

University of Toronto – Faculty of Information
Master of Information Student Council
July 24th, 2013; 5:30-7:30pm
Student Lounge, 7th Floor, Claude Bissell Building
Minutes

Present: Laura DeVouge, Gillian Eguaras, Octavio Escalante, Hannah Loshak, George Raine, Alia Ahmad, Kim Pham, Mary Gu, Jessica Samuels, Mari Vihuri, Ned Struthers,

Official Regrets: Kyra Folk-Farber, Laura Chuang, Sean Hayes

Absent: Brooke Windsor

The meeting was called to order with quorum established at 5:33 pm

1. Approval of Agenda

Motion to approve agenda

2. Reading and Approval of the Minutes

Motion to approve agenda: Octavio

First: Laura

Second: Hannah

Passed: Unanimous

3. Business Arising from the Minutes

Mari mentioned that she wanted her reports added at the end of June's minutes.

4. Reports by Executives:

a. President (Octavio)

i) Welcome

ii) Sharing office with MUSSA – An update: An email was sent with the new office arrangement. We are getting a new desk, a big cabinet, and a filing cabinet put into the office for MUSSA. Octavio thinks that they have a valid argument because their financial records were not safe. iSchool administrators did not like the idea of taking away the quiet study space for an office. Octavio suggests that we should give the MUSSA a secure place to use their documents. We need to vote to approve to sharing. Hannah asked if we were being told to share the office, or whether we were being asked. Octavio said that we are able to vote to not share the office.

Motion to share the MISC office with MUSSA
First: Octavio
Second: Laura
Passed - One abstained.

iii) MISC Executive Committee Budget: The executive committee is adding two new expenses from last year. First, there is the Outstanding Instructor Award that is about 150 dollars. The other is the student lounge cleaning expense. We are reducing the expenses in food. We will be spending around \$40 for normal meetings, and \$130 for 'pizza meetings'. For student-sponsored initiatives, we are keeping the same amount for student council. We will also be adding a student award. Octavio spoke to Mike McCaffrey for a Tech Contest, which could be partnered with the Tech Fund. Octavio suggests making a committee to organize the contest. The contest will hopefully be organized sooner than later.

iv) Tech Skills week: This was a discussion had with Mike McCaffrey. This will happen during reading week. We are trying to push a python course, the MySQL workshop, and they are asking MISC and the Tech Fund for money.

v) Vice Provost memo - revision to our constitution/practices: The Vice Provost sent a memo saying that the constitutions need to be reviewed so that all of the student organizations need to keep track of the money they spend. We will be covering this. However, there might be some changes to the constitution. Octavio is considering pushing to make the Tech Fund a committee. Another idea is that the people who are nominated in elections and don't win can still help with a committee. Octavio's experience in the Tech Fund is that committees don't have enough members. Octavio thinks that MISC needs more people to help with all the projects. Mari mentioned that the Tech Fund has its own bylaws, and they will have to work with MISC to make sure that they match.

vi) Offer from Faculty to purchase furniture from Tech Fund: \$600: There is 600 dollars worth of furniture that the Tech Fund bought, and the iSchool Faculty wants to buy it back. This will be \$600 for the Tech Fund. MISC cannot use this money.

b. Vice President (VACANT)– NO REPORT

c. Secretary (Laura D.)

i) Fall elections: status: An appointment is in the process of being made to learn how to use ROSI election system. The appointment is currently set for late August.

ii) Cleaning: The form is currently being worked on, with hopes that it will be up on the website soon.

d. Treasurer (Laura C.)

i) Budgets. We have 20% less to work with because enrollment is down. The budget was explained by Octavio. He mentioned that Academic Affairs expenditures will inevitably affect the MISC budget, but we will manage it. He also mentioned that more money will be spent on students. The budget will not be approved tonight because Social Committee needs to review expenditures and provide a detailed budget instead of a rough number. A meeting will be set for early-August in order to approve the budget,

e. Webmaster (Hannah)

i) MISC Digest form: We have a MISC Digest Form! It's still a work in progress. It's for anyone who wants to suggest items for the digest or Facebook/Twitter. After this, it will be feedback forms for committees.
ii) MISC Agenda Items submission form: There is going to be a form for submitting meeting minutes instead of for meetings. This is so that everything is aggregated in one place, instead of trying to organize emails.

