

McGill Information Studies Students Association
3661 Rue Peel, Montréal, QC H3A 1X1

Agenda – January 15, 2016

Agenda

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In attendance:

Nina Maness (President)
Grace Zell (VP External)
Elizabeth Nash (VP-Internal)
Caitlin Keenan (Secretary)
Brittany McCartney (Treasurer)
Samantha Koshowski (Archives and Documentation Officer)
Nicola Vernon (Shadow Curriculum Committee Representative)
Devon Lemire (Publications Committee Chair)
Tran Phan (Prof. Assoc. Liaison; Career Fair Committee Chair)
Julie Lin (Curric Committee Representative, MIST II)
Noelle Dubé (Social Affairs Committee Chair)
Sebastian Lamoureux (Knowledge Continuity Officer) [remote; via Skype]

Regrets:

Diego Sandoval Hernandez (PGSS Representative)
Ruth E. Hwang (Chief Returning Officer-Parliamentarian)
Patrick Molicard-Chartier (PhD Curriculum Committee Representative)
Fei Shu (SIS PhD Representative)

2:07pm Call to order

1 Approval of the agenda

Approved unanimously

2 Approval of the minutes

Approved unanimously

3 Announcements

-Nina: welcome to a new semester and 2016! Thanks to Grace for doing the book swap over break; thanks to all involved in SISmas for throwing a successful party.

2:09pm Reports

2:09pm 4.1 President's report

The Communications Officer is taking a leave of absence. His role overlaps considerably with the President's role, so it makes sense for the President to take over most of that role. See related motion under 5.2.

-Nina: Sean is willing to continue doing some of the related work; it will be helpful if he can continue posting on the website, since otherwise somebody will have to go through training. However, Nina will take over maintaining the listserv since she is checking all the emails anyway and it is important to have somebody on-site making sure this is kept up-to-date in a timely manner.

[see related discussion under 4.4 and 5.2].

We will be planning an All Associations Meeting late January or early February as part of an attempt to improve communication between student organizations.

There have been suggestions that we create a forum for better communication between student associations. If someone is interested in collaborating on an initiative to improve communication between student associations, please let me know. This may be as simple as creating a Facebook group or a google spreadsheet for tentative event.

-Nina: is anybody interested in taking on this role? Could be as simple or as complicated as you want to make it, but we need some system in place to improve intergroup communication.

-Tran: will take it on if necessary, but would prefer somebody else to spearhead it eventually

-Nina: we can talk more about delegation of responsibilities at the All-Assoc. Meeting, but first we need to actually make that meeting happen.

- *Should take place in late January/early February.*
- *At least Nina, Sebastian, and Tran should be in attendance, plus anybody else who is a representative for an association.*
- *A main focus should be to brainstorm how the associations can communicate better in future.*

*After discussion on the relative merits of earlier versus later dates, it was decided that the All-Assoc. Meeting will take place on **January 22nd from 2-3pm**, room TBD. ***Nina will send out an email to this effect.****

The president and VP internal met with Dr. Dalkir. Some topics of that meeting:

- She is open to adopting a Traditional Territory Acknowledgement

-She would like suggestions for topics for the Director's tea

-Nina: also maybe suggestions on a new name/rebranding for the "Director's Tea." Any thoughts/suggestions?

-Liz: can we open this discussion up to all students? Would be good to get general feedback about topics of interest from the student body, via both Facebook and listserv.

Suggestion met with general approbation; suggestion to double-check with Dalkir before moving forward on this.

- Nina will sent out an email to students soliciting feedback on this topic.

- Liz will solicit suggestions via Facebook.

-Nina: after Winter MISSA elections, would like to hold a meeting with the new members immediately to provide orientation/training. A possibility would be to have only new members during the first half of the meeting, then have current/outgoing members join for a meet&greet and to start the ball rolling on Knowledge Continuity. Would also be nice to have coffee and cookies, make it a friendly "get to know you" kind of meeting.

