

FISSC MEETING
Wednesday, August 29, 2007
Faculty Lounge, 7th Floor, Claude Bissell Building
7-9 pm

Minutes

Present: Stacey Piesner, Christina Hwang, Hesham El-Nahas, Alki Tryphonopoulos, Kate Wilson, Minakshi Sharma, Lisa Betel, June Avila and Steven Chabot

1. Call to Order

- a. Steven called the meeting to order at 7:30

2. Review, Corrections & Acceptance of last meeting's Minutes

- a. There were no present copies of the minutes, but Steven suggested that those with issues with the previous minutes can reach the Secretary.

3. Business arising from the Minutes

4. Reports by Executive Members

a. President:

- i. FIS East – student space requested and classrooms situation still yet unknown
 1. Christina stated that due to new faculty and increased enrollments, more space for FIS is required
 2. Christina noted that FIS East will be near St. Michael's college, that the PhD students have expressed their desire to be moved to the new location, and there will be no classes held at the new site at the moment.
 3. Christina noted that we are requesting student space, and there will be a lounge there with wireless internet access.
- ii. Lockers – old lockers to be removed during Fall, and new lockers installed and ready by winter term
 1. Christina informed us that many lockers are broken, and they are being replaced with lockers that require students to have their own locks, they will be the half size lockers.
 2. The timeline for having new lockers, according to the admin, is December, until then assignments cannot be returned to our lockers.
 3. Some students have expressed concern that this will make it difficult for commuter students, particularly in the winter months.
 4. Christina suggested that we use the new wiki to keep a running list of locker spaces available on campus at other locations. Hopefully it shouldn't be a problem for winter jackets until Jan.

5. Stacey questioned if there would be a mailbox for student groups. Christina replied that these were in the main office and that groups could contact the admin.
- iii. Furniture on 7th floor lounge – old carrels, chairs, wall divider, and extra tables were removed. Extra couch placed in, and stackable chairs to be expected soon
 1. Christina expected the new chairs by Tuesday
- iv. Student elections will begin in September –encourage people to start thinking now and become actively involved
 1. Christina suggested that member encourage students to nominate themselves for positions
 2. Minakshi asked, regarding the Alumni association position, whether the representative elected as a first year student continues in his or her second year. She expressed concern that the Alumni association seems to be assuming she would continue in her duties, and she wondered what the constitution had to say, if there were necessarily two positions or not. Does she need to step down, or can she assume she is continuing?
 3. Christina thought that she felt the new constitution did not state the number, although Minakshi said that she thinks there are two positions. In that case, Christina notes that Anita has been elected to the second position, and therefore Minakshi is free to keep her position or stand down as she wishes.
 4. Lisa suggested that one should be a first year to carry over to the next year. Steven expressed concern about the legality of an unelected position, and Stacey suggested that the position be opened to a first year.
 5. Resolved: The position should be open to a first year in Sept.
- v. FIS retreat – Executive committee invited to FIS retreat – in case someone can't make it, anyone interested to be a filler?
 1. Lisa volunteered to cover if needed.
- vi. Article publication opportunity for FIS website and October FIS alumni e-newsletter: someone to take photos and write up a brief summary of the events for the e-news (person notify Kathleen)
 1. Alki offered, but she is very busy with orientation. Kate agreed to write the article, with some reservations. Stacey and Alki offered to edit the article, and Kate noted she would borrow a camera.
- vii. **Item not on agenda:** Christina noted that the MIST mailing list had been updated, with new students added and old students removed. The list now reaches all students.
- viii. **Item not on agenda:** The student directory is being taken down, because person involved in maintaining it can't do it anymore. There are plans for the future, but for the moment the old list is unusable for new students. And because there are no more lockers, the old numbers are useless. Suggestion: at registration we start a wiki list of student

contacts, which would be editable by students. It would have easy maintenance, and at the end of the year the page could be deleted.