5. Reports by Representatives:

a. Alumni Association (Mari) – NO REPORT

b. MISC-MSGSA Liaison (Katrina) – NO REPORT

c. Admissions Committee (Kyra) – NO REPORT

d. Faculty Council (Octavio et al) - NO REPORT

e. Graduate Students' Union (Sean) - NO REPORT

f. Student Tech Fund (Mari, Ned)

i) IS Workshops: Funding a third of tech focused workshops, and semaphore. There will be more of an effort to coordinate

i) Purchases: Ned and Mari said that the Tech Fund had purchased: a universal phone charging station, charging station for all the iPads in the Inforum, two iPad minis, chargers for all the cameras, wired MAC keyboards and mice, 6 Dells, 6 Macbook pros, and memory

has been updated on older laptops. The tech fund is looking for a professional quality camera, and a 3-D printer. Hannah thinks a bunch of the patents are expiring, so they might be cheaper. Octavio also suggested that the Tech Fund look into buying one of the new MacPros.

iii) Resignation: Mari said that she was resigning from MISC, as she is taking some time off from school. Octavio said it was discussed between them. Octavio also mentioned having MISC members sign a letter thanking her for everything she's done for this student organization.

g. Information Services (Ned, Laura) – NO REPORT

h. Life and Times Committee (Jessica) – NO REPORT

i. Programs Committee (Brooke) – NO REPORT

j. Committee on Standing (George) – NO REPORT

6. Reports by Committees:

a. Academic Affairs (Alia)

i) Update on class reports: Alia reported that three people have sent them for four classes. A reminder has been sent. For the most part they have been positive.

ii) Update on current semester's class rep status: 4 classes, and 1 rep. 2 will decide it today.

iii) Discuss possible incentives for class rep: There was a discussion of the budget. Class reps will be invited to pizza meet-ups, and so will people from the class. The Spring/Summer will be a test run. Alia will let us know how the meet-ups go. Octavio asked when they would be. The last week is the week of the 19th. A good week to have it would be the first week of August.

b. Professional Development (Kim)

i) Budget: The big cost is the Professional meeting. Nothing much has changed, but it is less than last year.

c. Social (Mary & Jessica)

i) Meeting with MUSSA's social: MUSSA are interested in collaborating with MISC for the O-Week BBQ and end of the year

party. The MUSSA president suggested a boat cruise. Mari said that last year MUSSA backed out of the end of the year party, so we should be careful about making those kind of promises. Hannah mentioned that a boat cruise would be expensive. Octavio said that last years' party was good. Octavio suggested a smaller event with MISC.

ii) Tentative O-Week plans: Adriana sent a proposed timeline for the iSchool events. Museum Studies would like to do the BBQ mid-day, and give information. They are suggesting doing an 'iSchool' day. There would also be a pub-night. Mary and Jessica are also considering different student groups come and speak.

iii) Broad scope of social events: MUSSA also wants to collaborate with open-mic nights. Social Committee is trying to organize an event each month, for people who aren't used to the area, or who want to go. Octavio asked Mary and Jessica to look into a trip to New York City.

iv) Budget: The budget of the committee was brought up. Octavio asked why the O-Week BBQ was so expensive. Mary said that she guessed high on the O-Week BBQ cost.

d. Merchandise (Gillian) *Left at 5:45 for class.*

i) Budget: It was mentioned that there was interest in a new button machine. Octavio said that there would need to be a change in the Merch budget. These (the change in the budget and the new button machine) would most likely be approved.

7. New business

i) Hannah has been getting many emails from the MUSSA's President regarding their website. MUSSA wants to re-do their website, and wants to meet with Hannah. Hannah suggests that they amend their constitution to get a Webmaster. Mari says that space and access needs to be accessed, as well as WordPress instead of Drupal.

8. Adjourn

Motion to Adjourn:

First: Hannah

Second: Ned

Passed - Unanimous.

6:47

Draft motions:

BIRT to approve the proposal to share the MISC office in room 624 with the MUSSA starting September 1st. The MISC will keep the current filing and storage cabinets, the couch would be removed to make room for MUSSA cabinets.

