

SIMSA Executive Meeting  
October 24, 2019

**Attendees**

Cassandra Larose, Co-Chair  
Nicole Slipp, Co-Chair  
Kira Chalupa, Non-Academic Chair  
Kathleen Pond, Non-Academic Chair  
Dan Phillips, Academic Chair  
Alexis Wilkinson, Academic Chair  
Kelsi Godin, Finance Chair  
Robyn Nicholson, Digital Publications Chair  
Katherine Lubber, Communications Chair  
Kate Newhook, IWB Co-Chair  
Jessica Kelly, IWB Co-Chair

**Called to order:** 12:00 PM

**Approval of Agenda:** YES

**Approval of Minutes:** YES

**Updates from Chairs**

- Chair
  - Faculty of Management Senate Review
    - Review of FoM, your experience as a student in the FoM – all student leaders invited to luncheon. Cass is attending. Want to chat with students in advance – let them know what it’s about and how feedback can be received. Drafted email – anyone want to review? No. Okay to circulate. Feedback anonymised. Cass send to Katherine to distribute.
  - SIM Connect
    - Mentorship program that existed through CLA. Last year was not super successful, but not much input from SIMSA. The students have mostly been running it the last few years. Katherine is going to help get it back on their feed. SIM needs to take on more of the work to reach out to the mentor candidates. Janet is okay to take on an admin role and how we can run it starting in the Winter term. Sandra is open to providing funding. Katherine and Cass will attempt to keep them on track. SIM operation with student support
  - External Review Committee Meeting
    - Went fairly smoothly and appreciated the level of honesty brought. Newbie Navigation Guide was desired and provided. “what do you want to say that we haven’t asked you?” Most of the things that people like

about the program are SIMSA not SIM – we bring value to program (orientation activities, social activities). Asked how we felt about communication loop – do students feel heard? How did SIM deal with it and did they do a good job communicating with the students? No. Hopefully will result in positive changes going forward.

- Financial
  - Funding
    - We do have funding now (from last year)! Cheques deposited in our account!
    - May get more money for this year once Fall Audit completed (to be submitted in mid-November).
  - Budget approval
    - Take out DAGS Special Funding – take out because an artefact. IWB goes to DAGS on their own for this.
    - We didn't fund IWB last year – do we do 2 contributions to make up for this? One now, one at end of year?
    - Budget based on what was spent last year (or in previous years) to give us a guideline of how we will spend our money this year (more a guideline).
    - Do we have the money to cover the Holiday Party from what we got at the Year End Party. Probably not, but maybe we could do this for next year.
    - Approved, with minor adjustments.
- Communications
  - Records Management – joint, Katherine and Robyn
    - Existing RM docs from 2014/15 and some later. Very much coming out of Org of Info. Not realistic. Robyn & Katherine talking about how to make more realistic and achievable. Scrap granular file methods and keep everything grouped by year, separated by Chair position, name clearly, etc. Will come up with a simplified, clear document detailing the RM suggestions going forward.
    - Will go through the docs in the File Cabinet and clean and organise files. Lots of documentation for the SLA.
  - Transition documents
    - Start thinking about now instead of later.
    - Goal before March is to develop template for transition documents. Suggestions welcome! Please let Katherine know what you would have liked, what would have been useful, what you do like, etc.
  - Welcome docs for new Exec members
    - Welcome to new folks!
    - Shared OneDrive – Katherine to send link by end of week.
    - Rotation for Minute taking – Katherine will add new Exec members in the new year. Available in the Communications Chair folder.
    - Any important information you'd like to have a record of, please CC: [simsa@dal.ca](mailto:simsa@dal.ca)

- Digital Publications
  - New Exec profiles coming soon on social media! Questionnaire & headshot to be put up.
  - Upcoming promotions – lunch & learn, Holiday Party
  - Will look into coordinating with SIM on upcoming events/sessions
  - Will send out Save the Date for Holiday Party – December 7, 2019
- Non-Academic
  - No updates
  - Send out message about dietary restrictions
- Academic
  - Cass & Dan will meet about the closing chapters of Associations
  - Monthly lunch & learns – need to book something for November
    - Upcoming lunch & learn – Teaching Kids to Code
    - Would like to see one on food literacy – Alison @ HPL
- IWB Update
  - New chairs!
  - McInnes Room contract ready
  - Banking in need of signing
  - Date: February 11, 2020
  - Currently trying to restructure some duties
  - Theme: to be decided on title, but around how the Information Management field can be useful to HRM. Information At Home. Bringing conference back to Halifax.
  - Volunteers welcome!
- Questions or Comments from Students?
  - No.

#### **Action Items**

- Brief description of what needs to be done before next meeting
- Should describe who is to take care of that task, e.g., “Non-Academic to work on setting up orientation subcommittee and arranging for email buddies”

**Adjourned:** 12:51 PM