

**Minutes of ASIS&T McGill Student Chapter Executive Meeting**  
**April 12, 2021, 10:00 a.m.**  
**Held on Zoom Conference Call**

**Present**

Philips Ayeni, Chair  
Christopher Trudeau, Chair-elect [not present]  
Michelle Mussuto, Secretary  
Muhe Wang, Communications Director  
Cynthia Tarloa, Treasurer  
Dr. Rebekah Willson, Faculty Advisor [not present]  
Saiyam Islam, First Year Student Representative [not present]

**Members**

Richard Yanaky

**Meeting Agenda**

1. Adoption of agenda with revisions
  - a. Michelle moved to adopt agenda; Richard seconded.
2. Review of minutes from the January meeting.
  - a. Philips moved to approve the minutes; Cynthia seconded.
3. Update on programs and events for the year
  - a. SIS writing retreat completed for the year.
    - i. If people need a retreat in the summer just reach out to Philips.
    - ii. There were four people who attended the last retreat.
  - b. Skillsets Development Workshops by Professors
    - i. Prof Brilmyer's event was attended by 11 PhDs and 2 faculty members (including Prof Frissen who made some suggestions)
    - ii. Prof Frissen's event was attended by 2 Master's students; 7 PhDs; and 3 faculty members.
      1. It was recorded and is now on our website.
  - c. EBSI-SIS Symposium April 28, 2021
    - i. Program going out today, April 12
    - ii. We have 22 proposals from six universities. They include 20 minutes PowerPoint presentations; 10 minutes poster presentations; and, 5 minutes flash presentations.
    - iii. We have 5 judges from EBSI, Angers (France), Lebanon University, Dalhousie University, and McGill SIS.
    - iv. Our keynote speaker is from Simon Fraser University.
4. Treasury
  - a. The second ASIS&T membership has been paid for.
  - b. PGSS has not preference for the choice of bank for the bank card. We will wait until next year to take care of this with the new treasurer.
  - c. Budget is at 209.15\$. We spent a total of 290.85\$ this year.
    - i. Cynthia will figure out how to get the balance back to Gavin (the treasurer of MISSA).

5. Other business/suggestions
  - a. We took a screenshot of all of those present to celebrate a year well done.
  - b. Philips & Michelle to write up the application for Best Student Chapter
    - i. Philips will ask Christopher if he'd like to be part of the task force too.
    - ii. Michelle will download forms.
    - iii. We need to meet in April sometime to go over the application.
    - iv. Submit the application by May (although not due until July).
  - c. Advice for Christopher:
    - i. Target first year PhDs and Master's students to be part of ASIS&T and not just the executive committee.
    - ii. Have some programs planned by the time the semester starts.

Meeting was adjourned at 10:45 AM