



September 21, 2015, 16.30-18.00

Bissell Building, Inforum, BL415

140 St. George Street, Toronto, Ontario

Present: Yara, Tony, Christoph, Dawn

Regrets: NuRee

[Agenda](#)

[Approved Minutes](#)

[Next Meeting](#)

[Action Items](#)

Agenda

1. Old Business
 - a. Previous Meeting Minutes
 - b. Action Items Update
 - c. Exit Report & Annual Report
 - d. Update on Damaged & Missing Equipment from Tony
2. Orientation Recap
3. Elections, Roles & Responsibilities
4. Quote from Tony
5. Budget
6. Request for Funds
7. Workshops
 - a. Fall recap
 - b. Winter planning
8. Other Events
9. Referendum
10. Remaining Business...

Approved Minutes

1. Old Business

a. Previous Meeting Minutes

- [August 12](#)

- No alterations or additional comments, minutes are fine.

b. Action Items Update

ID	WHO	WHAT	STATUS
1	Tony	Quote for Dell & MacBooks	completed
2	Nuree	Verify/Inventory Tech Fund USBs & Stickers in MISC office	completed
3	Nuree	Tech Fund Facebook group decommissioned	<i>pending</i>
4	Nuree	Add editable Annual Report to the drive	<i>pending</i>
5	Nuree	Draft/Finalize Tech Fund Orientation pamphlet	completed
6	Dawn	Email Lillian about orientation participation	completed
7	Dawn	Email vote on Request for Funds form	completed
8	Dawn	Email vote on expenses for Library Freedom Project workshop	completed
9	Dawn	Workshop status recapitulation	completed
10	Dawn	Email vote on Orientation BBQ Prize	completed

c. Exit Report & Annual Report

- Tabled until we can touch base with Nuree

d. Update on Damaged & Missing Equipment from Tony

- Pushed back to later in the year, when Tony and Anna have time

2. Orientation Recap

- Tony described the Tech Fund participation in the tour, which Nuree led
- Dawn described the Inclusion of Tech Fund in the BBQ, through USB keys in bags and our pamphlet as well. Prize for the winner of the bingo game. Overall seems like it went well!

3. Elections, Roles & Responsibilities (Intake Meeting)
 - Nomination period open for both MISC, MUSSA representatives, elections to follow in the next week, including 2 new representatives for the Tech Fund.
 - Decided we should aim for a meeting pretty soon after the election results are in.
 - Email letting new reps know what we will discuss this in the first meeting, also we should plan to vote on roles:
 - Team Lead
 - Secretary
 - Communication
 - Member
 - Part of our engagement with new members should be to think long term, emphasizing the potential for a strategic vision: 'what would you like to get done next year'

4. Quote from Tony

- a. Quote Status Good to Go!

"The quotes are still good! For the MacBooks, I sent you two quotes last month, one with retina display and one without. It's up to you guys of course but I would be inclined to go with the MacBook with retina display. The pixel density is impressive and the price is less than the MacBook without retina display."

[MISC Tech Fund Report Draft for September 23, 2015](#)

5. Budget

- Email Kathy with final status on 2014-15 Year Review. While all purchase look appropriate, we were unable to verify all purchases because we do not have access to the paperwork (approvals to compare against expenses.
- By the end of September we will have to contact Kathy for an update on the actual Student Levy amount, to refine budget
- [2015-16 Initial Budget](#)

Projected total \$186,000
Projected Student Fees/ Levy \$40,000
Budget \$52,000

- Our guidance from the handbook is to spend down 90% of levy down per year, however after discussion we would like to touch capital amount

Capital Purchases		\$34,000
Laptops	~\$20,000	
Repairs		
IoT (Oculus Rift, Google Glass)		
Bluetooth Keyboards (EG) x3		
Workshops and Events		\$6000
1-2 'banner events' tied to new equipment		
Ideas Party and Speed Dating		
Request for Funds, Student Initiatives		\$6000
Student Development*		\$6000
Event Registration Reimbursement? (up to 60 students per term attending events)		
Grants?		
Paid Work Opportunities?		
Sponsor an Internship?		

- Question for the future: What is the amount of equipment from the renovation budget that will not be covered?
 - While tech infrastructure will come from other sources it could be an opportunity to think ahead to next year about some key possibilities
- Will have to reach out to student clubs RE: Request for Funds to hit that target of \$6,000
- "Student Development": \$6,000 Up to 60 students per term Tech Fund Levy (\$50) for attending events in the community. We will have to establish 'legitimate event' criteria, just registration fees? Require a statement of relevance?
 - Expense reimbursement, give kathy a heads up!
- Reach out Student Clubs

6. Request for Funds
 - Review [Submissions](#)
 - One was received, however we suspended vote and will do by email, waiting until Nuree is present and after emailing Kristina for clarification

7. Workshops
 - a. [2015-16 Workshop Organizing Spreadsheet](#)
 - b. Fall Recap
 - Challenges with amount of time needed to do a good job and also figuring out the process with Navroop since Kathleen is on sabbatical
 - c. Winter Planning
 - We have initial planning in spreadsheet. In our next meeting we'll figure out how to handle recruitment for workshops and revisit some of the Fall topics that didn't happen

8. Other Events
 - a. Previous years have had awareness-raising events in the year to get ideas from students and let people know about what the Tech Fund does. We are keen to have these again, will bring up with new members in October meeting and begin planning!
 - Ideas Party
 - Speed Dating (unlike last year perhaps with ~~puppy~~ kitten party)

9. Referendum
 - a. Table this until October

10. Remaining Business...

Next Meeting

After the election results, send out doodle quite proactively

Action Items

ID	WHO	WHAT	TIL WHEN
1	Tony & Anna	Update of Damaged and Missing Equipment	November meeting
2	Tony	Quote on 3x bluetooth keyboards	October meeting
3	Yara	Update Tech Fund on MUSSA meeting	October meeting

4	Dawn	Clean up Budget, put together proposal for vote	September 22, 2015
5	??	Email Kathy S. with update on 2014-15 purchases approval.	October meeting