

SIMSA Executive Meeting

Wednesday, 29th September 2021

Meeting Minute Taker: McKenzie Young

Meeting Location: SIMSA Teams

Attendees

Annalise and Ashley, Executive Chairs

Sam, Non-Academic Chair

Meaghan, Finance Chair

Lisa, Digital Publications Chair

McKenzie, Communications Chair

Poppy, Special Projects and EDIA Chair

Absentees

Jakob, Academic Chair

Called to order: [11.04]

Updates from Chairs

Annalise Opens the Floor

11:08

Annalise and Ashley, Executive Chairs

- Deans advisory council
 - Deam of management and members of each of the student associations
 - Asked for feedback
 - Want to start encouraging fluidity between the management programs, right now is very split up
 - Faculty of Management mixer
 - Follow up meeting oct 5th with Kim brooks
 - Any comments or concerns will be brought up then
 - Faculty restructuring

- May happen within the next year
 - Moving away from silos in the faculty, to more cohesive faculty will help with that
 - Not a ton of information on this, lots of questions
 - Will be discussed next meeting with the deans next month
 - Kim has offered to sit in on a SIMSA meeting to get to know the exec more
- Agenda guidelines
 - Monday before meeting, agenda will be posted, and this is your chance to add
 - Tuesday will be finalized
- Elections
 - Lets get it started
 - Ashley would like to have that out next week
 - We can bring it up in the all members meeting
 - Good time to think about projects to include the incoming chair in
- IWB
 - First meeting on friday
 - Launched application process
 - Leaning more towards virtual conference or hybrid model
- Professional in residence input
 - Cabot reached out with a list of career planning activities that could be sent out to students if we think this would be beneficial
 - Suggested a coffee break with MLIS grads in different rolls
 - Panels, role based, academic, libraries, consulting
 - Hands on workshop
 - Cabot would run them, we would promote them
 - If anyone has additions, let annalise know

Jakob

11:22

- Association day went well
- Lunch and Learn
 - Went well
 - 10 attendees
 - Sharon Murray next one mid October
 - Karen from dal special collection for November
 - IF we want to send thank you gift or card, let Annalise or Meaghan know
 - Approx 50 including shipping
 - We may want to set up a standard, which could list form of presentation and honorarium
 - Will also depend what we would like to gift
- Phillipe
 - Wants us to work on the SIMSA room

Lisa, Digital Publications Chair

11:25

- Instagram created
 - Deactivated but working on it
- Transition documents brought up a few things
 - MI facebook group
 - We cant promote events that involve alcohol, so Lisa will create a social facebook club that does not have that rule
 - DPC will be responsible for promotional material
 - Updating
 - Records management policy
 - Constitution
 - Social Policy
 - Creation of committee to update these documents
 - Involve non SIMSA exec as well
 - Sign up
 - We don't have a IT person to help, Dal wont so if the system goes down, we will have to source out

Poppy, Special Projects and EDIA Chair

11:36

- Field trips
 - NSCAD
 - November would work best
 - Need to recheck COVID regulations
 - Need to sort out a particular day with NSCAD
 - Apple picking
 - Groups of 40, can be casually scheduled, more will be strictly schedules
 - Need to speak to them about price and date
 - We could supplement some of it, ask for a small charge
 - Common room
 - Committee formed, Phillipe volunteer to be academic member on the committee
 - Needs to be more functional, gets used often
 - We could ask the faculty and program for funding
 - Fridge
 - Better coffee machine
 - This will brought up at deans council by Annalise and Ashley
 - This is also a room used promotionally, so it should be nice
 - Annalise will check in with DSU about funding
 - Grants through school

Meaghan, Finance Chair

11:44

- DSU has special project grants, could be an option for common room, could be up to \$500
- Normal common room budget will be \$250 this term

- Budget
 - We wont need AGM budget
 - Association funding has not been used so will be romoved
 - SIM Lunch in vs convocation lunch in
 - Question for admin
 - Fundraising plan
 - \$50 budget for putting it together
 - Expectation of \$400 being brought in
 - Candy grams for Halloween and valentine's day
 - We are looking good budget wise
- Holiday party
 - Difficult with covid restrictions
 - Normally we sell tickets so we recoup the cost
 - Money allotted for this
 - We could donate this money as well
 - We couldn't recoup this cost but could still be an option
 - We could sell tickets and give a portion to charity
- Fundraising could be used completely for charitable donations
 - Bake sale, or used Booksale
 - We could do this with books from common room and ask faculty for support
- Honorarium
 - Separate item in the budget from special projects
 - We want it to be cautious about amounts to set future years up for success
 - Normally on a volunteer basis, we can think of this more, spot put aside in budget

Extra items

Wednesdays work well for everyone

McKenzie will set up teams - will message with reminder

Send out forms for next exec meeting

Action Items

Ashley will post about constitutional and common room committee- Lisa is chair

Poppy wilk email Philippe chair

McKenzie will set up agenda

Adjourned: [12.05]