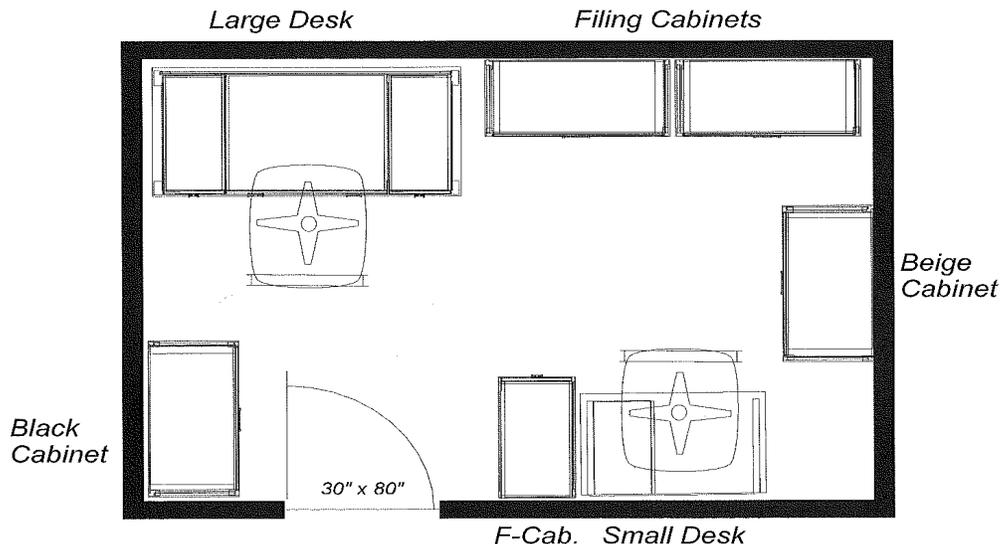
BIRT to approve the budgets proposed by the MISC committees for the 2013-2014 fiscal year.

Committee reports

Executive Committee

The president has met with Glen Menzies (iSchool facilities manager) and Susan Brown (Assistant Dean), and Lauren Williams (Vice-President, MUSSA) regarding the request for us to share the MISC office (room 624) with the MUSSA. Here is the proposed office arrangement. MUSSA and MISC would each have separate storage and filing cabinets.

624 Student Council Office



MISC 2013-2014 Executive Budget Proposal

	Budgeted 2010/2011	Budgeted 2011/2012	Proposed Budget
Food	\$800.00	\$750.00	\$695.00
Cleaning Supplies	\$100.00	N/A	N/A
Bank Fees	\$200.00	\$50.00	\$50.00
Office Supplies	\$300.00	\$75.00	\$100.00*
Lounge Cleaning	N/A	N/A	\$140.00
Travel Costs	\$72.85	N/A	N/A
Student Sponsored Initiatives	\$4000.00	\$3850.00	\$3800.00
Audit exemption	N/A	\$500.00	\$500.00
Holiday gifts	N/A	\$150.00	\$150.00
Contingency	\$200.00	\$300.00	\$200.00
Outstanding Instructor Award	N/A	N/A	\$150.00**
Proposed Total	\$5672.85	\$5675.00	\$5785.00

* Office supplies expenditures will include MISC and other T-Card printing fees.

**The award was introduced last year and was not included in the budget.

Food

MISC meeting food. 11 monthly meetings from June 2013 until April 2014.

- 3 x \$125 for Oct, Jan, and April.
- 8 monthly “healthy” meetings at \$40 each, for the rest of the months.

Lounge Cleaning

\$10 gift cards per month, for 12 months + \$20 in cleaning supplies = \$140

Contingency

Includes ad hoc expenses (i.e. materials for advertising events).

Tentative Student Sponsored Initiatives Allocation

\$150 for Stitch and Bitch

\$500 for mental health fundraiser

\$750 for Librarians Without Borders

\$200 Special Libraries Association Toronto Student Group

\$200 AIS

\$100 Special Libraries Practicum

\$200 CLA

\$200 ARLIS/NA/ON AGO Library

\$1000 3C Conference

\$500 Student Contest Awards

Total = \$3800

END