

SIMSA Executive Meeting  
13 July 2019

**Attendees**

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

**Called to order:** 6:10 p.m.

**Approval of Agenda:** Yes

**Approval of Minutes:** Yes

**Updates from Chairs**

- Co-Chairs
  - Management Career Services (MCS)
    - Co-Chairs met with Dr. Toze and discussed how MCS can offer better services to the MI students. Offerings need to be more tailored to our program. Also suggested having a career fair in Halifax, not Toronto, as that is more attainable for most of the students.
    - MCS will be doing a survey once fall term begins to determine our needs/interests.
  - Staffing changes and hiring decisions to be announced soon by SIM.
- Non-Academic
  - Email buddies
    - Everyone has been matched up. A couple students declined to attend; current estimation for incoming class is 39 students.
    - Will touch base with Janet to see if more students have been accepted or paid deposits so that we can match them up with buddies.
  - Orientation planning
    - Subcommittee has been formed
      - Dan, Mike, Nicole M., Mikylah, Ann-Terese, Jill, Kate M., Jess
    - All current Exec members should try to be there on the first day of orientation to meet the new students. Common Room free time days are also a good opportunity to mingle. Other events optional.
  - Newbie Navigation
    - Will be converted to a Google doc and put in our OneDrive for easier adaptation next year. Proposed changes: Removing duplicate info that

SIM is already distributing, e.g., entire page about MCS, upcoming workshops

- Hopefully will have done within the next week. Will send around for review.
  - Would also like to get some input from all Exec members about what we should say about SIMSA. Some thoughts: Meetings are open to study body; we can help with student advocacy; events we plan
- Academic
    - Association Display: Chair will reach out to the contacts for the associations
    - Lunch and Learns: Reminder to talk to email buddies about them if we can. It was suggested to create a Google Form to contain the suggestions coming from incoming students. Also suggested to add the form as a pinned post in the MLIS 2019-2020 Facebook Group.
  - Financial
    - Audit
      - No updates from DSU or previous finance chair.
    - Online banking/Signing authority
      - Still need to schedule a meeting at the bank. The hours have made this quite difficult. No immediate need for this or for signing authority, as we don't need to issue any cheques yet
    - Will clean up the spreadsheet and filing system in August after summer class finishes
  - Communications
    - Ratification
      - DSU approved us as a society
      - PEO training needs to be done; need to give the info to Non-Academic
      - Financial indicated an interest in treasurer training if it is available. Unsure what is out there right now but will look into it.
    - Minutes
      - Template and schedule are put together. Everything is in the OneDrive.
    - Future meetings
      - Two in August, primarily about orientation. Second meeting should be open to subcommittee members.
  - Digital Publications
    - SIMSA Facebook account
      - Events should be created through the SIMSA page rather than just in the FB group
    - SIMSA website
      - Should have list of the current and past Executives (with coloured photos?)
      - We have a constitutional obligation to keep constitution and minutes there
      - Suggestions:

- Newsletter section; calendar of events; info about organisations or institutions that may have scholarships available (may have existed in a past version of the site)
- Digital recordkeeping – collaborate with Communications later on this
  - To collaborate with Communications later on

**Action Items**

- Non-Academic: Continue planning orientation alongside the orientation subcommittee; PEO training
- Academic: Work on Association Display
- Financial Chair: Cleaning up financial recordkeeping
- Communications: Planning upcoming meetings and communicating these to the orientation subcommittee

**Adjourned:** 6:53 p.m.