

SIMSA Executive Meeting
February 10, 2020

Attendees

Cassandra Larose, Co-Chair
Kathleen Pond, Non-Academic Co-Chair
Kira Chalupa, Non-Academic Co-Chair
Alexis Wilkinson, Academic Co-Chair
Dan Phillips, Academic Co-Chair
Robyn Nicholson, Digital Publications Co-Chair
Grace Hildebrand, Special Projects Chair
Katherine Lubber, Communications Chair
Kelsi Godin, Financial Chair
Jess Kelly, IWB Committee Representative
Kate Newhook, IWB Committee Representative

Regrets

Nicole Slipp, Co-Chair
Jill Liu, International Students Liaison
Ashley Mackinnon, Digital Publications Co-Chair

Called to order: 1:01pm

Approval of Agenda: YES – Addition: Audit update from Kelsi

Approval of Minutes: YES

Updates from Chairs

- Co-Chair
 - Meeting scheduled with Sandra on Friday morning
 - Update on SIMSA
 - Student asked for an official announcement regarding tenure position hired last year
 - New dean wants to meet SIMSA, invite her to next meeting
 - Upcoming elections
- Non-Academic
 - End-of-Year Party
 - Looking for additional options to Coburg
 - Lower Deck Tap Room – minimum spend of \$2000, emailed menu to execs, don't know what the space looks like
 - Coburg – no minimum spend, or minimum spend of \$500

- Suggestions – new places, Stillwell, emailing places that didn't get back to us last year, send thoughts to Kira and Kathleen, a poll? Or put it to a vote. Include price ticket would be in vote.
 - Outside of peninsula, attendance will likely drop
 - Looking to have a place booked by end of February, early March
 - Plan to do an open poll over reading week; everyone finds 2 places that do bookings, then send suggestions to Kira & Kathleen (copy SIMSA email); a list for poll will be made from viable suggestions
 - Kira updated Kathleen with rest of Non-Academic duties
- Digital Publications
 - Website
 - Got rid of 8 years of mins
 - Looking at how we can improve things; updating; aesthetics
 - Sync outlook calendar to website
 - Post open positions on website for elections
 - Candy gram promotion
 - IWB promotion
 - Deal with the cabinet over reading week – records management
- Special Projects
 - Candy Grams
 - Start today, Wednesday, and Friday in Rowe atrium; set up at IWB tomorrow (Tues)
 - 30 here, 30 at Grace's
 - 1 for \$2; 2 for \$3; possibly add option of 3 for \$5
 - Notified faculty; google form + e-transfer if possible
 - For people not from SIM: pay and take it with them rather than be delivered
 - Sign up sheet for table shifts; Lynn and Alexis to help Grace with table today
 - Clothing sales
 - Logo design this spring; sell clothing items in fall, alum included in mail list (i.e. current returning students)
 - Requested cardigans going to be pricey
 - Not through bookstore, possibly Nova Trophy
 - Suggestions for elements in logo – “School of Information Management”, simplistic, embroidered over screen printed, SIM motto? (Cass and Nicole will ask Sandra)
 - Chosen logo designer gets free garment
 - Set cost, buyer pays for shipping (COD?)
 - Possible raffle?
 - Requires lottery licence (lasts for 2 years)
 - Ask around for prize baskets/donations (ask Shoppers)
 - Connect with Laura Little for ideas of who might donate

- Financial
 - Summer disbursement
 - \$175
 - Waiting for cheque to be signed so it can be picked up
 - Fall audit
 - Rest of audit stuff submitted = fall money soon
 - Dan will submit materials today
 - Around \$600 more dollars
 - Need signatures on meeting minutes
- Academic
 - Transition things
 - Contact list for association display
 - Erica Finch: Bookbinding Lunch and Learn
 - When: February 28th at noon (\$40 for materials send request by email and copy SIMSA email; honorarium or send receipts to Kelsi)
 - Erica Finch: Preservation Boxes Lunch and Learn
 - Talk up this workshop at bookbinding
- Communications
 - Elections
 - 2 weeks for nomination, 1 week for vote
 - Dates: after all students meeting
 - Consider start cherry-picking/canvassing students for particular roles considering difficulty recruiting in fall
 - Transition docs
 - Overview (of position and document), software, tools, passwords, responsibilities (when to do what), include what you felt unprepared for
 - Fillable template will be sent out when complete, meanwhile take a look at Katherine's draft within next couple weeks for suggestions
 - Submit to Katherine for review/edit suggestions when finished
- IWB
 - Tomorrow!
 - Bank with Jason this morning, float taken out
 - Getting everything done, not broke
 - Jason 4pm silent auction, tomorrow morning for set up, otherwise won't be attending
 - Water ceremony at keynote, bless space and audience
 - Kim Brooks opening remarks for conference
 - SIMSA co-chairs introduce themselves to her?
 - Kelsi and Pallavi in charge of financial
 - Kelsi might be given the square; Kate holding the cheques
 - Game room set aside at UClub for after
- International Students Liaison
 - Lunch and Learn for International Student-specific concerns

- Hasn't heard back yet

Action Items

- Non-Academic to look at alternative options for end-of-year party
 - Everyone to provide suggestions
- Digital Publications to deal with the cabinet over reading week
- Academic to go over transition items (such as contact list for the associations display)

Adjourned: 1:57pm