

McGill University – School of Information Studies

MLISSA EXECUTIVE MEETING

January 23, 2014 – 4:00 to 5:30 PM – Education Building Room 133

Present

Executive:

- Kathleen Cauley (President)
- Matthew Bouchard (Vice President External & PGSS Representative)
- Kristy Popwell (Treasurer)
- Kathryn Barrett (Secretary)
- Vivienne Layne (Internet Communications Officer)
- Jennifer Burger (Archives and Documentation Officer)
- Robert Douglas Ferguson (PhD Representative)
- Laura Cohen (PGSS Representative MLIS I)
- David Phung (PGSS Representative MLIS I)

Committee Representatives:

- Paul Grewal (Curriculum Representative MLIS II)
- Allison Gregory (Curriculum Representative MLIS I)
- Robin Desmeules (Chief Returning Officer Parliamentarian)
- Guillermo Galdámez (Knowledge Continuity Officer)

Regrets

- Christina De Longhi (Vice President Internal)
- Jessica Hébert (EGSS Representative)
- Leann Ban (Publications Committee Chair)
- Katherine Brothers (Professional Association Liaison Committee Chair)
- Sabrina Gurniak (Social Affairs Committee Chair)

Call to Order and Approvals

- Meeting called to order at: 4:11 PM
- Approval of minutes: Kristy moves to pass minutes with alteration, seconded by David
- Approval of agenda: Kathleen moves to pass agenda, seconded by Kristy

President's Report

- SISmas went well, only hiccup was music and food (ran out early)
- Should look at other venues than Thomson for end of the year party
- Librarians Without Borders having clothing swap

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Vice President External & PGSS Representative's Report

- Book sale was great success: \$350 in sales
 - 40 items for sale this year, compared to 73 items last year
 - Larger proportion of textbooks sold compared to last year

Vice President Internal's Report

- Points of interest from departmental meeting:
 - Move to Faculty of Arts still being negotiated; no formalized plan as of yet
 - The website will be updated February 5
 - Proposal for Goals, Objectives and Learning Outcomes approved
 - Developed with input from the curriculum committee representatives
 - Draft of SIS Representation and Attendance Guidelines approved
 - Department would like MLISSA to help reinforce proper channels of communication and representation for students at meetings
 - Professor Bouthillier would like to be notified if the faculty can give support to the career fair

Treasurer's Report

- Talked to Jacinthe at PGSS, who controls student life fund
 - Can expect deposit of funds by February
- Only money spent so far was for the SISmas party: \$950 for Thomson, plus \$15 for decorations

Internet Communications Officer's Report

- Communication committee meeting update: working on social media clean-up
 - The old Facebook account will be taken down
 - Unlikely that we will be able to get rid of blog, The Marginal: should consider whether we should save it in archive if it is taken down
 - Not able to locate old Twitter account
 - Career Services says we are not allowed to join LinkedIn alumni group until graduation
 - Creating new group for both current MLISSA students and alumni: might need to re-think the scope of the new group, as some professors may not want to connect with current students
- Discussed with the department a mechanism to get feedback from students

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Knowledge Continuity Officer's Report

- Transfer sheets: most current members were given information rather than formal sheet
- Intend to redesign the transfer sheet and get all MLISSA to complete them
 - Will send draft to all MLISSA members for feedback
- Would like the transfer sheets to be electronic and put them on the Wiki
 - Suggestion: print copy as well to ensure that copies are preserved
- Will get together with Professor Evans in coming weeks regarding the creation of communities of practice for certain themes, so that student associations can collaborate (e.g. recruiting, communications, fundraising)
 - Idea still being developed: is there interest, and for what themes?
 - Could organize new all associations meeting to discuss this
 - Will try to coordinate with Kathryn Hubbard to incorporate knowledge captured in exercises in handbook and at orientation
- Would like to explore the idea of opening up the wiki, so that permission to become editor is not needed
 - Elysha says it is not possible, or at least impractical, to have open editing
 - Possibility: could give access to all incoming class at the beginning of the semester

