

Minutes of ASIS&T McGill Student Chapter Executive Meeting, November 3, 2020 10:00 a.m

Held on Zoom Conference Call

Present

Philips Ayeni, Chair
Michelle Mussuto, Secretary
Muhe Wang, Communications Director
Cynthia Tarlao, Treasurer
Saiyan Islam, First Year Student Representative
Dr. Rebekah Willson, Faculty Advisor
Richard Yanaky, past-Chair

Meeting Agenda

1. Adoption of agenda
 - a. Michelle moved to adopt agenda; Muhe seconded.
2. Review of minutes from the October meeting
 - a. Cynthia moved to approve the minutes; Muhe seconded.
3. Feedback from MISSA Association Fair
 - a. Michelle noted that only associations were present, no students. The fair was recorded and resulted in two new members to ASIS&T.
 - b. Michelle noted that the PPT presentation could be used as a recruitment tool; placed on our website.
4. Update on ASIS&T Annual Meeting
 - a. Philips, Michelle & Saiyan attended the SIG-USE workshop
 - b. Philips & Michelle attended the full conference and were impressed with the virtual conference. It was a welcoming community.
 - c. Philips attended the Chapter Assembly meeting
 - i. He gave an update on our plans/events for this year.
 - ii. Student membership will be reduced starting January 1, 2021 to \$30/year (was \$45/year).
 1. Students from developing countries will have the annual fee waived.
 - iii. Lydia Middleton (ASIS&T staff) mentioned that ASIS&T could host our student chapter website. After discussion the committee decided it was enough for ASIS&T to link to our student chapter website and that we didn't need to be responsible for two websites.
 - d. Michelle will send a list of article links she captured during the sessions she attended to the committee.
5. Update on WMS (website management system) training
 - a. Philips & Michelle completed the training and are just waiting for Shannon from the SIS office to give us access. Philips noted that Muhe needs to take the WMS training as she is the communications officer.
 - b. Philips & Michelle will meet this week to work on a plan to update the website. They will send the plan to the committee for feedback.
 - i. Cynthia noted that updating the website should be our first priority.
6. Update on programs & events for the year
 - a. Philips noted that eight PhD students attended the first SIS Writing Retreat. They completed three 25-minute sessions with a 5-minute break between each.

- i. Students don't like using MSTeams as the platform, so Philips will set up a recurring meeting in Zoom.
 - ii. Muhe will change the flyer to reflect the Zoom link and she'll send it to the LIS listserv. Michelle will post to MISt Facebook.
 - b. Philips has made one contact with EBSI and will follow-up again.
 - c. Becky will write up an abstract of her upcoming presentation and will send it to Philips & Michelle to promote the event.
- 7. Update on ASIS&T ICT
 - a. Philips has access to the email account: assist.mcgill@gmail.com. He notes it's good to use for the symposia. He'll provide access to Muhe too.
 - b. Philips asked if anyone knew if SIS had a Facebook account. It was suggested he ask Vera.
 - c. Philips to look into whether or not we have a Twitter account.
 - d. Saiyan noted that we can set up a discussion forum on our website.
- 8. Other business/suggestions
 - a. Michelle asked if folks thought asking for SIG chairs to speak to us is something they'd like. This is so we can get to know what they do in case someone would like to get involved.
 - i. No honorarium but could give McGill swag.
 - ii. Becky said that some SIGs are more active than others. For example, Social Media Metrics, III, Social Informatics. If they can't come speak, perhaps we could ask if they could provide a 'promotional video'.
 - b. Michelle asked if folks thought asking other student chapter reps to talk. We could learn what other student chapters do, successes, challenges, missteps etc.
 - i. Philips mentioned that Dr. Naresh Argawal from Simmons University would be a good person because their chapter just won an award. He knows Naresh and will reach out to him.
 - c. Cynthia said that she hasn't heard from MISSA on when we'll get our funds. She said she knew they were having some issues accessing the money.
 - i. Cynthia notes that she's asked for guidelines on what we can spend funds on but was told there aren't any. She'll ask again.
 - ii. Ideas for using the funds include sponsoring memberships for students and paying for webinars or other educational/professional online offerings.

The meeting was adjourned at 10:50 AM