**Nina will propose a motion for the next meeting to allot \$30 from the MISSA budget for this purpose.*

**All members please start prepping your Knowledge Continuity and think about documenting stuff ahead of time.*

2:22pm

4.2 VP Internal's report

-Starting a "tea with the Director" event

-Starting a mentor program between first and second year students

-Liz: *idea would be to pair MISTII students with incoming MISTI students: exchange email, chat about stuff and break down the barrier between years.*

Sebastian has suggested that there be a training program for mentors; after all, we are not designed to be academic counsellors, so people need to understand the parameters of the role. Approval to initiate a mentoring program has been granted by Dalkir and Kathryn Hubbard. Open floor for suggestions/discussion.

-Grace: *mentors should be volunteers only; we shouldn't appoint people. We only want enthusiastic people involved in this kind of program.*

-Liz: *yes, KH made the same point. Also she suggests we should vet people somehow. Wondering whether it makes more sense to do this by email rather than conduct interviews. Maybe have them submit a paragraph about why they are interested.*

-Tran: *prefer an interview system – harder to fake passion in person! Maybe have informal 5-minute chats with prospective mentors? Perhaps in the context of an information session?*

-Liz: *good idea in theory, but the logistics of that many 5-minute meetings seem overwhelming unless there is a committee involved.*

-Brittany: *possible to come up with a compromise? Have everybody submit email paragraphs then conduct a group training session to vet people in person?*

-Julie: *this makes sense! People who are willing to physically attend a meeting are much more likely to be committed.*

-Devon: *important to make sure everybody understands the time commitment involved*

-Nina: *vetting should also be made easier by the fact that we all know each other pretty well in this program (at least within each cohort).*

-Grace: *a group interview would also allow us to throw out example situations to get people thinking about boundaries/the parameters of the position*

-Looking into SIS clothing

-Liz: *other departments have this. Talked to KH about it, and she seems to think there was a past issue with getting McGill approval to use the logo. Maybe worth approaching the bookstore to see about it, though?*

(general approbation)

-Tran: *could we maybe have a lighter/less formal clothing option? Without an official logo?*

-Liz: yes, there's no restriction on that. But would be nice to have both. One logistical issue, if it does work: make people pay up front, or after?

-Sebastian: possibility of a non-refundable down-payment. That way people are forced to commit.

-And getting people's opinions on these survey questions:

- What is your favorite part of the MISSt program?
- What can the MISSt program do to improve?
- What can MISSA do to support your time in the program?

-Liz: Dalkir would also like us to ask the following questions:

- *How students learned about MISSt and what factors tipped their decision in our favour.*
- *Were you able to easily find out about MISSt in general before deciding to study here? Could you find out about MISSA?*
- *Do you feel you are well informed about what MISSA offers you as a MISSt student?*

2:35pm

4.3 VP External's report

1. The PGSS "Town Hall style" meeting about austerity measure was postponed, but I'm sure it will be discussed in the next PGSS meeting (Wednesday, Jan 13).

-Grace: Brad at PGSS says there is no date set yet for the austerity measures meeting – stay tuned; we will disseminate this info when it is received.

2. I will continue to poll our SIS peers about their opinions on the traditional territory acknowledgement and will plan to have a concrete chart/graph something of that nature by our next meeting on how to proceed from there.

-Nina: would also be nice to ask for suggestions from students re: how we can support indigenous students in this program, increase enrolment, etc. → do something other than pay lip service, as discussed in previous meeting.

-Grace: According to the Provost, there will be 2 new academic programs offered in 2017, one of which is an Indigenous Studies minor – worth taking this into consideration in future discussions, since this may lead to an increase in Indigenous students on campus.

-Nina: there may be a possibility for scholarships as well. For instance, UBC iSchool offers indigenous-specific scholarships.

2:40pm

4.4 Secretary's report

- 1) First, just a couple of housekeeping issues that I will also send out in an email:
 - a. When submitting reports for meetings, please put your role and the word "report" in the subject line (e.g. Brittany's email to me should be

titled “MISSA Treasurer’s Report”). This makes it much easier for me to make sure that everything relevant is included in the Agenda.

