

SIMSA Executive Meeting

Wednesday, 1st September 2021

Meeting Minute Taker: McKenzie Young

Meeting Location: SIMSA Teams

Attendees

Annalise and Ashley, Executive Chairs

Jakob, Academic Chair

Meaghan, Finance Chair

Lisa, Digital Publications Chair

McKenzie, Communications Chair

Poppy, Special Projects and EDIA Chair

Absentees

Sam, Non-Academic Chair

Called to order: [12.05]

Updates from Chairs

Annalise Opens the Floor

12:05

- 1) Annalise & Ashley, Executive Chair Update: 12:05
 - a) We should start planning the all members meeting so we can approve budget and start
- 2) McKenzie, Communications: 12:06
- 3) Jakob, Academic Update: 12:07
 - a) Association Display 11:30-1:00 Sept 7th
 - i) Room Booking finalized Rm 3087
 - ii) Lunch Discussion
 - (1) Previous, SIM covers presenters, this year they will not

- (2) 10 associations representatives that would need lunch
 - (a) This is possible within our budget
 - (b) Audit was submitted last week, winter term should deposit \$1600, meaning we have more slush fund for this
 - (3) *for next year this conversation should be opened up earlier
 - iii) Setting up Brightspace page for event
 - (1) Do we continue with what we have or create new page
 - (2) Will try for Monday evening to have rep videos on Brightspace
 - iv) SIMSA Rep – Jakob
 - (1) One pager to introduce SIMSA- Jakob will prepare
 - (2) Looking for another volunteer- Annalise for sure, Ashley can back up if required
 - v) IWB rep?
 - (1) Most likely will have an table
 - vi) Open it up for 2nd year or keep it 1st year for lunch confusion
 - (1) Keep for 1st year
 - (2) 2nd years will get promotional materials and brightspace access
 - vii) Lunch
 - (1) Will coordinate between Jakob, Sam, Meaghan
 - (2) Ashley can pick up to deliver if Sobeys doesn't deliver
 - b) Orientation
 - i) What are the expectations for SIMSA
 - (1) Campus tours?
 - (2) Social Event?
 - (a) Stubborn Goat Meet up?
- 4) Lisa, Digital Publications: 12:27
 - a) Member profiles update
 - b) Orientation posts on Facebook
- 5) Meaghan, Financial: 12:29
 - a) Lunch is a go for association day
 - i) Tues and Thurs
 - b) Will start getting budget together
- 6) Poppy, Special Project & EDIA 12:30
 - a) Compiling EDI resources
 - i) Focusing on actional items and making it a workable size of information
 - ii) Working on Feedback mechanism
 - b) Logo
 - i) Design brief
 - (1) Not a lot of interest for volunteer designing, so Poppy may end of working on this as she has previous experience
 - (2) Will have mock ups in a couple of weeks

Action Items

Adjourned: [12.38]