

MLISSA Executive Meeting

March 26, 2012

Room 310, 3661 Peel

Call to Order - 3:00 pm

Present: Alexis McKenzie (President), Ariana Ross (VP Internal), Irena Trebic (Secretary), Elysia Donald (Internet Communications Officer), Nina Thurlow (Social Affairs Committee Chair), Katarina Daniels (Prof. Association Liaison Committee Chair), Sarah Macintyre (Chief Returning Officer), Laurel Stokes (VP External & PGSS Rep), Emily Kozinski (Treasurer), Sabrina Hepworth (Education Faculty Rep), Wayne Pender (Curriculum Committee Rep II), Emily Upper (Publications Committee Chair), Marta Mazur Rusak (Treasurer), Rachel Legaspi (Education Faculty Representative), Xenia Kurguzova (Professional Association Liaison), Tina Hwang (Internet Communications Officer), Halley Silversides (Chief Returning Officer Parliamentarian), Alexandra Symons (Vice-President (External) & PGSS Representative)

Regrets: Matthew Brown (PGSS Rep II), Jacob Siefring (Curriculum Committee Rep I), Peter Steiner (PGSS Rep I)

Agenda Approved

1. Departmental Meeting

- Thanked Professor Dalkir for speaking at the Knowledge Continuity Committee Roundtable event.

2. Student Life Fund

- Waiting for PGSS to create the online vote
- Anticipate the vote will be sent out on March 28
- Emily Kozinski prepared budgets for either scenario

3. EGSS Strike

- Meeting tonight at 6pm to vote on a potential EGSS strike.
- We can still go to class even if strike happens
- There is no time for SIS to have a separate strike vote; SIS students are encouraged to attend the EGSS meeting to vote
- MLISSA has no official stance on the strike because we respect our students' differing opinions
- Suggestion was made to create an online survey with surveymonkey to determine SIS students' opinions. However, since we probably won't be doing anything with the information obtained, does it make sense to create a survey?
- Jonathan Dorey will go to the meeting tonight to suggest online voting as opposed to voting in person for those who attend the meeting only.

4. Student Representative on CBPQ

- Christine Smith (MLIS I) is our new rep to CBPQ.
- She will go to the meeting on Thursday and will take notes

5. Knowledge Continuity Committee

- A finalized report was presented today in hard copy which will be uploaded to SIS wiki
- Ad Hoc Committee on Knowledge Continuity had 8 members, including MLIS I, II, and PhD.
- Committee hosted a successful Knowledge Continuity Roundtable at which Prof. Dalkir was the guest speaker. 14 students from different SIS student groups participated; Jacob facilitated

-Including other recommendations outlined in the report, the 3 major recommendations are:

1. Create a MLISSA Council binder, which is kept as an active reference and brought to all MLISSA meetings. The binder would include items such as
 - i) A hard copy of the MLISSA constitution so it can be consulted easily.
 - ii) Sections for each position to include a paper outline of roles & responsibilities.
 - iii) Approx. 1-2 years of back minutes in the binder to give a sense of continuity & provide orientation.
2. Formalize the committee next year and have representatives from each student association next year. Chair will be nominated from existing council members after the Fall election. Recommended that each student association nominates a member who has an interest in the topic to represent on the committee, not necessarily automatically designated to a particular role such as President or Communications person. More details are included in the report.
3. Create a new MLISSA position: Archives and Documentation Officer. This position would be responsible for maintaining MLISSA association information, including collecting and organizing key information, providing access to information, keeping track of passwords, etc. This person will recommend what to store, what to throw away and will keep track of passwords. This might be of interest to Archives students; others are welcome as well

Discussion

A Council member asked about the overlap between this position and Internet Communications Officer or secretary, particularly in the area of posting minutes to the website. Answer: the ICO would still post the minutes, as they have sole access to the website. It felt that there will be not too much overlap but good possibility for collaboration.

An incoming Council member recommended that it would be useful to create a virtual MLISSA binder as well which more or less mirrors the information in the physical binder. It was remarked that it will require someone to take care of this: the Archives & Documentation Officer would be a good fit for this responsibility.

-The new Committee could include someone who is a Student Association Liaison, highlighted as a need at the Knowledge Continuity Committee Roundtable discussion. This person could be a go-between different student associations and encourage communication. Katarina Daniels (Professional Association Liaison Committee Chair) mentioned that she learned this year this was within her MLISSA position role in addition to career fair coordination. This will need to be investigated and clarified next year. The importance of documenting responsibilities for each role was highlighted.

-The report was approved; report will be sent out to all Council members by Elysia.

-The President will organize an online vote to approve creating a new permanent MLISSA position (Archives and Documentation Officer) and the formalization of the Knowledge Continuity Committee for next fall.

6. Knowledge transfer:

-Outgoing council members should meet with their replacements

-Form can be filled out by outgoing council members about what their position entailed. Members are encouraged to either fill out a form or write down key notes in whatever format is easy for them; these will form a base of the new MLISSA binder.

-Elysia can provide more advice on knowledge transfer if needed

7. T-shirts

-Available for pick-up in the office

8. Miscellaneous

-Thank you everyone

Meeting adjourned- 3:41 pm