

SIMSA Executive Meeting  
[August 24<sup>th</sup> 2019]

**Attendees**

Cassandra Larose, Co-Chair  
Nicole Slipp, Co-chair  
Katherine Luber, Communications chair  
Robyn Nicholson, Digital publications  
Kira Chalupa, Non-academic chair  
Dan Phillips, Academic chair  
Jill Liu, International students liaison  
Ann Therese MacDonald, orientation committee  
Mikylah Gillis, orientation committee

**Called to order:** [6:12pm]

**Approval of Agenda:** YES

**Approval of Minutes:** yes

**Updates from Chairs**

- Co-Chairs (Cass and Nicole)
  - Sandra and scheduling
    - Sandra is going to give us a schedule of all meetings for the coming year.
    - We are meeting with her this Wednesday.
  - Cass reviewed our facebook groups etc. as per our last meeting
    - Usually we have a social club and a SIMSA group; we don't have a social group yet.
    - Robyn will start a social club page/rename the old one.
    - Let's make a post for people to say none of the chats are mandatory.
    - Kira mentions that Dan and Nathan are doing a Slack lunch and learn on Thursday, Sept 5<sup>th</sup>.
- Non-academic (Kira)
  - PEO training
    - Kira has completed the PEO training.
    - We need to fill our risk management forms for events.
      - Not if food is prepackaged or pizza or non-refrigerated
      - Other SIMSA exec will also take training to be able to be in charge
  - Orientation
    - Finalized schedule! Will be posted Monday
    - Kira had meeting with Laurel.
    - We need to find volunteers for common room meetups and for other activities (formally).
- Academic (Dan)

- Three lunch and learns: Julie Marcoux, Melissa Scanlon, Knowledge Management Institute
- Cass suggests faculty promote the KMI visit
- Could we do a panel about the differences between our various management courses?
- Sheena Jamieson reached out to Cass about doing more with SIM about community-led services at Central
- Digital Publications
  - Will be coordinating promotion of Orientation week activities
  - Robyn will attend next orientation committee meeting
  - Discussion of making the Newbie navigation into a libguide/ the idea of a libguide or website type thing rather than a circulated document
  - List of student discounts for the website and recommendations
- Communications (Katherine)
  - Melissa Scanlon has several ideas for lunch and learns, mostly related to technology and public libraries. Katharine has passed her to Dan.
  - Katherine will send out
- International Students Chair (Jill)
  - Is meeting with Janet to discuss upcoming year
  - Goal to get more international student involvement this year

#### **Action Items**

- Dan to solicit volunteer sign ups.
- Katherine to send out new google poll for our Fall schedules
- Robyn to look at facebook pages and start new social group

**Adjourned:** [6:56pm]