



March 31, 2016, 16.30-17.30

Bissell Building, Inforum, BL415

140 St. George Street, Toronto, Ontario

Present: Dawn, NuRee, Bertha, Christoph, Yara, Katherine

Regrets: None

[Agenda](#)

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[Next Meeting](#)

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[Appendix A](#)

Agenda

1. [Old Business](#)

1.1. Action Items Update

2. [New Business](#)

- 2.1. Check "Request For Funds" Submissions
 - [Submissions Here](#)
- 2.2. IT Transition Update
- 2.3. Tech Fund IT Advisor Role
- 2.4. Laptop Purchase - Apple Gift Card Decision
- 2.5. LibGuides Purchase
- 2.6. Decommissioning of Equipment
- 2.7. Transitioning to new Tech Fund!
 - Commitments over the Summer
 - New Candidates
 - Exit Report
- 2.8. Remaining Business



Approved Minutes

1. Old Business

1.1. Action Items Update

i. Action Items

ID	WHO	WHAT	TIL WHEN
1	Katherine	Spending Plan for the remainder of the 2015-16 year	completed
2	Dawn	Decision based on proposed decommissioning of equipment	<i>pending</i>
3	All	Review by-laws	<i>pending</i>
4	Katherine	Speak to Kathy regarding possibility of setting up a new Student Development account	completed
5	Yara	Workshop summary in the Exit Report	<i>pending</i>
6	Bertha	Send Approval email to AIS	completed
7	Nuree	Purchase Print Card & Check with Inforum Staff	deferred
8	Nuree	Referendum Manual	completed
9	Dawn	Set time for next meeting (March)	completed
10	Dawn	Setup Exit Report & Annual Report	completed
11	All	Draft Exit Report & Annual Report	<i>pending</i>

2. New Business

- 2.1 Check "Request For Funds" Submissions
- [Submissions Here](#)
 - Needs more advertising in the future

- 2.2. IT Transition Update



- [Meeting with Ivan](#)
- Summer Tech Support for the Transition: Michael Burns
mr.burns@utoronto.ca
- Ivan would be involved in purchases over the summer and we could ask him to sit on Tech Fund until December

2.3. Tech Fund IT Advisor Role

- Extend invite to Ivan as a Tech Fund IT Advisor Role in an open-ended term and the new Tech Fund reps will revisit this in Fall 2016 (December
 - **VOTED, ALL IN FAVOUR**

2.4. Laptop Purchase - Apple Gift Card Decision

- Apple Gift Cards handed over from Tony - for retail use only
- Use for purchase of laptops -
 - **VOTED, ALL IN FAVOUR**

2.5. LibGuides Purchase

- LibGuide has been renewed for another year until March 2017
- Approve renewal of LibGuide for \$823USD
 - **VOTED, ALL IN FAVOUR**

2.6. Decommissioning of Equipment

- Decisions on decommissioning computer equipment in the Inforum and labs is yet to be discussed with Glenn
- If some of the desktops were to stay during the renovation, could possibly replace the ones in BL224/225

2.7. Transitioning to new Tech Fund!

- Commitments over the Summer

Name	Day courses done	Last Day available
Bertha (1st year rep)	April 13	(around in summer)
Katherine (1st year rep)	April 18	April 19
Dawn	April 18	May 31
Nuree	April 8	(around in summer)
Yara	April 18	May 20
Christoph	April 18	(around in summer--)

- Candidates
 - One candidate is running for Second Year Tech Fund Rep from MISC and none from MUSSA for the Spring election



- Will work with the Second Year Rep in the summer for transiting purpose and the continuity of Tech Fund
- Exit Report
 - Tech Fund is work on preparing the Exit Report over the next week and fill in the sections accordingly
- 2.8. Remaining Business
 - Suggestion from Yara: Run Mountmaking workshop twice a year instead of once since spaces get filled up quickly
 - Easing the Transition
 - Timeline and Lessons
 - Everyone come with 5 deadlines to the final meeting (we will chart it
 - Would be nice
 - Everyone come with 1 would be nice or "wish I had when starting out..."

Next Meeting

Tuesday, April 19, 3:00PM - 4:30PM

Action Items

ID	WHO	WHAT	TIL WHEN
1	All	Review by-laws	April 19
2	All	Work on sections for Exit Report	April 19
3	Dawn	Email Ivan Re: Tech Fund advisor role and transition meeting	April 1
4	Dawn	Email Glenn Re: Laptop Purchase, cc Katherine	April 1
5	Dawn	Invite Nalini to the transition meeting	April 1



6	Dawn	Follow up on decommission of equipment at the next meeting	April 20
7	All	Each come up with 5 deadlines from the year based on past Tech Fund experience & 1 "Would nice to have"	April 19
8	Dawn	Reminder email on the above task	April 11
9	Nuree	Integrate feedback for bylaws, create stable draft	April 15



Appendix

Appendix A - LibGuides emails

"Hello guys,

I am writing to you about a techfund matter. I hope I have not missed any reps. I am unsure as to the status of techfund purchases, with our IT staff now gone, and I wanted to let you know of a decision that I just had to make in a hurry.

Three weeks ago, before he left, Tony Lemmens forwarded me a LibGuides renewal invoice. I was going to deal with it once our move to Robarts was over, but I received a request from a student today, who needed an iSchool LibGuide account for an assignment ASAP. I was not aware that LibGuides were being used in winter courses, since no instructor had made arrangements with me, as per our usual procedures.

In any case, I saw to it that the iSchool LibGuides account was renewed today for another year - up to March 2017. It was \$823 USD, up slightly from \$799 last year. I made the decision to go ahead and do this because of the assignment needs, and awareness that in the past, techfund reps had agreed that LibGuides was a good thing for iSchool students to use. Proper procedure would have involved me consulting tech fund cttee, getting approvals, votes, etc., but there wasn't time for this. I am sorry about this.

I made the decision based on previous conversations i have had with tech fund reps, and other iSchool students who appreciate having LibGuides to practice on. See the thread below from 2014, for discussion related to renewal last year. In the coming year, I plan to migrate our LibGuide account to the LibGuide 2.0 platform, so that students get to work on the current type of libguide.

I apologize if I have caused any trouble by the decision I had to make on the spot. Please let me know your thoughts.
nalini"

