SIMSA Executive Meeting

Saturday, 24 July 2021

Meeting Minute Taker: McKenzie Young

Meeting Location: SIMSA Teams

Attendees

Annalise and Ashley, Executive Chairs

Jakob, Academic Chair

Sam, Non-Academic Chair

Meaghan, Finance Chair

Lisa, Digital Publications Chair

McKenzie, Communications Chair

Poppy, Special Projects and EDIA Chair

Absentees

Called to order: [15.27]

Approval of Agenda:

Name of witness 1   Name of witness 1

Approval of Minutes:

Name of witness 1   Name of witness 1

Updates from Chairs

Annalise Opens the Floor   *15:31*

1) Annalise & Ashley, Executive Chair Update: 15:32
   a) Fall meetings will be at the same time each month, standing meeting for executives and for all students meetings so executives and students can plan to attend, promoting participation.
      i) Creating living document for talking points/agenda
      ii) Executive Meetings will be in person if convenient with everyone's schedule, all student will be hybrid
      iii) Hybrid model for accessibility or for students not moved yet/ who are not on campus
         (a) Teams
         (b) Send recording and have a laptop set up for online
2) McKenzie, Communications: 15:37
   a) Ratification complete
   b) Does SIMSA want to participate in DSU Society Day?
      i) We are closed to non-sim students, may not be beneficial for us
      ii) There will be other opportunities to promote SIMSA
      iii) No argument so we will not participate
   c) Will send out an email to executive and collect schedules soon to align with Ashley and Annalise plan
3) Jakob, Academic Update: 15:41
   a) Association's day
      i) Tentatively Sept 7th
      ii) Hybrid model
         (1) Inviting associations to send in Videos so students can watch and then reach out if they are interested
      iii) Currently reaching out to library/information management associations in Nova Scotia
      iv) This would be only for first years
      v) Waiting to confirm time/date/location
      vi) Have received a few confirmed associations
   b) Lunch and Learn
      i) The result of the poll distributed last term listed academic libraries as a main interest for students so there will be a focus on that for a presentation.
      ii) Currently reaching out to speakers
      iii) Delivery undecided
         (1) Benefit of online, people can go back and watch it and we can have speakers from long distance.
4) Sam, Non-Academic: 15:47
   a) Orientation

      i)   Waiting for Janet to get back about start date

      ii)   Have 5 names for orientation subcommittee, which will start ASAP

b) Email Buddies

      i)   Waiting for more responses

      ii)   10 currently, waiting for 10 more so we have 2 students per buddy, try and get matched by august

c) We have incoming student list

d) Facebook group will be created, along with group chat- creation mid-august

e) First week Friday social meeting

      i)   Annalise

            (1) In past we have booked university club

            (2) May not be possible with covid

      ii)   Janet suggested outside

            (1) If money, boat tour? Will consult with Meaghan

            (2) Harbour Hopper?

f) Association display

      i)   Tentatively room booked for September 7th, will get response by Monday

5) Lisa, Digital Publications: 15:53

a) Working through website

            (1) Constitution and Social Media Policy need to be updated.

                (a) Will collaborate with executive for input.

6) Meaghan, Financial: 15:54

a) Financial Training done

b) Audit to be submitted by Annalise

      i)   About $16,000 in bank with a couple hundred left following audit

c) Good budget with the lack of events last year

7) Poppy, Special Project & EDIA   15:55

a) EDIA

      i)   Going to conferences and collecting materials on EDIA best practices.

      ii)   Goal is to offered feedback mechanism for our students about universities policies that they think are effective/not effective/impact them

            (1) Challenge of creating the connected with our student group

                (a) Teams? Needs more involvement and need of safer space to build trust.

                (b) How we think this space should look

            (2) Meeting to be booked for august with more consultation on EDIA among executive.

b) Logo design

      i)   Reached out to Nova College of Design

            (1) Message of Logo, audience, is it digital or printed?

            (2) Challenge is cohort is only 2 years

            (3) Audience is for current students and alumni

            (4) Can be simple like letter head

       (5) Something with longevity
       (6) Going on merchandise
       (7) If we make it simple, does that still pass along the essence of SIM
       (8) Is there a foundational document?
           (a) Annalise will look through and try to identify some thematic consistency
       (9) One colour would be best to make physical printed object
       (10)   Would benefit from 3 key words to embody logo for next meeting
       (11)   Poppy will share EDIA resources

8) Meghan Introduction   16:06

Action Items

- Room/time/date confirmation for association day
- Executive brings ideas to the next meeting for: EDIA, the logo (three words to focus project).

Adjourned: [16.14]