- b. Related: if you plan to speak during the meeting, please **do plan to submit a report**. It helps you organize your thoughts and helps me provide robust and thorough Minutes!
- c. Finally, I would ask that council members who cannot attend meetings let me know by email ahead of time. That way I can make sure we meet quorum and that attendance is properly documented in the Agenda and Minutes.

2) Re: the allocation of the Communications Officer’s duties, there is a portion of this that overlaps with the Secretary’s duties (regarding website maintenance and specifically the posting of Minutes, etc). I could take over this role, but would need to complete training to be given access to the website. (Technically, I should have done this already). It looks like the President would need to request permission for this training for me from SIS; not sure if this is worth pursuing or not.

From the Constitution:

The Secretary is responsible for taking meeting minutes and posting them on the MISSA website or other agreed-upon repository in a timely manner. The representative acts as the secondary MISSA website editor and must complete required McGill training to be given editing access to the website.

-Nina: since he’s volunteered, let’s keep Sean doing the website updates – should be basically limited to uploading the minutes, anyway. If anybody has any big website changes, let’s put a pin in them until we have a new C.O.

-Tran: notes that she has also done the website training, but only the first level; Sean has more training as a C.O. So we presently have nobody on campus with management access.

-Nina: shouldn’t be a problem to have Sean continue doing it for the next 2 months until elections, as long as we’re okay with a slight time lag.

-Tran – Point of Information: training can take a while to actually happen! The training is allocated university-wide. So if we do want anybody to do it they need to know that it might take many weeks to actually get the accreditation. Also, would like Nina to take over listserv, since it’s time-sensitive.

3) The link to the Constitution on the Wiki page was out of date (pointed to a nonexistent ../mlissa URL rather than ../missa). I fixed it.

2:46pm

4.5 Treasurer’s report

1) We do officially now have a new fridge, so that has been taken care of and is no longer a concern.

[see related discussion of fridge under 4.10]

2) The ASIS&T donation request was approved.

3) I would like to know if there are any students who helped with SISmas costs who may not have been reimbursed so I can get in touch with them.

-Liz: will submit receipts for SISmas reimbursement.

2:46pm

4.6 Communications Officer's report

Sean will be taking a leave of absence from the program and his role as Communications Officer this semester. We wish him well. See motion 5.2 re: transfer of C.O.'s duties to President.

[see also previous related discussion under 4.1, 4.4]

2:46pm

4.7 Knowledge Continuity Officer's report [delivered via Skype]

- Helped a member from AMIA create a link to their Facebook page.
 - o Modified/changed the code on the SIS Wiki.
- Added a link to the Beyond the Shelf blog for MISSA; modified Wiki code.
- Created a link to the ASIS&T Facebook page; modified Wiki code.
- Received feedback/reports from two MISSA representatives; organized the information.
- Looking into modifications/ways to facilitate the transfer of information.

-Sebastian: please jot down notes about things that will be relevant (re: your positions) for the incoming exec.

Everyone: please take a look at the basic KC transfer sheet and give feedback/suggest improvements.

-Nina: also, re KC for the upcoming All-Assoc meeting: would like to ask everybody to print out a page of passwords to go in a binder to be kept in the department and updated each year. Can anybody see any problems with doing this?

-Grace: No, as long as we make sure the binder is kept in a secure location over the summer. Can talk about options for this at the meeting.

-Nina: Especially important since, as we've discussed, passwords aren't kept on transfer sheets and run a serious risk of being lost. Would be best to keep this information independent of students, both for continuity reasons and security reasons. Possibility to pass this on to the KCO as a continuing duty.

-Tran: prefer that list be kept with KH, not in the MISSA office, since the latter is a bit of a mess plus is less secure (since it's in the basement and has a window). As an exec on another assoc, I wouldn't want just anybody in MISSA to be able to see my passwords. Would be more secure and more fair if the binder is kept with KH.

-Nina: what about bank accounts? KH has asked us to ensure that this information is preserved year-to-year for the associations, but it's tricky. Maybe

remove MISSA as a go-between and have everybody submit the PINs to their bank accounts directly to KH?

