Minutes of ASIS&T McGill Student Chapter Executive Meeting

March 1, 2021 10:00 a.m.

Held on Zoom Conference Call

Present
Philips Ayeni, Chair
Christopher Trudeau, Chair-elect
Michelle Mussuto, Secretary
Muhe Yang, Communications Director
Cynthia Tarlao, Treasurer
Saiya Islam, First Year Student Representative
Dr. Rebekah Willson, Faculty Advisor

Members
Richard Yanaky

Meeting Agenda
1. Adoption of agenda with revisions
   a. Dr. Willson moved to adopt agenda; Saiyan seconded.

2. Review of minutes from the January meeting.
   a. Cynthia moved to approve the minutes; Philips seconded.

3. Moving all the resources, agendas and minutes to OneDrive from Google Drive
   a. Addressed- Microsoft OneDrive is the official platform for storing resources for McGill so that all minutes and agendas of the association should be migrated from Google Drive to OneDrive.
   b. Need to inform Sharon regarding this migration from OneDrive and also make sure when the members of the association change each year, the span of control of the file access is being maneuvered efficiently after each academic year.

4. Update on ASIS&T website
   a. The events to be facilitated in the current academic period has been listed. However, Philips noted that the events themselves do not have their own individual URLs. As of now it has been regarded as being okay but not sustainable in the long run.
      Events should have individual URLs to make the events easily distinguishable and shareable among those who wish to attend them.

5. Update on programs and events for the year
   a. SIS writing retreat had two people at the February 19 retreat-
      i. Philips & Richard attended the writing retreat
      ii. Continue promoting the event among the SIS community
   b. Skillsets Development Workshops by Professors
      i. Prof Brilmyer’s event to be facilitated later today- March 1 2021 at 2 PM.
      ii. Prof Frissen’s event is to be held on March 15 2021.
c. Social events for all students
   i. Discussed and reviewed the success of the ASIS&T Townhall.
   ii. 24 attended the meeting out of which 18 were from SIS, and 2 were from EBSI.
   iii. Issue of the townhall not being recorded, thus from next event the matter of whether the event should be recorded needs to be addressed.

d. EBSI-SIS Symposium April 28, 2021
   i. Muhe has designed the logos and poster
   ii. Call for papers is ongoing with the last date of submission is on 26 March 2021.
   iii. Keynote is Juan Pablo from Simon Fraser University.
   iv. EBSI hosting the event web page.
   v. 2 proposals so far, 5 judges now evaluating the papers; prize money is for $150.
   vi. Organizing Committee for the symposium:
       - Virginie Wenglen ski, University of Montreal
       - Shahrazad Rahme, University of Montreal
       - Philips Ayeni, McGill University
       - Michelle Mussuto, McGill University
       - Muhe Yang, McGill University

6. Treasury
   a. The need to getting a bank card was addressed. Need to wait for email approval from McGill.
   b. Opening a bank account dedicated toward the ASIS&T McGill Student Chapter is more convenient to track the budget and expenses.
   c. Chris is to be one of the main signatories of the bank account.
   d. Need to talk to PGSS for the choice of Bank. Peymon will be asked regarding the preferred bank for opening up the account.
   e. Update on budget by Cynthia- Gifting cards to the keynote speakers at the Townhall saved expenses. One free membership was realized so far among the attendees of the Townhall. 150 CAD has been allocated for the symposium, after which a surplus of 115 CAD in the treasury.

7. Other business/suggestions
   a. Next agenda to review the success of the Skillsets Development Workshops.
   b. Further discussion of the EBSI-SIS Symposium
   c. Discussion on the bank account which needs to be opened for ASIST&T McGill Student Chapter.

Meeting was adjourned at 10:40 AM