



**June 10, 2015, 14.00-16.00**

Bissell Building, Inforum, BL415  
140 St. George Street, Toronto, Ontario

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**Present:** Dawn, Nuree, Christoph, Tony

**Regrets:** Yara

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## **Agenda**

1. Old Business
  - a. Previous Meeting Minutes
  - b. 2014-15 Exit Report for MISC
  - c. 2014-15 Budget Finalized
    - i. Update from Kathy S. (see [Spreadsheet](#))
2. 2015-16 Budget Projection
  - a. Update from Tony L. on outstanding purchases
3. Referendum & Bylaw
4. (Interim) Roles & Responsibilities
5. iSkills Workshops
  - a. Update from Navroop Gill (see [Appendix A](#))
6. Social Media & Website Presence
7. Communications
  - a. Techfund Mailing List
8. Policy on Damaged and Missing Equipment
9. Remaining Business...

# Approved Minutes

## 1. Old Business

- a. Previous Meeting Minutes
  - Notes will be incorporated as suggestions in Exit Report for incoming Tech Fund Representatives
- b. 2014-15 Exit Report for MISC
  - Exit Report to be created and shared by Nuree
  - For broader release an Annual Report that can be added to website will be created from NuRee for review
- c. 2014-15 Budget Finalized
  - Based on spreadsheet from Kathy S., purchases and line items were given a quick look all together. Will be reviewed again individually and if there is anything unexpected will be addressed next meeting
  - Discussion of process: How do we verify update from Kathy (Finance) to ensure it conforms to what was approved for purchases? Managing reconciliation at year end of internal tracking with external?
    - Update Handbook in the Fall based on emerging process
  - Tony discussed current purchasing system challenges, purchases in limbo while new purchasing system (for Dell especially) is rolled out across U of T
    - Tony will update quotes once new system is introduced

## 2. 2015-16 Budget Projection

- a. Update from Tony L. on outstanding purchases
  - ~\$18-19,000 in purchases from last year that should be done over the summer (however the delay is related to new purchasing system above)
    - Will have to be re-approved by MISC and MUSSA per conversation at MISC May meeting, as we are in the next academic & fiscal year
  - Tony will continue to let us know on an ongoing basis when bigger purchases are coming down the pipe
- Opportunities for the year ahead from projected budget
  - Looking at balance of income and spending, related to referendum concerns, but discussed developing a strategy for spending and looking ahead
  - iSkills workshops scaled back due to Kathleen S. sabbatical.
  - Look to supplement with Tech Fund workshops and the possibility of more fund matching with iSkills if we are proactive.
- Workshop ideas
  - Had a quick brainstorm of ideas ([PDF in Techfund Drive as reference](#)):

- Becker suggested Tech Fund appoint a representative as a **workshop coordinator** to guide the process of getting workshops brainstormed and planned
  - Was agreed by representatives that we will assign interim position alongside roles and responsibilities

### 3. Referendum & Bylaw

- One will have to be scheduled for Fall 2015, based on Bylaws
  - [2013 folder](#) for reference
- Initial, early discussions around process, things to consider include:
  - Does Techfund put forward an official position/recommendation?
  - To what degree do we work with MISC?
  - Is there the expectation that bylaws revised at some later date after referendum?
- For both we require a much firmer budget projection for the upcoming year
- Consensus that we will have to revisit closer to Fall

### 4. (Interim) Roles & Responsibilities

- In advance of a vote, and based off the Tech Fund handbook recommendations we designated interim roles, to be confirmed or adjusted later in the Summer or beginning of Fall:
  - Chair/Team Lead - Nuree
    - Includes external communication and email monitoring
  - Treasurer - Nuree
  - Secretary - Dawn
- Additional responsibilities in this time include:
  - Workshops - Dawn
  - Referendum - NuRee (as needed)

### 5. iSkills Workshops

- Without quorum we were unable to approve the proposed iSkills budget provided by Navroop
- We assigned a Workshop Coordinator with the expectation that there would be a big push in July and August to get stuff set up: Dawn Walker

### 6. Social Media & Website Presence

- Consensus to remove both our current website and social media accounts and fold back into student organization official website and social media channels
  - Vote deferred until next available opportunity (by email if possible)
- Before September we'll need to update the MISC (and MUSSA?) portion of the website to:
  - Publish **ALL** Minutes and Annual Reports
  - Include form for students to submit requests for funds
  - ...further ideas as generated over summer

### 7. Communications

- Mailing list will be used as the main channel for coordinating going forward

- Current Mailing list: Anna Oh (handles student loans), Kathy S. (Finance), Techfund representatives and advisors
- Can be used for coordination, not just record of purchases
- Techfund email [techfund.ischool@utoronto.ca](mailto:techfund.ischool@utoronto.ca), should be used (and CC'd appropriately) for:
  - Creating a record of what happened over the year
  - Students to make suggestions
  - Receive forms through
  - Coordinating workshops

## 8. Policy on Damaged and Missing Equipment

- Tony introduced topic, based on discussion by Inforum staff
- Anna reviewing and working with Tony to get list of damaged and missing equipment, will forward estimated cost to us for approval
- Anna and Inforum staff wanted feedback from committee on policy around missing/damaged equipment. Currently there isn't one, but should the Techfund consider implementing one for the year ahead?
  - Circulation stats from Anna upon request, can be used to inform decision
  - Should the student who borrowed item bear the cost?
  - Would there potentially be a waiver involved that students would have to sign before use?
- Consensus to await guidance from Anna about recurring breakage or issues and think about introducing policy for those instances (EG after three damaged returns)

## 9. Remaining Business...

- None!

## Next Meeting: Week of July 7-10

### Action Items

ID	WHO	WHAT	TILL WHEN
1	NuRee	Exit Report into Annual Report	next meeting
2	Tony	provide update on Procurement and Outstanding Purchases	next meeting
3	Dawn	workshop Coordinate! Send out emails, wrangle proposal	next meeting
4	NuRee	get hold of Yara and share info	June 19
5	Tony	Add <a href="mailto:techfund.ischool@utoronto.ca">techfund.ischool@utoronto.ca</a> to Techfund mailing list and send update	next meeting

Appendix  
Omitted from Public Minutes