1. Steven thought that each student could eventually create their own profile page linked to their names. Minakshi questioned whether this would add more work to the duties on Registration Day, given the pictures we have to take of each student.
2. Steven volunteered to run the wiki registrations at orientation.
3. Because of time restraints, Minakshi distributed a sign-up sheet for registration volunteers.

b. Treasurer:

i. FISSC Budget for 2007-2008

1. Budget is based on the numbers from last year's student council. The proposed income should equal the expenditures, but the proposed income is not a conservative estimate. Committee reps should check the budget amounts for their committee. Numbers are derived from what the committee reps submitted, or from last years numbers. Any questions or concerns should be directed to Minakshi.

ii. Collection of student fees:

1. Minakshi: it is imperative we get as many students, both first and second year, paying as possible.
2. Stacy asked whether we could sell merchandise at the same time as collecting fees. She also passed on some confusion from second year students who questioned whether they have to pay their fees on Registration day as well. Minakshi stated that it was not necessary, and we would be setting up a table during the first week of classes.
3. Minakshi distributed a schedule for staffing that collection table, and called for volunteers. Christina noted that due to the Jewish holiday classes would be cancelled Wed night, Thursday and Friday of the first week.
4. Due to a previous commitment, Minakshi had to leave the meeting.

- iii. **Resolved:** Members will look at the budget and bring up and questions or concerns at the next meeting.

5. Reports by Committees

a. Academic Affairs Committee:

i. Compass is still in the works

1. You all have heard the issues with the Compass
2. In Sept there should be a meeting with the admin discussing the complete overhaul of the Compass. Steven plans to create an informal survey to query students about their desires for a new evaluation scheme.
3. The last year's Compass is being held back by further discussions with the administration. Right now we are publishing less professors than those who are not publishing.

4. The vice-dean plans to have a meeting with student leaders sometime in Oct or Nov.
 5. Christina hoped that the format of the new Compass could be changed from the problematic one distributed in the summer, and Steven agreed.
- b. Alumni Association: No report from the Alumni Association, since they're not having their first meeting until September 19
- c. Merchandise: Recent purchase orders
- i. Stacey went over the merchandise and their retail prices. Post-its, clipboards, mugs, USB keys.
 - ii. Christina suggested setting up a display at registration. Stacey also thought about giving merchandise away at some registration draws, creating a kit of all the items. She also thought about selling things at the BBQ. If someone also wants to sell things at the clubs lunch they can.
 - iii. Some people questioned the prices of some items, but Stacey noted that they prices are very close to the prices we have paid.
 - iv. Christina suggested that we e-mail Willow or Michelle about getting a box of GSU agendas.
- d. IT Committee:
- i. Display screen update: 2 FISSC pages on the Display Screen! Design consistent with FISSC website and flash content change of menus looks fantastic
 1. The members exclaimed that our pages look the best. Christina relayed some compliments she has received.
 2. Hesham requested that any event information be relayed to him for posting on the screen. Members should take the initiative about submitting content. Members discussed pictures of Hart House farm and merchandise pictures.
- e. Student Tech Fund: Proposals progress update
- i. A wiki has been set up to discuss proposals for an A/V room.
 - ii. Ab has proposed that we buy laptops with the fund, and we loan them out for a day to be brought back at a certain time. Lisa noted the lack of being able to connect to the network or print through a laptop, but she noted that the network is being redone anyway to make this possible. Lisa proposed that we would be happy to buy 10 laptops, but only when the network is fixed.
 - iii. Lisa also noted that there is no tech plan for FIS East, and raised questions on whether there should be tech accommodations through us there. Steven questioned, if there are no Master's students there, and no classes, would anyone use computers there. He also questioned whether we are even short of computers, given the labs on the various floors.

- iv. Lisa noted that, given the increased enrolment, there will be a need for more computers. Steven said that it would be nice to see usage rates for computers before that much money is spent.
- f. Social Committee:
 - i. Pub Night
 - 1. \$500 budgeted for food for first pub night, and a discount on the room due to a mistake by the bar owner. However, since we don't know the total of the bill, we will have to pay the owner on the night of the event. Given the need for Minakshi to sign a cheque, Kate questioned how that is possible.
 - 2. Kate will find out the total by this Friday, relay the total to Minakshi and pick up the cheque next week.
 - ii. Intramural Frisbee
 - 1. We are attempting to set up a team again, entry date is Sept 13. June asked if anyone remembered if we did well last year, because we have to be in the top 75% to be guaranteed a spot this year.
 - 2. If we are not in the top 75%, we are entered in a draw for entry into the league. June noted there is also volleyball and basketball offered.
- g. Life & Times: no report.

