

SIMSA Executive Meeting  
Sept 17, 2019

**Attendees:**

Cassandra Larose, Co-Chair  
Kira Chalupa, Non-Academic Chair  
Dan Phillips, Academic Chair  
Katherine Luber, Communications Chair  
Kelsi Godin, Financial Chair  
Robyn Nicholson, Digital Publications Chair  
Jess Kelly, IWB Co-Chair  
Kate Newhook, IWB Co-Chair  
Jill Liu, International Student Liaison

**Call to order:** 6:30 pm

**Approval of Agenda:** Yes

**Approval of Minutes:** Yes

**Updates from Chairs**

- IWB
  - Cassandra has signed the letter of endorsement
  - First recruitment letter sent out
  - Theme is tentatively “Environmental Information”
- Digital Publications
  - Website redesign and updating
    - Cleaning up and updating content
  - Coordination of all social media accounts
    - Hootsweet account can be used to do this
  - Possible coordination of SIM blog
  - Records management update
    - Working to overhaul the policy
  - IWB rep
- Non-Academic
  - Holiday party date
    - We will be booking Coburg
    - Saturday Dec 7 as the date for the party
- Academic
  - Summary of how orientation went
    - Events that were more successful this year were different than those that were last year
    - Summer Shine was well attended, walking tour was not as well attended
    - Thursday night event wasn't as well attended by first years

- DJIM
  - Very small editorial team right now
  - Unsure if they will be continuing this year
- Co-Chair
  - Meeting with external reviewers for accreditation
  - PEO training has been completed
  - Meeting with Sandra
- Financial
  - Bank visit
    - Can write cheques now
    - Account transferred to new executive
  - Treasurer Training
    - Not sure if she needs to do the training or not
- Communications
  - Elections
    - Start opening for nominations for elections soon
    - Will provide 2 weeks for nominations and 1 week for voting
- International
  - Thanksgiving/social events
    - Want to do a Thanksgiving dinner, depending on if there is a location to host, or invite international students to Taco Week

### **Action Items**

- Kate and Jess will recruit new students for the IWB Conference by going into classrooms and will confirm the date and location of the conference.
- Robyn will update the Twitter page.
- Robyn will reach out to Shania to find out if she is still running the SIM blog in hopes of coordinating with the blog.
- Robyn will make a profile for the IWB SIMSA representative.
- Cassandra and Nicole will meet with Sandra at the end of Sept or beginning of October.
- Cassandra and Dan discuss the associations and then meet with Sandra.
- Cassandra and Kelsi will test the e-transfer for the bank account.
- Cassandra will follow up with DAGS to check on the status of money.
- Kelsi will follow up with DSU to confirm whether or not she needs to do Treasurer Training, and if so, when that will happen.
- Katherine will compiled descriptions for the election and try to send them out on Monday Sept 23.

**Adjourned:** 7:20 pm