

SIMSA Executive Meeting
22 June 2019

Attendees

Cassandra Larose, Co-Chair
Nicole Slipp, Co-Chair
Kira Chalupa, Non-Academic Chair
Dan Phillips, Academic Chair
Kelsi Godin, Finance Chair
Robyn Nicholson, Digital Publications Chair
Katherine Luber, Communications Chair

Called to order: 6:00 p.m.

Updates from Chairs

- Communications
 - DSU Society ratification
 - Still in progress; will be submitted soon. Need a primary event organizer (PEO) to sign part of the ratification document. Agreed that duties of the PEO fall within scope of responsibility for Non-Academic Chair
 - SIMSA Constitution
 - Removed typos and standardise formatting. No substantive changes made to the processes and procedures. Updated version to be submitted to DSU with our ratification request
 - Constitution should be examined at a later point to see if there are any substantive changes we would like to bring before annual general meeting
 - Minutes
 - Responsibility for minutes to be shared among Exec on a rotating basis. Schedule and minute template to follow
- Digital Publications
 - Creation of posters, Facebook events, and physical media
 - Whose responsibility/purview do these items fall under?
 - Conclusion is that it has been a shared responsibility with Non-Academic and Communications Chairs in the past, but no hard and fast rule
- Non-Academic
 - Convocation brunch was a success
 - Email buddies
 - Information to be sent to incoming students and email buddy volunteers in beginning of July
 - Looking for more volunteers. Currently 22 volunteers and 41ish incoming students
 - Suggestions for template: questions about students' interests to help determine topics for lunch and learns; information about SIMSA, what we do, and how incoming students can get involved

- Orientation
 - Tentative schedule in place
 - Chair will be out of town; Academic Chair may be the point person
 - Looking outside of SIMSA Exec to develop an orientation subcommittee
 - Suggestion to make the International Centre a stop during orientation so that all students are aware it exists and that the activities are open to all the student body
- Academic
 - Associations display
 - No concrete information yet. Trying to get more information from SIM program coordinator
 - Lunch and learns for upcoming year
 - Goal is one per month
 - Ideas: bookbinding lunch and learn in late fall or early winter; maybe a tour of the rare books room or the King's library
- Finance
 - Audit
 - Bank card and binder with old materials have been received from previous Finance chair; includes audit documents
 - See SIMSA Audits folder in the SIMSA OneDrive
 - Because audit is not yet complete and has encountered significant delays, DSU will likely only be able to reimburse SIMSA for the last calendar year
 - Planned improvements
 - Clear communication with other SIMSA Exec members about the state of our finances, e.g., sources of income, how we are paying for events, and how much money is available for different activities
 - Online Banking
 - No online banking with current account
 - This has been an issue in the past as there's been a lack of accountability with e-transfers that have been going directly to SIMSA Exec members
 - Currently have a community account (no monthly fee) but consensus is that it would be worth the monthly fee to have online banking
 - To be investigated further by Finance and Co-Chairs
- Co-Chairs
 - Priorities for upcoming year
 - Encouraging more open communication amount SIMSA Exec members and less segmentation of roles
 - Making meetings more open and accessible to SIMSA student body
 - Improvement relationship with DAGs and becoming more involved in events
 - Plan to hold 1 meeting in July and 2 in August

Action items

- Communications to submit ratification, schedule July meeting, create minutes template, and draft meeting minutes schedule for discussion at next meeting
- Finance and Co-Chairs to make appointment at bank to transfer signatory responsibilities and discuss converting to business account
- Non-Academic to work on setting up orientation subcommittee and arranging for email buddies

Adjourned: 7:00 p.m.