

SIMSA Executive Meeting
January 22, 2020

Attendees

Katherine Luber, Communications Chair
Kira Chalupa, Non-Academic Co-Chair
Kathleen Pond, Non-Academic Co-Chair
Alexis Wilkinson, Academic Co-Chair
Robyn Nicholson, Digital Publications Co-Chair
Ashley Mackinnon, Digital Publications Co-Chair
Grace Hildebrand, Special Projects Chair
Kelsi Godin, Financial Chair
Jess Kelly, IWB Committee Representative
Kate Newhook, IWB Committee Representative
Jill Liu, International Students Liaison

Regrets

Cassandra Larose, Co-Chair
Nicole Slipp, Co-Chair
Dan Phillips, Academic Co-Chair

Called to order: 3:02 p.m.

Approval of Agenda: YES

Approval of Minutes: YES

Updates from Chairs

- Financial
 - Audit
 - Paperwork submitted to DAGS. DAGS President (Dylan) said they're currently finishing up their own audit, and once this is done, they'll process ours. No word yet on how long this will take.
 - Cheque book had to be sent with audit paperwork, so no reimbursements are possible at the moment. Dan's reimbursement is the only one outstanding.
 - \$1100 in the SIMSA bank account – no need to depend on ticket sales to fund the end of year party
- Non-Academic
 - Year End Party
 - Proposed dates: First Friday or Saturday of April (April 3 or 4 – probably the 4th)

- Request was made by several second years to have the party somewhere other than Coburg, as we've already done a few events there. Changing the venue may not be feasible because a lot of other possibilities are prohibitively expensive to book. Kira and Kathleen to do some legwork to come up with other options to put forth.
 - Suggestion was put forward to create a list of ticket price points for various venues and circulate this among SIM students for a vote
 - Golden SIM awards
 - Everyone needs a nomination. Form with categories is in the shared drive.
 - Calligraphy pen needs to be purchased to write the awards
- Digital Communications
 - Website re-vamp planning has begun!
 - Planning to add an Outlook calendar of SIMSA events into the website
 - Calendar will also incorporate Academic Support Series, Public Lectures, other relevant SIM programming
 - Records management
 - Ashley and Robyn will propose amendments to try to pass at the end of year meeting
 - Goal is to sort through filing cabinet over reading week, time permitting
- Communications
 - Transition documents
 - Working on templates. Can expect them in the shared drive within the next 6 weeks.
- Academic
 - No lunch and learn details to report yet. Dan previously indicated he was interested in setting up book binding lunch and learns with Jason and Erica
- Special Projects
 - Welcome, Grace!
 - Fundraising item
 - Discussed again that it may be good to do a sweater or cardigan this year instead of a hoodie.
 - Before this can happen, a logo redesign is desirable. Possibilities include doing it ourselves in Canva or approaching a SIM student to design. Could run it as a contest with reward being a free sweater/cardigan.
 - Ashley and Grace to work on this further and report back next meeting
 - Candygrams
 - Would like to do these before Valentine's day again
 - Would be good to put some feelers out there to see what other societies have planned; goal is to avoid double-booking in the atrium as happened last year
 - Grace to reach out to Nicole for assistance
- IWB
 - Everything is going well!

- All speakers confirmed
- Lots of funding this year from Dal Libraries. Jason also applying to APLA
- Still accepting donations for silent auction; must be submitted by February 8
- Paper and poster competitions are open
- Volunteering needs have been met
- Sandra to do opening remarks. New FoM Dean has been invited to provide closing remarks
- International Students Liaison
 - Suggested a lunch and learn geared toward international students; topics to cover include information about taxes and working; need for a co-op work permit for practicum; factoring differential fee into course planning
 - Possible opportunity to work with International Centre. Jill to see if they have materials that we could use
 - Alexis and Dan to support the lunch and learn planning

Action Items

- Kira and Kathleen to scout other possible locations for the Year End party
- Robyn and Ashley to work on website revamp
- Katherine to work on transition document templates
- Ashley and Grace to handle logo redesign
- Grace to work with Nicole S to get up to speed on Special Projects
- Jill to visit International Centre to see if they have materials we can use for a lunch and learn
- Alexis and Dan to support Jill in planning an international students lunch and learn session

Adjourned: 3:33 p.m.