-Sebastian: could do this and have the incoming association execs change the PINs each year for security reasons.

-Caitlin: would work as long as we ensure that the changed PINs are immediately updated in the binder... this eliminates the risk of information loss if people join up, change the PIN, and then drop out of the program.

-Tran: let's put this forward as an item for discussion at the next All Association meeting. We also should decide on a general strategy for managing bank accounts, since the current system is not consistent or necessarily optimal.

-Grace: notes that all this is contingent on KH agreeing to be the keeper of the password binder.

2:56pm 4.8 Archives and Documentation Officer's report

See motion 5.3 re: Deed of Gift to donate MISSA's documents to the McGill Archives.

-Sam: scanning process has started. Slow but steady.

2:57pm 4.9 Social Affairs Committee Chair's Report

SISmas was a success.

We came out under budget (\$500). \$250.57 was spent on food and \$39.38 on decorations. These decorations can be stored and used for future MISSA Christmas events. I would suggest purchasing more food platters next time.

The Party Planning Committee that I organized was a huge help with finding and purchasing the decorations, and helping to set up and take down.

-Liz: will include note about costs and recommendations (e.g. more food!) in KCO transfer sheet for next SAC chair.

2:59pm 4.10 Publication Chair's Report

December was too busy and short to get out a blog post, but I'm working on one that will be published before the end of January, preferably earlier.

-Devon: hoping also to enlist other people to write guest blog posts. Will advertise this on the FB group.

-Nina: can you also make a post to advertise the new fridge; the department would appreciate it. Important info: there is a kitchen downstairs, MIST students can use it; associations are also encouraged to use the fridge for meetings, etc.

-Caitlin: how is the blog publicized? Worth sending out emails to listserv when new posts are up?

-Devon: Posts are advertised on Facebook. We probably receive enough emails already without adding to the clutter.

3:06pm

4.11 Prof. Assoc. Liaison/ Career Fair Committee Chair's Report

The organization of the Career Fair is progressing well. We are currently in the process of contacting employers to invite them to attend the event. A formal invitation will be sent to students at a later time in the semester.

-Tran: In particular, would like to emphasize non-traditional employers this year. The traditional employers come every year, but often do so out of courtesy rather than an actual need for new hires. Let Tran know if you have any contacts/suggestions.

-Nina: have you contacted the Southern Ontario Library Services? They are eager.

-Tran: we are in contact.

In terms of communication, due to our new partnership with EBSI, we have decided to build a new website with our own domain name; our old website hosted by Weebly will no longer be active. We will notify MISSA of the URL once the website is officially launched.

We have also started to actively maintain our Facebook page as part of our overall communication strategy.

-Tran: The website is live! See it here: www.saloninfofair.com

As for workshops, we will continue to offer professional workshops this semester to help students with their job search. An email will be sent to students via the MISSA listserv.

-Tran: Still finalizing, but topics will include the usual fare plus a workshop on Social Networking (LinkedIn, etc).

In addition, thanks to the possibilities provided by this year's venue, we will also have other (more) workshops and conferences on the day of the Career Fair. More information to come.

-Tran: We are continuing to add topics, since we are responsible for the half of the workshop content that is in English. The space this year is quite nice and includes an auditorium and conference room.

See motion 5.4 re: allocation of Career Fair funds.

[Curric Committee members present at meeting (Julie, Nicola) note that there has not been a Curric Committee meeting yet this year, so they have no report. There was, however, a meeting in December that Nicola attended. Nothing urgent was discussed; Nicola will talk about it at the next MISSA meeting.]

3:11pm

4.12 Chief Returning Officer / Parliamentarian's Report

These are the proposed dates for the Winter 2016 elections:

- **Official notice of elections:** Tuesday, January 26, 2016
- **Nomination period:** Tues, January 26, 2016 - Tues, Feb 8, 2016 11:59 pm.
- **Official announcement of nominees:** Tuesday, February 9, 2016
- **Voting period:** Mon, Feb 15, 2016 9:00 am - Sat, Feb 20, 2016 8:59 am.

