

IMSA Meeting Minutes – July 10th @ 5:00PM

In Attendance:

Megan Paul, Naomi Richards, Catherine Gracey, Isabel Brechin, Haily Wills, Robyn Smith, Toni, Beaton, Madeleine McGregor

Regards:

N/A

Proceedings:

1. Regular Business
 - a. Approve June Minutes
 - i. **Motion:** Cat moves to approve. Naomi seconds. Unanimous. Motion carried.
2. Orientation Planning – Hailey
 - a. Committee meeting last Friday
 - b. Touched base with Janet – potential dates
 - c. Email buddies almost all matched up
 - d. Are we ratified yet? No, need to figure out email
 - i. **Action:** Madeleine will take steps to further ratification process
3. Update from chairs
 - a. Academic Chair – Robyn
 - i. No updates – decided on date and time on for event, and plan to send out emails mid-July
 - b. Non-Academic Chair – Hailey
 - i. See ‘Orientation Planning’
 - c. EDIA & Special Projects Chair - Isabel
 - i. Special project for orientation – privilege walk, lunch & learn as an added discussion to the movie screening with Stacy – asked for suggestions
 - ii. Naomi – let’s try to do something within our scope – doing something more focused on the incoming cohort itself, practically speaking, it would be better to have
 1. Isabel – pronouns in email signature
 2. Morgan – will share some ice breaker activities related to EDIA
 - d. Finance – Cat
 - i. Go with Courtney to change the bank account – might need to do something with the name change
 - ii. Orientation costs – not likely to be high cost
 1. Oxford charges for the space, seems inexpensive based on last year

2. Orientation packages
- e. Digital Publications – Toni
 - i. IMSA Website
 1. Has been updated - <http://simsa.dsu.dal.ca/>
 2. Will contact Dal IT to see about changing the domain name – dropping the ‘S’
 3. Blog as a tab on the webpage
 - ii. IMSA Blog
 1. Has been updated – named “DIScussion Time”
 2. Isabel to take over blog – Maddie did it last year
 - iii. IMSA Logo
 1. Has been updated – the same
 - iv. Class Lists
 1. Get a class list from Kim for socials
 - v. Socials
 1. create Facebook Group and Facebook Messenger social group
 - a. Do we want to do this? Not a lot of traffic on FB, and people don’t have accounts.
 - b. Morgan – stick with Teams. Cat- it may be hard to find everyone, or people may not want to join for privacy reasons.
 - c. **Motion:** Naomi moves to not make Facebook Group or Messenger chat. Seconded by Cat. Unanimous. Motion carried.
- f. Communications
 - i. N/A
4. Other business
 - a. N/A

Meeting Adjourned: 5:30pm