

**SIMSA Meeting Minutes**  
**Monday, September 10<sup>th</sup>, 2018**  
**6:50 PM**  
**SIM Common Room, Rowe Building**

1) Roll Call

- Cassandra was absent from this meeting.

2) Approval of Agenda: Yes

3) Financial Updates

- Cheque from Lindsay Warner
  - Brian reported that he had received a cheque from Lindsay Warner, a former SIMSA executive. The cheque for \$506 was found in his mailbox in the SIM Common Room. Brian was not sure why they the money was placed there, but it was signed off for SIMSA so he deposited it. This puts the SIMSA funds at around \$905. He will work on contacting her to find out what the cheque was for.
  - Over the course of the meeting, Brian received messages from Lindsay saying not to deposit. The correspondence was confusing and Brian will work on getting a clearer answer.
- Aid with Financial Information
  - Brian has worked on finding people to help him understand the financial documents better. He attempted to contact Sandra and the DAGS Vice-President, but both were unavailable. Jen's husband has offered his assistance, as he is more familiar with dealing with financial information. Brian has been working on the documents more and feels that he has gotten a better idea of it now.
- Brian Laptop Status
  - Brian reported that he is currently without a laptop due to technical issues. He said that people are still encouraged to send him emails, but he may not be able to respond right away.
- Steps Moving Forward
  - Brian will determine the purpose of the cheque Lindsay gave to us.

4) Academic Updates

- Associations Display
  - Jen reported that the Associations Display went well! She received lots of good feedback about the event, from students and the associations. The associations really enjoyed the opportunity to network at the event. Jen believes that the handout she created for the event was very helpful, and she received comments

on them from the associations there. She plans on including tips in her transition documents about what we did for the display.

- Lunch and Learns
  - The first Lunch and Learn has been scheduled for Sept 27<sup>th</sup>. Through an online poll, people voted for a \$5 pizza lunch. People can either pay Jen in person, or e-transfer her the money. The next Lunch and Learn will be the career panel, and Jen is going to meeting with some ACA/CAPL people to plan this.
- Information Management Panel
  - An email was sent out for the Information Management panel going on at the school. Jen is planning to go record the panel for the students who are unable to be there. If the incoming executive is elected by then, she may bring them along as well.
- Steps Moving Forward
  - Jen will add tips for the Association Display event to her transition documents and will get in contact with ACA/CAPL people for the next Lunch and Learn.

#### 5) Non-Academic Updates

- Orientation
  - Amy reported that orientation has now finished. She had a debrief with JoAnn, who thought that things went very well this year. Amy is going to work on making a survey and sent it out to the students so we can receive feedback. She will also work on updating her transition documents for the incoming non-academic representative. Amy wanted to thank everyone for their help with all the events during orientation!
  - One thing with orientation that Amy noticed was that there was a low turn out for the campus tour. She plans to mention this in her transition documents and think of ways we can improve this for next year.
- Next Social Event
  - Amy's next social event is to be determined. Kiran has offered access to a social event room at his apartment, so this may be an option for a future event. The SIM faculty have also been pushing for a potlach at some point this term.
- Steps Moving Forward
  - Amy will update her transition documents and continue to think about future social events.

#### 6) IWB Updates

- Cassandra was absent from this meeting and had no updates to give.

#### 7) International Students Updates

- SIMSA welcomed Laura, the International Students Representative, to her first SIMSA meeting.
- Thanksgiving Potlach
  - Laura wanted to plan a Thanksgiving event for the international students, which would also be opened up to everyone. She would like it to be a real Thanksgiving dinner, and wants to reach out to someone to donate a turkey. Ali suggested that if we were to do this there should be a list of foods for people to sign up for. This would prevent multiple items of the same thing to be made.
  - Laura stated that she would be willing to host the event at her place. However, it was pointed out that it would be easier to have it somewhere on campus at that point of the year. As well, faculty would be more willing to come if it was on campus. We could look into having it spread out between the SIM common room and boardroom.
- Missing Students
  - Both Laura and Amy had been approached by JoAnn about international students who have not attended the first week of classes and orientation events. It is likely that these students are no longer attending the school, but they are still on the list for some reason. Laura stated that a list of the international students would be very beneficial for her.
- Steps Moving Forward
  - We will discuss further the idea of having a Thanksgiving potlach and Laura will work on getting a list of the international students.

## 8) Communication Updates

- Standing Committee Emails
  - Emma has been receiving emails from people with their applications for the Curriculum Committee. Her plan for these is to save them in the email, as well as create a Word document with the applications all assemble together.
- Ratification
  - As of this meeting, Emma has still not heard from DSU about the status of their society ratification. This is worrying, as it may mean that we will not receive fall funding if we are not a ratified society. Courtney said she would send an email to try and get an answer.
- Steps Moving Forward
  - Emma will continue to monitor the SIMSA email for the Standing Committee emails. Courtney will send an email to the DSU about the status of our ratification.

## 9) Digital Publications Updates

- Website Updates

- Colleen reported that she emailed the VP Internal of DSU about the issues she had been having with the website's theme. They responded, but only to say that it would take a while for them to get back to them. Courtney asked if it would be easier to start from scratch with a website. The only issue would be that we need the URL to stay attached to us. Colleen will continue to work on resolving the issue.
- Colleen suggested that maybe she should focus on making the Facebook and Twitter accounts more useful until the website can be fixed. She suggested putting the profiles for the incoming student elections on these accounts.
- Instagram for SIMSA
  - Colleen also mentioned to the group about creating an Instagram profile for SIMSA. She feels like she would be able to easily maintain this type of account. We could get the Faculty of Management to promote it on their account and run some sort of contest on it.
- Steps Moving Forward
  - Colleen will continue to work on the website and try to contact DSU. She will work on SIMSA's social media accounts and look into creating an Instagram account.

## 10) Co-Chairs Updates

- Classroom Visits
  - Ali and Courtney are looking to start doing the classroom visits next week, and maybe get into some this week. They are still waiting to hear back from Dr. Spiteri. Cassandra said that she could try and mention it in her class.
- Fall General Meeting
  - The Fall General Meeting is set to go on September 19<sup>th</sup> at 1pm in Rowe 5001. Emma, Ali and Jen will meet at 12:45 to get the room set up that day. The agenda will include each of us describing our positions and what we do for SIMSA. We will also describe things that SIMSA has done from the past year, and allude to things that we want to do. Amy mentioned that it would be nice to ask people for their input on future events at this meeting. We debated having a Powerpoint, but decided that setting this up may be too much work. Courtney said she would work on handouts that will detail our positions for the meeting. We will nail down an order for everything over the course of this week.
  - We will be ordering pizza for the event. After much debate, we have decided that we will go wherever the best prices are. Someone will need to post a poll in the MLIS Facebook group to figure out dietary restrictions. The pizza will be delivered to the Rowe building and paid for by the SIMSA account. We decided it would be best for the order to be posted in advance. Emma and Ali will place the order on Tuesday.

- At the meeting, we will tell people to send their statement of interest over the course of the week. People will be asked to clearly indicate what their statement is in their email, and that this statement will be seen by the voting students.
- Steps Moving Forward
  - Emma, Ali and Jen will meet before the meeting to set up in the room. Courtney will create handouts for the meeting. Ali and Emma will place an order for pizza on Tuesday.

#### 11) Other Business

- Headshot Photos
  - Emma has spoken with Tyler and the last round of photos are pretty much ready. He is going to take another look at them before sending the photos to her. The only people left are Tobbi and Ellie. Emma will work on contacting them about this last photoshoot.

#### 12) Motion to End Meeting: 7:40 pm