If Council does not approve of dates, I am open to the suggestions made at the meeting. Just keep in mind details, mentioned in the MISSA Constitution, when choosing the date. Here is a basic summary of it:

****Note: The Constitution does not specify whether these days are business or calendar days. The previous CRO considered it business days for the Fall elections, and calendar days for the Winter elections. After speaking with the current President, Nina, we agreed to proceed as if calendar days.****

- The winter election should be held no later than March 1st.
- Notice of elections: at least 7 days before voting
- Nomination period: acceptable as of notice of elections
- Announcement of nominees: at least 3 days before voting
- Voting period: duration is exactly 5 days

See related motion 5.5 for approval of these dates.

-Liz: Is MISSA actually involved in running the elections, or does that fall entirely to the CRO?

-Nina: CRO is part of MISSA. The rest of us are responsible for classroom visits – probably the best way to do this will be for everybody to make announcements in their respective classes to push for nominations, etc. If you want to know which positions are up for nomination, check the Constitution.

-Tran – point of clarification: there are 2 people interested in taking over the Career Fair/Prof. Assoc. Liaison position as co-chairs. Can they run jointly (a dual nomination)?

-Nina: no – the best we could do would be to have one in the association itself and another appointed to MISSA, but only one can be in MISSA proper unless we change the Constitution. We could do that but it's complicated.

-Tran: ok, just looking for clarification. We will respect the Constitution.

-Nina – point of information: if anybody does want to change the Constitution, this is possible and you should let Nina know. Probably not feasible for this year but could think about it for next year.

-Tran: does the election have to take place this early?

-Nina: better to do it early since some jobs are time-sensitive – like the Soc Affairs Committee Chair has to immediately begin prepping for the end-of-year party.

-Caitlin: also the Constitution mandates some date limits, per above.

3:20pm New Business

3:20pm 5.1 Motion: To grant the ACA \$215.00

WHEREAS the ACA have submitted their donation request and

WHEREAS that request has been reviewed by the Treasurer

BIRT MISSA grant the ACA \$215.00 from the ACA portion of the operating budget.

[no discussion preceding vote]

Motion passes: 8 in favour, 0 against, 4 abstaining

5.2 Motion: to transfer the bulk of the C.O.'s role to the President for the Winter term.

WHEREAS the Communications Officer is unable to complete the last two months of his term

BIRT the President will take over the majority of his responsibilities until Winter elections.

-Nina – point of information: the idea is not that Nina will do all of Sean's tasks, but that the responsibility for the position will fall to her first and she will delegate – and that delegation will include some duties that will be re-assigned to Sean.

Motion passes: 10 in favour, 0 against, 2 abstaining.

5.3 Motion to Sign Deed of Gift:

WHEREAS Gordon Burr has requested that MISSA sign a Deed of Gift donating their documents to the McGill Archives and

WHEREAS documents will be handed over only after they have been digitized by the ADO

BIRT the MISSA President sign the Deed of Gift transferring ownership of the documents to the McGill Archives.

-Point of Information [Secretary's note: sorry, I didn't write down who asked this!]: Who's Gordon Burr?

-Sam: McGill Archivist; he also teaches the Archives class at SIS.

Motion passes: 11 in favour, 0 against, 1 abstaining.

5.4 Motion to transfer the remainder of the 2015-2016 Career Fair budget to the 2016-2017 Career Fair budget:

WHEREAS the current financial allocation for the Career Fair is around \$700;

WHEREAS thanks to the very low cost of the 2016 venue and some promised sponsorships, the Career Fair Committee does not foresee having to spend much of that allocation for this year's event;

WHEREAS the Career Fair is expected to return to the McGill Campus next year (as per our partnership agreement with EBSI); and

WHEREAS the costs for next year's event are therefore expected to be much higher,

BIRT the remainder of MISSA's 2015-2016 Career Fair budget be retained and made available to the 2016-2017 Career Fair committee for use in hosting the 2017 Career Fair.

