandra to ask if SIM has a logo for the 50th Anniversary already.

4. Non-Academic Updates

- Orientation Updates
 - Amy reported that everything is on track so far for orientation. She has enough volunteers for the first social event, is working on the nametags, and the orientation schedule is all finished. The first official day of orientation is September 4th, where the students will gather in the common room for an introductory event. Amy hopes to have coffee/teas as well as baked goods for this. September 6th is the tour of campus, and Brian and Emma confirmed with Amy that they would volunteer to help.
 - The second social event will be held on Saturday, Sept 8th. At the last meeting we suggested seeing if we could book with The Red Stag, but this proved to be too pricey. Amy is in contact with the University Club to see about having it there. She has not heard back yet, and she is hoping they will be able to have drinks and food at the event.
- Steps Moving Forward

- Amy will continue to try and contact the University Club and double check that she has volunteers for orientation.

5. Academic Updates

- Associations Display
 - Jen has created a write-up with information about the different associations that will be appearing at the Associations Display. She is going to print them out soon, and is thinking of emailing and posting the list on Facebook for people coming to the event.
 - Jen was looking for volunteers to run the different tables at this event. Ali and Courtney will be at the SIMSA table, Lidia and JP will be operating the ACA/CAPL table, Ellie and Laura for IWB, and Emily for SimConnect. Jen thought it would be good to create a little poster for each association, that way it would attract people to their table.
- Lunch and Learns
 - Jen has booked a room for the first Lunch and Learn session, the ASL session, for Thursday, September 27th from 3-5pm. She is going to create a poll on Facebook to figure out whether people would want there to be \$5 pizza slices at the event or to have a potluck option. She also plans on creating a Facebook event for this first Lunch and Learn.
- Jen Finishing Classes
 - Jen reported at this meeting that she will be finished with classes after the Fall Term. This means that the Incoming Academic Chair we elect will have to take over her responsibilities. Jen plans to extensively train them, but we should keep in mind that we need a strong candidate for this position.
- Panopto Training
 - Jen stated that she completed some Panopto training recently. She noted that Panopto allows you to record videos and was hoping to use this skill for some future meetings.
- Steps Moving Forward
 - Jen is going to finish the write-ups for the Association Displays and create a Facebook group for the event.

6. IWB Updates

- General Updates
 - Cassandra and JP met with Sandra and JoAnn earlier that day. They were both very happy with the theme and the way things were going. Cassandra's meeting with Mike Smit revealed a potential issue with the specific phrase being used to denote the theme, as "Access to Information" generally reference to privacy and access in a technological standpoint, specifically freedom of information

(FOIPOP) requests. They may adjust what they are titling things moving forward, with “Information Access” suggested as an alternative.

- Member Recruitment
 - Cassandra stated that this was a point that is going to be at the next meeting. They have agreed that the deadline for applications will be September 16th.
- Logistics
 - The IWB group have been working on how they want to set up for the conference. Ellie has come up with many great ideas for the room set-up. She has suggested having one screen on the stage instead of two screens to each side. This will allow people to see the presentation and will reduce the costs for the room/technology. Cassandra also reported that there will be an opportunity for students to speak at the event, as well as a paper competition. She said that these presentations/papers don’t have to be big projects and could be more reflective.
- ‘Save the Date’ Cards for Swag Bags
 - Cassandra is working on getting these ready before we have to stuff the swag bags for the incoming students.
- Steps Moving Forward
 - Cassandra will have the ‘Save the Date’ cards ready for the swag bags.

7. Communication Updates

- Ratification
 - Since the last meeting, Emma received word from DSU that they were going to review SIMSA’s ratification form at their next meeting and that they will be in contact. She has received no further word about this.
- Photo Updates
 - Earlier in the month, there were two sessions where SIMSA and IWB chairs gathered in the Common Room for headshots. Tyler, the photographer, has edited the photos from the first group and given them to Emma. The second group is taking a little longer to edit due to Tyler moving and being out of the province for part of last week. Two people, Ellie and Tobbi, still require headshots and Emma will get in contact with them to arrange this shoot.
- Steps Moving Forward
 - Emma will work with Tyler to finish editing the photos, and will arrange for the last couple people to get their photos taken.

8. Digital Publications Updates

- Colleen absent but sent an email. Emma presented her updates to the group
- Updating the Website

- Colleen has run into an issue with changing the theme of the SIMSA website. Due to the permissions on the Wordpress site (as we get the page via DSU) she is unable to update it meaning that she was unable to publish the changes for the theme she has been working on. This mean we would not get the three main icons on the home page that we were hoping for. Colleen is going to look at the other themes, but finds them not as clean or minimal. She is considering contacting SIMSA and was wondering what the rest of the group thought.
- Colleen has completed the profiles for the website and attached them in an email to the group and asked people to check for any errors. She wanted to know if people were interested in having the profiles posted on the SIMSA Facebook page as well as Twitter. Cassandra thought this was a good idea, and others agreed.
- Steps Moving Forward
 - Colleen will continue to work on the website and contact DSU about permissions to update Wordpress.

9. Co-Chairs Updates

- Visiting Classrooms
 - Ali and Courtney have begun to plan advertising for the SIMSA AGM, where they will be visiting classrooms. They plan to visit the core first year classes to bring awareness to the event. They may create Save the Date cards for the event. We have decided to move this issue to a later meeting.
- Standing Committees
 - Ali received an email from Joann, asking SIMSA to advertise for the standing committee members. The email stated that they were looking for an incoming, returning, and SIMSA students and applications are due by September 24th. Ali thought they could advertise this at the AGM. She is going to contact Joann to get more clarification about this.
- Emma's Email about T-Shirts
 - Emma last month received an email to the SIMSA account about a business that SIMSA had gotten t-shirts from in the past, inquiring whether SIMSA wanted to order new shirts. Ali brought it up again this meeting to see what people were thinking. Most agreed that it was too late now, so they were going to say no to placing t-shirt orders.
- Dean Sylvain
 - Ali reported to the group, in case they had not heard, that Dean Sylvain had stepped down as the SIM's Dean.
- Steps Moving Forward
 - We will bring up advertising for the SIMSA AGM at the next meeting and Ali will get more clarification from Joann about the standing committee advertising.

10. Other Business

- SIMSA AGM
 - We began to discuss how the logistics of the SIMSA AGM. Individuals asked whether nominations for positions should take place at the meeting. Most people thought that it would be better for nominations not to take place right away so that way people could think about it after the meeting. We agreed that a Facebook event should be made and Ali said she would work on this.
- Next Meeting
 - Those at the meeting agreed that another meeting needed to take place before the SIMSA AGM. We settled on the week of September 9th-15th, and a poll will be created to figure out what day.
- Steps Moving Forward
 - Ali will create a Facebook group for the SIMSA AGM and someone will create a poll for the deciding the date of the next meeting.

11. Motion to End Meeting: 7:20pm

Appendix:

May 2017- April 2018 Ledger

Revenues:

DAGS Fall: \$630

DAGS Winter: \$510

Fundraising \$1000

Convocation Lunch Funding (SIM) \$100

	Budget	Actual	
Convocation Lunch	150	128.57	
Orientation Activities	200		
Holiday Party	150		
Brown Bag Lunch	50		
IWB Conference Funding	300		
IWB Conference Bursaries	650		
AGM	200	357.65	Increased enrollment caused increased expenditure
Year-End Party	350		
Association Funding	300		
Office Supplies	20		
Fundraising Expenses	50		

BMO Fees	30		
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Total Expenses		2450	486.22	
Year End Balance		1331.78	1125.54	