Resolved: Old business should come before Orientation Committee report

6. Old Business

- a. FISSC Blog + Wiki (Hesham + Steven)
 - i. (Steven) FISSC Blog: Encourage everyone to register and post on Blog
 - 1. Steven: everyone should sign up. No one is required to post, but if they have something to say feel free to write. The more people who write, the more it will be used. If anyone needs help they can ask Steven
 - ii. (Hesham + Alike) FISSC Wiki: Twiki changed PB Wiki!
 - 1. Should we restrict access to only FIS students? Christina comments that Twiki was too technical, and PBwiki is a much better solution.
 - a. Steven noted that in a previous class the students went over the storage limit for free users on PBwiki. Stacey can get Gold access for PBwiki if needed.
- b. Monthly FISSC digests to be sent out by Rachel
 - i. Will be an e-mail of monthly goings on, and we should send information to Rachel. Christina will e-mail Rachel to remind her about this.

7. Orientation Committee:

a. Decisions + updates

- i. Catering order: Alki wants review and approval. Currently cost is \$2090. Lisa wanted to know how much this was per person. Alki said it worked out \$17-18 per person, which includes the tables and waitstaff. Food is actually \$8.50 each. This does mean that they set up and take down the event.
 1. Alki realized there are issues with this, and took off the tablecloths which saved \$12. But, since U of T forbids charcoal BBQs, the gas one costs an extra \$25. However, we are going to try to take off the tent supplied, and if we call before 9:30, that saves us \$75 dollars.
 2. This represents less food than last year, which had left orders. 88 new students RSVP'd. Accounted for seconds, non-RSVP'd new students and volunteers, Alki asked of 120 servings sounded reasonable, which is about 30 extra. Steven asked about the faculty wanting food. The members agreed that 120 is fine for extra.
 3. Alki explained the issue with the faculty: Susan Brown from the admin office suggested that it would be a "nice gesture" if we invited staff and faculty to the BBQ, and invite them for free. She said she had to go with what the council decided. Last year there was an issue about 50 staff and faculty ate the food, and the previous council provided the admin with a bill. This made Susan Brown unhappy, and felt it reflected poorly on the students. In Susan's opinion, \$5 was very steep, and all they were willing to pay per person. She found the \$8.50 raw food cost was unreasonable.
 4. Stacey felt that if the staff actually interacted with students it might be worth paying for them, but she does not remember any staff or faculty at last year's event. Steven wanted to know how many we should expect; Alki suggested we have them RSVP.
 5. Lisa felt that the ARTC staff, which does not interact with masters students, are a difficult case to deal with. She suggested we pick a number, say 20, and say we are funding that many, and Susan Brown can deal with who can come. Stacey felt that it was too late, and the event is for student bonding, and we should exclude faculty.
 6. Steven called for a resolution on, first, whether we should pay for any at all. **Resolved:** The council will at least pay for some members of the faculty and staff. Stacey asked if we could invite particular people, and Steven noted that people are going to show up uninvited, and questioned what to do in this situation.
 7. Lisa suggested that we distribute food tickets to the staff, and then only those with a ticket can eat. Steven agreed that tickets were easy, but thought we should only give them to people we actually interact with. Christina asked whether we would be paying the entire cost, or subsidizing the cost for food. Alki noted

that 20 spaces is only about \$160. **Resolved:** The council will pay for 20 faculty or staff.

