SIMSA Executive Meeting

[March 12, 2020]

**Attendees**

First and Last Name, Position

Alexis Wilkinson, SIMSA Academic Co-Chair

Dan Phillips, SIMSA, Academic Co-Chair

Nicole Slipp, Co-Chair

Kiera Chalupa, Non-Academic Co-Chair

Kathleen Pond, Non-Academic Co-Chair

Kelsi Godin, Financial Chair

Katherine Luber, Communications Chair

Grace Hildebrand, Special Projects Chair

Robyn Nicholson, Digital Publications

Ashley MacKinnon, Digital Publications

Kate Newhook, IWB Co-Chair

Cassandra Larose, Co-Chair

Jill Liu, International Student Liaison

Jess Kelly, IWB Co-Chair

Also in attendance: Theressa and Lyn

**Called to order:** [12:08]

**Approval of Agenda:**[YES]

**Approval of Minutes:**[YES]

**Updates from Chairs**

Cassandra—introduction and Co-Chair updates. Notes on Librarians without borders.

Report for school council notes on the agenda. Discussions with Sandra and the report, including roles and what is accomplished over the year, room for future improvements. Recommendations to tie this in to transition documents. Brief half a page to a page update on what we accomplished for the year. IWB and school council, touch ups and transition documents under SIMSA. Touch base with Sandra regarding Librarians without borders. Still listed on the website. Notes to work with the incoming executive to remove from SIMSA profile. Notes on dead links, and how to move forward with this. Listed under SIMSA, but run under different students. Canadian Library CLA down and back up. Inactivity according to the timeline. Activities, e-mail updates, lunch and learns are all part of SIMSA. Other organizations/relics with inactivity, we will move towards removing these in the future for SIMSA.

Katherine—proposed changes, signing in to Dal account, responses and changes in effect for making constitutional changes, and to streamline the process for constitutional changeover.

Nicole—Notes on faculty of management meeting in February

Other societies that provide updates, allow sitting in tents to raise money for homeless people. SIMSA charity/dedicated cause would be a good motion to put forward, taking the lead of Business students. Perhaps books related. We approved a new major, and occupational science. Bachelor of Management major of software development. Rapid tax force of teaching policy (been 5 years since updated). Soliciting for one student. The school of business needs an interim director, no clear policy for this. Must be a consistent approach for interim.

Kiera & Kathleen—Non-academic party planning

Sent e-mail to Coburg this morning for April 4th (unfortunately Coburg is booked for April 4th). Proposal by Kelly for April 5th. Friday, April 3rd proposed for this date. Do we want a late start Friday night, or plan for an afternoon/evening on a Sunday. Perhaps more inclusive. Notes on orientation—Janet in touch with Kathleen. Thoughts on year end party. Assignments are due on Monday, April 6th. Ideas generated for more places. The climbing room place on Quinpool, Oxford Taproom, Grawood. Trying to brainstorm ideas…Good Robot, not enough capacity & too much money. The local idea, but some not interested. Boardroom café🡪Barrington. Roll the dice on Quinpool. Less accessible if we move off campus. Decrease attendance. The Mustache (no), Rock Bottom (no), Lion’s Head (no). We are at 12:30🡪about to do a rapid fire. Henry house (too expensive and too small). Considering capacity, will be about 75 people. Expense and space is the main consideration.

Financial—Kelsi

More money, and money to put in the bank from fundraising. Extra funds. Spending and reimbursements, give a rundown of transition material. How to track spending, and money coverage. Submitting receipts. Co-sign when writing cheques. Kelsi may walk through the new Financial chair through the next audit, useful to see how it’s done from someone familiar with the process.

Digital publications—Robin and Ashley

Went through the cabinet, much of it can be destroyed. Doesn’t need to be saved. Payments for IWB. 20 years of past financials. Must weed the file. Robyn discusses how to dispose, secure destruction of materials. Box necessary, and shred. Must be a secure shredder in the building. Probably shredding on campus best. Send Sandra and Kim an e-mail. Website in progress. Ideally a full edit of policy would be great. Realistically no time to fully address. Discussions of digitization. Website and records management🡪review under way of fiscal records. Now should review electronic records.

Communications Chair—Katherine

Transition document template will be worked on first full week of April🡪April 6th. Read document over and consider what you want to put in. Send in a one-week period. Requirements to meet with the incoming Chair. Important to provide a copy of transition document. The report: half page to a page narrative to what you did over the year, versus the second document, more official capacity.

Academic—Dan and Alexis

Association display and workshop for next year in the fall. Dan will pass on material. Alexis is prepared to take on orientation planning with Kathleen. Alexis will brainstorm plans for Lunch and Learns leading up to the Fall/Winter terms.

IWB—Kate & Jess

Changes spoken to. Nathan’s position in an official capacity. Timelines and updates, elections are happening, they close on the 13th or March. Going well, on track. Co-Chair members, Jess and Robyn mentioned. Jess and Kate will weed the file cabinet in accordance with the records management plan for good transition material. There will be a committee next year for IWB. What happens after will be a matter for debate. Workshop a series for one year positions. Two short term floating positions will be the two major changes.

International Liaison—Jill

Nothing. Contacted international center several times. Very busy time, gave up. Need to talk with Sandra about strengthening the bond.

Dan mentions Katie will be going after Katherine’s post. Elections closing on Sunday. Nominations will be in order. Nominating someone else also a possibility. Many grads have been on SIMSA. Spread the word. Supportive process. Cassandra speaks to the community behind working for student associations. A week, secure vote. Vote even if you do not apply. Blurb exit pitch.

Katherine speaks to what she does for her exit post. E-mail documents, communications, organization transition materials, keep everyone in SIMSA organization on top.

Financial: role starts with planning a budget (in a document) that will be passed down. Provide examples. Have a decent relationship dealing with audits. Submit financial audits to Dags. Audits are the main responsibility, as well as updating on budgits, and cheques. Collector of money, and holder of money. Bring cash to the bank, and keep hold of the account. Responsible for direct deposit. Get money through SIMSA, without needed cash.

Cassandra—Chair and Co-Chair: co-ordination and oversight of committee, work closely with communication chair. Organization of meeting agendas, updates on SIMSA activities. Reports back. Compile annual report. Accuracy, changes, work in progress, support IWB chairs. Oversee committee activity. Insure all chairs are in good order for their roles. Work load can be dispersed accordingly, if you want to take part in subcommittee. Advocate for student experience to Janet and Sandra.

Mostly come to meetings, open lines of communication, not intimidating. Work closely together. Not independently, shared work load. Asked for student leader to do ethical leadership award. Michael McCain from McCain food up for the award. Cassandra speaks to what is so great about SIMSA. Highly recommended. List serve in the e-mail mentioned by Katherine.

Acknowledgements to conclude. Well done SIMSA.

**Action Items**

One last thing to note—Kelsi mentions IWB. More funds would be good for next year’s conference. Must leave notes. Packet prepped, reimbursement & hold in trust. Require a letter from the chairs (to say indorsing funding). Template required. Sign endorsement letter & booking venue.

Kiera, note on special project—last note on the agenda. Ashley and Grace. Send out survey for logo. Running out of time. Lynn recommends working on the logo over the summer break. Price range from $40 to $65. Supplier indicates you can pick what you want if you buy wholesale. Should do a pole to see what people are willing to pay. Think how much money you will make.

**Adjourned:**[1:10]

Cassandra adjourns meeting, needs to run to a meeting.

IMPORTANT: After minutes have been taken, please upload a copy to Communications Chair > Minutes, then send a PDF copy to Robyn for publication.