

University of Toronto
Faculty of Information
Master of Information Student Council
Friday, April 29th, 2011
Student Lounge, 7th Floor, Claude Bissell Building
6-8pm

Minutes

Members Present: Victoria Baranow, Shawna Delgaty, Koren Siddles, Lindsay Gibb, Amy Weir, Stephanie Quail, Heather Buchansky

Official Regrets: Valerie Stevens, Michelle Thompson Lovegrove, Melissa Bell, Eleonore Fournier-Tombs

Recorder: Shawna Delgaty.

1. **Approval of Agenda** – Carried @ 6.12 pm
2. **Reading and Approval of the Minutes April 9th** - Carried
3. **Business Arising from the Minutes**
 - i. We have not yet received final reports from previous council. Victoria will e-mail Christine regarding the final reports to be added to the meeting minutes. Additionally, we were to receive blurbs about all council positions from Christine. Victoria to follow up.
4. **President's report:**
 - i. Nalini has been given the names of all MISC members, who can obtain keys from her for access to the MISC office.
 - ii. Student Lounge Clean-up Schedule: Victoria will make a schedule for clean-up of the fridge as items have remained in there too long. We will post signs warning that a periodic clean-out of the fridge is to occur.
 - iii. Clock for Lounge and Green Tape: Clock for the lounge is “missing” and we will put it up once located
 - iv. A reminder: posters in the student lounge must be put up with green tape
 - v. President provides a tentative executive budget:
- i.* Food: President asked for approval in providing food as appropriate at MISC meetings. Request for a vote. Vote held – carried.
- ii.* Office supplies, reorganization, ‘paper cubbies/mailboxes’: Victoria would like to re-organize the office to facilitate the exchange of materials. Each position have a mail slot to facilitate effective communication
- iii.* Travel costs: A reminder that we are able to cover transportation expenses at MISC social events if necessary

- iv. There are no costly items in the budget as yet, as with last year's vending machines..
 - vi. MISC recruitment in other streams needed: CIS, KM/IS&D need to be encouraged to get involved.
 - vii. . Julio Preuss to be on search committee for new IS professor. E-mail went out to other IS&D students.
 - viii. Vice President. See article 5.10 of the Constitution: Previous VP resigned. President can appoint someone as an interim option until elections are held in the fall. Council members are encouraged to e-mail Victoria with suggestions.
 - ix. Top Ten Advice for Incoming: Victoria suggests that MISC compile a list of suggestions that we can hand out at orientation for new students. Heather suggests that one option for a top ten list would be to direct students to job options on the UTorLib website, and encourage participation in events. Any advice on items to include, please let Victoria know.
5. **Secretary's report:** Advertising for elections: Secretary suggests that better advertising of the details of each position is needed to encourage people to get involved, including time commitments, tasks, and responsibilities. This could go out in paper form and/or be posted on the MISC website. Heather suggested we hold elections after the clubs and associations day in order to hand out the material on the various positions.

The secretary will be responsible for taking reservations for the student lounge. Please e-mail shawna.delgaty@utoronto.ca to reserve.

6. **Treasurer's report** (absent):

- i. Expenses and Procedures: Please fill out cheque requisition form and place in the forthcoming mail slots in the office. Forms are in the office on the left of the desk along the wall. If there are any large expenses, ask if you can be billed and send them a cheque. If not, all credit card expenses will be reimbursed.

7. **Webmaster's report** (Martin):

- i. Martin requests that the blurbs (with optional photographs) be received by the end of the summer.
- ii. Victoria requests that Martin create an academic affairs page on the MISC website that will direct students to the appropriate representative. The page is to include course number, name of representative, e-mail address, etc. This can go in the weekly digest with a link to the page.

Reports by Committees:

8. Social committee:

- i. Koren and Lindsay met with Dana and Jessica to hear details about the position. They have been advised to start on orientation early, and will be needing volunteers to assist them in planning this large event.
- ii. They have begun to consider other ideas for social events: Board game night, movie nights, cheap and free events around Toronto to encourage. Critical considerations for holding events are accessibility, proximity to campus, advertising of events in advance and not relying on “word of mouth”.
- iii. Orientation gift bags: Koren and Lindsay suggest that we re-think the contents of the orientation gift bags or eliminate them all together.
- iv. Orientation barbecue: Last year there was some upset when it was discovered that Museum Studies students are not included in the orientation day barbecue. This is because the cost of \$10 per person is covered by MISC student fees, which Museum Studies students do not contribute to. However, in the interest of inclusivity, we may encourage Museum Studies students to hold a parallel event in the same time slot.
- v. Judy Dunn is to assign date for meet and greet.

9. Professional Development:

- i. Professional development had successful events last year and plans to repeat them next year
- i. Resume Clinic: Will book Ulla de Stricker in the summer as she has a demanding schedule
- ii. Mentorship program: Second-year students or graduates in the job field to mentor first-year students. Heather will find more information on who organizes that (Alumni Affairs or PD) to organize the mentorship. Victoria will find number of incoming students for July mentorship program. Better communication between mentors and new students needed; mentors should take initiative because some students weren't contacted last year.
- iii. Budget: Budget to be submitted to Eleonore before the end of the summer.

10. Academic Affairs (absent)

- i. Effie Patelos is collected reports from reps to make them public, as a compromise to students who want the Compass reports made public.
- ii. Academic affairs: Reps to e-mail students to encourage contact. Melissa to collect e-mail addresses and send out “procedure” list to new academic affairs list.

11. Merchandise Committee (position unfilled):

- i. Alumni Spring Reunion: May 26, 6-8. To have a table or a raffle? Motion to have a raffle passed.
- ii. Convocation Reception: June 2, 4.30-6.30ish. Victoria has arranged for MISC to have a table through Kathleen O'Brien.
- iii. Merchandise for orientation: possibility of including lanyards for incoming students, or including relevant materials in gift bags.
- iv. Page on website for merchandise with photos and prices, instead of having one contact person.
- v. Ideas for new merchandise: Notepads, keychains, USB keys

12.. **Reports by Representatives**

a. MISC-MSGSA Liason (Amy)

- i. Meeting with Gillian Gallimore: Meeting in the following week to identify issues that might be common to MISC-MSGSA.
- ii. Rewriting the bylaw: Needs to be re-written to incorporate Museum Studies students

b. Student Tech Fund (Stephanie)

- i. Tech fund meeting held: Will be purchasing 20 Omnigraffle liscences for Macs for students in 1003 – projected cost will be \$2183; will be purchasing 30 wireless “mice”. The tech fund is considering adding a display screen and add a multi-touch coffee table for Museum Studies students who are likely using this kind of technology for exhibitions, but require input on the usability of this purchase from Museum Studies’ students first. Also potentially purchasing 21.5 inch iMacs for the Inforum & room 417 (cost potentially shared between tech fund, faculty, and iServices at the Inforum), and possibly purchasing 1-2 projectors for the Inforum
- ii. Stephanie suggests setting up a tech fund Survey Monkey poll to establish what is needed for the tech fund
- iii. The media lab is still under-promoted. Stephanie suggests putting notice of it in the weekly digest.

- iv. Suggestions for decorating the student lounge: Are we to follow up with photographs? Or go a more interactive route with a chalkboard for use by everybody?

13..New Business:

- i. Need to create a MISC manual for each position, so each position needs to keep an electronic document of tasks, contacts, meetings, etc. of each position to pass on to the incoming reps or for students who are filling in for vacant positions. Martin to set up MISC wiki for this purpose.

8. Meeting adjourned: 8.14 pm.