8. Steven suggested letting the admin distributing the 20 tickets on their own, but Stacey and Lisa felt that we should make a particular list of people to invite. Alki felt that not inviting someone, like a new professor not on the faculty list, would be very embarrassing. Christina felt that it is not best to play favourites.
 9. Christina suggested that we distribute 20 tickets to the admin, to be distributed as they see fit, and additional tickets can be purchased at our cost (\$8.50). There was discussion about keeping lists of people in the various groups who are authorized to eat.
 10. **Resolved:** An e-mail will be sent to the staff e-mail list, asking for 20 to RSVP by this Friday, at a first come first serve basis, and additional tickets can be purchased at our cost. Alki volunteered to collect the RSVPs. Christina will send out the e-mail. Hesham suggested asking them to use the registration form we have set up, and he will convert with Christina. Alki will therefore add 20 to the number of burgers.
- b. Student Council attendance + involvement (members of council volunteer, otherwise slotted)
- i. Alki listed members and students who will volunteer at the BBQ. Stacey asked if she should sell merchandise, and Alki said that was fine.
 - ii. Alki asked how the raffle was to be run. Stacey again noted the need for tickets. Alki noted that at the taking of tickets we should rip the tickets in half. Christina noted we have some from last year.
 - iii. Alki asked someone to pick up the special meals for diet restrictions. Alki volunteered to go to Fresh and pick up some meals. Steven noted that we most likely will be saving money on these meals
 - iv. Alki asked what the prizes would be. Stacey noted we would be giving away merchandise, but asked if we would be getting bigger prizes. Christina asked if June still had hook-ups for discounted iPod Shuffles. Alki noted we still be giving a Hart House Farm trip away, which would be \$65-70 dollars. Christina offered to pick up 2 Shuffles, one for first year students and one for second years who pay their fees. Stacey also will look into getting Starbucks gift cards.
 - v. Lisa and Stacey were going to offer some mixer games for the BBQ day.
 - vi. No-nonsense tours: Rachel is doing a map, and Alki has a list of places. Do we need to add anything. Lisa suggested FIS East. Alki felt they would make the tour long. Christina felt that we don't know what is happening at this moment, and we should wait until we know more. Alki asked if we are giving the tour guides a thank you gift, and Stacey offered some of the new mugs.
 - vii. Toronto tours: refer to the handout. If people are worried about leaving early, guides should give them directions back to FIS.

- viii. Registration Day: Minakshi will be handling most of the issues surrounding the day, including supplies and volunteers.
- ix. Assembly: Christina wants everyone present at the assembly, because it will be an opportunity for the faculty and students to see you. She will send an e-mail to the FISSC listerv.
- x. Clubs lunch: Getting wraps from Innis Café. Each costs \$5.50, and we ordered 120. Kate offered to sell merchandise at the lunch. Stacey indicated that 6 or 7 clubs are coming. Alki wanted clarification on how to create a club, Stacey said that all that is required is to inform student council, preferably the Professional Development chair, and they can send an e-mail to the listerv.
- xi. Centre Island: Alki informed us about a problem because of the Virgin Music festival. She will send the details to the listerv about how to get to the island. Drumming will be \$300. However, we do not yet have a permit for a car on the ferry, and the teacher will not transport them without a car. Alki proposes that other members of the FIS community can attend for \$10, if they wish to drum. Christina noted that only one staff member really seemed interested in coming. **Resolved:** We should invite people and not bother charging them. June asked what sports gear to bring. Alki suggested frisbees and volleyball.
- xii. Hart House Farm: Alki will make a poster about the trip. The bus will cost \$12-14 per person. Lisa questioned where the budget for this is, but Alki noted the students will pay. But the previous tradition was for council to pay the bus. Without the bus tickets will be \$50-55. If we do not fill the bus we can cancel it up to a week before. But no more than 20-25 people have ever gone, but Alki insists that this time we will reach 70 people! **Resolved:** We are not paying for the bus. Alki asked if we are subsidizing some spots for needed people. Lisa noted there is no money in the budget. Steven suggested we decide this later.
- xiii. Hart House Farm food: is \$10-15 enough for food for all weekend, including a Thanksgiving diner. Steven suggested that the cooking of such elaborate meals for a large group is not feasible. He suggested that we do a little research before committing to such plans. The members suggested that at least \$15 dollars would be enough. Steven noted that that doesn't seem enough money for 5 meals plus snacking, and we could not figure this out at this meeting. Lisa suggested there be a Hart House meeting separately, with menu planning. Kate said she had previous budgets from other events, and would help. **Resolved:** There should be a Hart House committee created.

8. Adjournment

Resolved: Meeting was adjured at 9:30 pm, after much complaining about the lateness by everyone.