PGSS Representative's Report

- Provost's talk: he thinks libraries are important spaces, but in the future they will be for student space rather than for books
 - Most pressing concerns: trying to manage funds and understanding student needs
- PGSS will have funds left over from Library Improvement Fund: Kathleen on the committee, believes we should create submission for how to use funds

Old Business

- SISmas post-mortem:
 - Turn-out was good, but organization of space did not allow movement and mingling
 - Should have SISmas at different location next year, as well as activities to enable meeting new people (e.g. book exchange)
 - Food ran out before the night was over; would not have been the case if event was a pot-luck
- Association grant form:
 - Funding request for McGill Student chapter of Association of Canadian Archivists: requesting \$340
 - Hosting 6th Annual Winter Colloquium: Friday February 21, 1-5 PM
 - Expect 30-35 MLIS students

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- McGill students have option to make short presentation
- Professionals with speak for 15-20 minutes
- Archival stream will have chance to present individual research, practice presentation at conference, and to interact with archivists
- Expenses: transportation (train from Kingston, taxi chits), food, thank you gifts
- Other source of funding: \$200 from Association of Canadian Archivists
- **Motion to approve allocation of \$350 of MLISSA's budget to McGill Student Chapter of the ACA for 6th Annual Winter Colloquium (changed from original \$340 request)**
 - **Kristy moves to pass, seconded by Kathleen**
 - **Motion passes unanimously**

New Business

- Prior to winter holiday, the purchase of a shelving unit for \$50 from a first year student was unofficially approved: purchased by Matthew and assembled in the office
 - **Motion to reimburse Matthew for \$50 provided there is invoice**
 - **Kathleen moves to pass, seconded by Robert**
 - **Motion passed unanimously**
- Election date: thinking week before or after reading week for polls
 - Had a lot of success visiting classes to encourage candidacies; voting booths were not used a lot, but did increase visibility (could decrease booths to 1 day as opposed to 3)
 - **Motion to hold MLISSA elections Monday February 24 - Friday February 28, with physical polling stations to be determined**
 - **Kathleen moves to pass, seconded by Matthew**
 - **Motion passed unanimously**
 - Will have meeting the week after reading week to welcome new MLISSA members
- AGM and end of year party: tentative date Thursday April 11
- Constitution review: we have the power to create a proxy committee with deadline for deliverable
 - Will open the committee to non-MLISSA members
 - Need to agree on 1) mandate of committee and 2) delivery date for finalized constitution
 - **Mandate: rewriting and updating MLISSA constitution, as well as creation of MLISSA election policy**
 - Idea: PhD work group for revision of constitution, limiting voting to only PhD students for PhD representative position
 - Need to increase awareness among PhD students that they are represented by MLISSA

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- Deadline: constitution reviewed by MLISSA before a meeting by February 10, revised by all MLIS students by March 28
 - **Instead of committee, MLISSA will draft the constitution, because we are the most familiar with its operation**
 - **Will invite all SIS students to meeting to witness constitution review**

Announcements/Good of the Order

- Question from Kathryn Reddy: do we want SIS-branded clothes?
- Should we book a room at Thomson house for end of the year party?
 - Possibility of barbecue, weather permitting?
- Librarians Without Borders: holding clothing and book swap
- If you e-mail by tomorrow, can see Marc Favreau library: tour and drinks (event in French) (organized by CPPQ)
- Nathalie planning EBSI-McGill event at EBSI

Move to Adjourn

- Move to adjourn meeting: Kathleen moves to adjourn, seconded by Kristy
- Meeting adjourned at: 5:30 PM

Rough Timeline

- MLISSA meeting the week of February 10th to 17th: will discuss the constitution
 - Use Google Doc to make suggestions and comments prior to the meeting
- MLISSA elections: voting period the week of February 24th to February 28th
- MLISSA meeting with newly elected members the week of March 10th
- MLISSA meeting TBA
- AGM and end of the year party April 11 (tentative): will present new constitution and election policies