



**May 24, 2016, 17.00-18.00**

Robarts Library, Semaphore Board Room, 7th floor  
140 St. George Street, Toronto, Ontario

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**Present:** Danielle, Jessica Whyte (Semaphore Research Cluster), Jake,  
Dawn, Ivan, Christoph

**Regrets:** Bertha, Katherine

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## Agenda

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**1.**     **Old Business**

1.1.    Action Items Update

**2.**     **New Business**

- 2.1.    Laptop Purchase status update
- 2.2.    Funding Report Form
- 2.3.    Proposal from Jess Whyte (student bringing a funding idea to the meeting)
- 2.4.    Bringing the bylaws to MISC and MUSSA
- 2.5.    Summer roles & responsibilities
- 2.6.    Strategizing for the year ahead - goals and priorities
  - Inforum and our collaboration with them
  - Fall Workshop
- 2.7.    Setting dates for remaining summer meetings
- 2.8.    Remaining Business...



## Approved Minutes

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### 1. Old Business

- 1.1 Action Items Update
  - i. Action Items

ID	WHO	WHAT	TIL WHEN
1	Dawn	<del>Create a visual to identify the roles and include in the handbook/exit report</del>	End of April
2	Dawn	Finalize Reports	End of June
3	Dawn	<del>Email Nalini with the Reps contact information</del>	<del>End of April</del>
4	Dawn	<del>Email Christine to get enrolment information</del>	<del>End of April</del>
5	Dawn	<del>Email Anna to get the tech loan numbers</del>	<del>End of April</del>
6	Dawn	<del>Email Navroop to get the attendance numbers workshop</del>	<del>End of April</del>
7	Dawn	Accountability Document - History of Decision	End of April

### 2. New Business

- 2.1. Laptop Purchase status update
  - Ivan reported that all are set up, deployed, and in circulation
  - Ivan said final financial details would have to be obtained from Kathy Shyjack
- 2.2. Funding Report Form
  - Katherine created a [template form](#) and proposal to reduce issues that arose during previous reconciliation of budget
    - “**New initiative**: all entities that receive Tech Fund money need to report back on spending. This will create another layer of accountability and make it easier to reconcile Tech Fund finances,



- meaning trying to match account lines with what we have approved money for.”
- Suggestion raised that it could be a Google Form, also whether there is value in adding some additional analytics questions (e.g. attendance if event-based)
  - Form intended as a reporting mechanism, not for covering expense verification
    - 1. All receipts and expense reimbursement would go to Kathy as before, she checks whether spending matches in current system
  - Does there need to be an additional policy around overspending?
    - 1. Table for later if there needs to be additional policy development
  - Would fall under the purview of Treasurer
  - Will put to vote over email based on this discussion
- 2.3. **Studio 307 Proposal** from Jess Whyte (MI student)
- Project: BL307 is being transformed into a studio workspace for MI and MMst students. Will exist under Semaphore Research Cluster, as a more hands-on and accessible space for all Master’s students
  - Current Status:
    - 1. May 30 Community consultation meeting Monday May 30
  - Ask: Will speak to Semaphore Research Cluster first with wish list and budget, looking to ask Tech Fund to support other expenses:
    - 1. To animate the space looking for funding on a per semester basis for a student
    - 2. Consumables (e.g. post-its, ‘design materials’)
  - Discussion about looking at ways to connect the role, if funded, to Tech Fund mandate. Questions that would need to be answered:
    - 1. Who would supervise this person? How would it be managed
    - 2. Strike a hiring committee that includes Tech Fund
    - 3. Hiring would go through the faculty requirements
  - Additional questions to consider:
    - 1. How would this be related to Inforum renovation?
    - 2. Are there concerns around who controls the room and equipment?
    - 3. Can this connect to any broader iSchool activities? Especially if there is support for onsite engaged activities
  - BL307 Studio would be connected to Semaphore Research Cluster’s presence in the Inforum post-iReno
  - Space managed at a high level by Semaphore Research Cluster under Professor Matt Ratto; Jess there and a work study student for some degree of ‘management’
  - Consider how this space could work as a venue for iSkills workshops as Tech Fund begins to plan (less of the passive, presentation-oriented workshops; emphasize hands-on)
- 2.4. Bringing the bylaws to MISC and MUSSA



- By-laws were approved by outgoing council, earliest these could be approved is in August by MISC and MUSSA
- Discussion determined that there should be an additional review by current council, potentially aiming for vote in July by Tech Fund before going onto greater approval
- 2.5. Summer roles & responsibilities
  - Current interests:
    1. Jake leading Fall workshop prep
    2. Danielle to take on chair responsibilities
  - Confirm with Bertha and Katherine if they would like to continue in current roles
  - Aim for the October meeting to be one where roles are officially established
- 2.6. Strategizing for the year ahead: goals and priorities
  - Review the [2015-16 Exit Report](#) for immediate goals and takeaways
  - **Fall Workshops are critical to focus on early in summer**
    1. Kathleen back from sabbatical June 4, Jake to connect with her early for plans
  - **Purchasing and Budgeting Process needs to be confirmed**
    1. Purchase authority through Kathy and Alfredo
    2. Facilitated through Ivan (tech) and Glenn (within the Faculty)
    3. Allocating or earmarking funds for (wide range of) student projects
- 2.7. Setting dates for remaining summer meetings
  - Due to regrets this was tabled for email and doodle polls
- 2.8. Remaining Business...
  - Inforum and our collaboration with them
    1. Bringing in an advisor position, work out that date over summer
    2. Think about how there might be a hand off between Ivan and Inforum
  - Decommissioning equipment
    1. Consider establishing a policy (i.e. for the BL307 Studio)

## Next Meeting

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Determined by doodle poll



## Action Items

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<b>ID</b>	<b>WHO</b>	<b>WHAT</b>	<b>TIL WHEN</b>
1	Dawn/Katherine/Ivan	Finalize Reports	End of June
2	Danielle	Email vote on Funding Report Form	End of May
3	Jake	Connecting with Kathleen S. RE: iSkills workshops offerings	June meeting
4	Danielle	Reach out to Inforum RE: advisor	June meeting
5	Danielle	Email vote on Decommissioning the current macbooks	End of May