Point of Information: the standard alternative process is for the unused portion to be redistributed equally among clubs.

-Nina – point of clarification (directed to Brittany): at the AGM, we show what we spent but not next year's budget, is that correct? And then we vote to approve the new budget in the fall?

-Brittany: yes

-Nina: a concern, then: what happens in the fall with voting for the proposed budget if we pass this motion? Can we actually promise to roll over this money if we're all gone?

-Brittany: an alternative would be for the Career Fair to take the full allotment now and put it in their bank account against next year's expenses.

-Tran: we also considered the possibility of actually spending all the money and then receive reimbursement from EBSI (since they are responsible for half the funds). But not sure about the ethics of this and want to make sure everything is clean and above-board.

-Brittany: it seems reasonable, given that you know you'll need the money and the whole point of this funding is to support our groups' needs. It's not your fault that your costs are not consistent from year to year because of the trade-off with EBSI.

-Tran: I agree, it makes sense. Still, want to make sure the ethics of whatever we decide are irreproachable.

-Nina: personally not comfortable about allotting money to associations without receipts – this seems like a slippery slope.

-Brittany: suggest a formal motion to recommend that these funds be allocated to the career fair in next year's budget; we can also include a justification.

-Nina: Yes, a recommendation to add this money to the Career Fair budget on top of their regular allotment. That way if, for instance, the budget for all of MISSA's allocations is slashed in half (not that we expect this to happen!), it won't affect

the distribution of this money. Probably this can't be a guarantee, though, because the actual budget still has to be approved by next year's MISSA Council.

-Caitlin: so, should we revise the above motion and reword it to be a recommendation?

-Brittany: if we do that, I can make sure this gets put in the knowledge continuity for next year's Treasurer.

-Nina: again, there's a slippery slope (we don't want all the associations doing this with their unused funds).

-Nicola – point of information (directed to Tran): do you know what the actual amounts you expect to spend this year and next year?

-Tran: probably we will use half our allocation for this year. UdeM is responsible for half the cost.

[based on the above discussion, the following revised resolution was written by the Secretary, approved by the present Council members, and put to vote. This resolution replaces the original one in motion 5.4, above]:

BIRT a recommendation be made to next year's Treasurer that the remainder of the Career Fair's 2015-2016 budget be retained and allocated by the 2016-2017 MISSA Council to the Career Fair's 2016-2017 budget, *in addition to* the funds regularly allocated to the Career Fair by MISSA.

Motion passes: 7 in favour, 0 opposed, 5 abstaining.

3:41pm

5.5 Motion to approve dates for Winter 2016 MISSA elections.

WHEREAS the Parliamentarian has selected the following dates for elections in accordance with the School of Information Studies, and

WHEREAS the dates accord with the election rules laid out in the MISSA Constitution,

BIRT the Winter elections for MISSA Council proceed as follows:

- **Official notice of elections:** Tuesday, January 26, 2016
- **Nomination period:** Tues, January 26, 2016 - Mon, Feb 8, 2016 11:59 pm.
- **Official announcement of nominees:** Tuesday, February 9, 2016
- **Voting period:** Mon, Feb 15, 2016 9:00 am - Sat, Feb 20, 2016 8:59 am.

-Nina – Point of Information: We should make sure these weekdays/dates are all correct before voting.

[This was done. An amendment was made to change "Monday, January 26" to "Tuesday, January 26" in "Nomination period". The dates/days listed above are correct.]

Motion passes: 11 in favour, 0 opposes, 1 abstaining.

3:44pm 5.6 Motion to grant InfoNexus \$750.00:

WHEREAS the InfoNexus organizers have submitted their donation request and

WHEREAS that request has been reviewed by the Treasurer

BIRT MISSA grant InfoNexus \$750.00 from the InfoNexus portion of the operating budget.

-Nina – Point of Information: does the Treasurer support this motion?

-Brittany: yes.

Motion passes: 10 in favour, 0 opposed, 2 abstaining.

3:45pm Adjourned.