

Minutes of ASIS&T McGill Student Chapter Executive Meeting

February 1, 2021 10:00 a.m.

Held on Zoom Conference Call

Present

Philips Ayeni, Chair
Michelle Mussuto, Secretary
Muhe Wang, Communications Director
Cynthia Tarloa, Treasurer
Dr. Rebekah Willson, Faculty Advisor

Absent

Saiyam Islam, First Year Student Representative

Members

Richard Yanaky
Christopher Trudeau

Meeting Agenda

1. Adoption of agenda with revisions
 - a. Michelle moved to adopt agenda; Cynthia seconded.
2. Review of minutes from the January meeting.
 - a. Cynthia noted an error in the minutes.
 - b. Revised meeting minutes will be sent to committee via email for approval.
3. Appointment of new chair-elect
 - a. Christopher Trudeau was appointed with no opposition.
 - b. Appointment from September 2021-May 2022.
4. Access to Gmail account
 - a. Philips needs to check again to see if he has access.
 - b. Cynthia want to see if there's anything on Google drive (for which need Gmail account access) regarding finances.
 - c. Richard thought there might be something in shared folders.
5. Update on ASIS&T website
 - a. Philips & Michelle met and updated the web page hierarchy, executive committee web page and events web page.
 - b. Showed all new updates to the executive committee.
6. Update on programs and events for the year
 - a. SIS writing retreat had three people at the January 22 retreat.
 - i. Four more retreats scheduled for the rest of the semester.
 - ii. Michelle noted that professors made the announcement about the retreats in class.
 - iii. Muhe will advertise for the upcoming February 5 retreat.
 - b. Skillsets Development Workshops by Professors
 - i. Philips to contact Prof Brilmyer about rescheduling their workshop to March 1.

- ii. Philips & Michelle to put Prof Frissen's abstract on the website.
- c. Social events for all students
 - i. Discussed possible dates & times for the panel of ASIS&T chapter representatives from headquarters
 - ii. Philips to contact Naresh with the following dates & times
 - 1. Monday, February 15 or Tuesday, February 16 at 9:30 a.m.
 - 2. Thursday, February 18 at 5:00 p.m.
 - 3. Friday, February 19, at 6:00 p.m.
 - iii. Philips & Michelle to put an event schedule together.
- d. EBSI-SIS Symposium April 28, 2021
 - i. Muhe is designing the logos and poster
 - ii. Call for papers going out as soon as the logo/poster design is approved. Probably by Friday, February 5.
 - iii. Keynote is Juan Pablo from Simon Fraser University.
 - iv. EBSI hosting the event web page.
 - v. CAES is providing the online platform for the event for free.
 - vi. Extended participation this year with five universities in Canada, one in Nigeria, and one in France.
 - vii. Four awards (cost split evenly between EBSI & ASIS&T) two for best presentation and two for best poster.
 - viii. Faculty from other universities will be asked to be judges.
 - ix. At next EBSI meeting will discuss need for some recognition for keynote/judges.

7. Treasury

- a. Cynthia pointed out that we will need more money due to all the expenses as related to Symposium and other events.
- b. Michelle noted that MISSA treasurer will provide Cynthia with a check versus individuals spending money and asking for reimbursement.

8. Other business/suggestions

- a. Next agenda to discuss getting a bank card.
- b. Discussed how to do a membership draw at the social event.
- c. Muhe mentioned that until she gets access to VPN she won't be able to take the website editing courses.

Meeting was adjourned at 11:10 AM