

Minutes of ASIS&T McGill Student Chapter Executive Meeting

January 18, 2021, 9:00 a.m.

Held on Zoom Conference Call

Present

Philips Ayeni, Chair
Michelle Mussuto, Secretary
Muhe Wang, Communications Director
Cynthia Tarloa, Treasurer
Saiyam Islam, First Year Student Representative

Meeting Agenda

1. Adoption of agenda
 - a. Michelle moved to adopt agenda; Cynthia seconded.
2. Review of minutes from the December meeting
 - a. Cynthia moved to approve the minutes; Saiyan seconded.
3. There was a motion, approved, to change the time of the meeting to 10:00 a.m.-11:00 a.m. starting in February.
4. Update on ASIS&T website
 - a. Michelle & Philips updated the text on the [Membership](#) and [Events](#) pages. Waiting for site manager permissions to change information hierarchy and add non-textual information.
 - b. Need bios/photos of all committee members by Sunday, January 24.
 - i. Bio include: discipline, research area (if applicable), role in ASIS&T
 - c. Saiyan has taken WMS 300 and 301. Needs to contact Shannon for editing permissions
 - d. Muhe is signed up to take the courses in February.
 - e. Cynthia is planning on signing up for the courses. She'll contact Shannon
5. Update on programs and events for the year
 - a. SIS Writing Retreat will be on Friday, January 22 from 2:00-4:00 p.m.
 - i. Philips will include a Doodle poll in the advertisement to get an idea of what date/time works best for students to attend. We'll announce the rest of the twice-monthly retreats after the poll results are in.
 - ii. Saiyan is to draft an email to professors asking them to encourage their students and other faculty to take advantage of the writing retreats.
 1. Draft email to committee members on 1/20. Feedback by 1/22 and email to professors on 1/25.
 - iii. Philips will send a similar email to PhD students.
 - b. EBSI/SIS Symposium: Philips, Michelle & Muhe attended a planning meeting on January 13. Next meeting is January 27.
 - i. Muhe is working on the posters and social media advertisements. They will include the EBSI & SIS logos plus the CAES and ASIS&T logos under supporters/organizers
 - ii. ASIS&T will sponsor a Best Paper Award: 100\$ Gift Card from Le James Bookstore.
 - iii. First call for papers/presenters to go out on January 29.

- c. Skillsets Development Webinars
 - i. Muhe will develop advertisements
 - ii. Prof Frissen agreed to do a presentation on using PowerPoint. Real-time workshop. Students can upload PPT presentation in advance and he'll review in real-time.
 - 1. Monday, March 15, 1:00 p.m.-2:30 p.m.
 - iii. Philips meeting with Prof Brilmeyer this week on a January 21 at 11:00 a.m for their presentation and its focus. He'll suggest Monday, February 15 from 1:00 p.m.-2:30 p.m.
 - d. Social events: Philips wants them to be advertised via Twitter in addition to email & FB.
 - i. See if Shannon can't tweet for us via SIS's account
 - ii. Muhe to set up ASIS&T Twitter account.
 - iii. Naresh Argawal agreed to talk at a social event. Still need date. Will ask for February.
 - iv. Philips to ask Aylin Imeri who is very involved in ASIS&T (from Germany) if she'll speak too.
 - v. We'll do a drawing for two ASIS&T memberships, valued at 60\$ each as a way to motivate students to attend.
 - e. Treasury
 - i. Cynthia heard from the treasurer of MISSA Gavin Goodwin who says we have 250\$ in the budget this year.
 - ii. Last year and the year before we had 500\$, so we don't know why the amount has been reduced, plus we only used 120\$ last year.
 - 1. Philips will follow-up on why it's been reduced and justify why we need our original amount.
 - iii. Discussed what we'll use funds for:
 - 1. Best Paper Award at Symposium = 100\$
 - 2. Two ASIS&T membership giveaways = 120\$
 - 3. Honorarium for guest speakers at social events = 50\$ Le James Bookstore Gift Card x 2 = 100\$
6. Other business/suggestions
- a. None.

The meeting was adjourned at 10:10 a.m.