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