

McGill University – School of Information Studies

MLISSA EXECUTIVE MEETING

October 9, 2013 – Education Building, room 233

Present

Executive:

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

Committee Representatives:

- Sabrina Gurniak (Social Affairs Committee Chair)
- Leann Ban (Publications Committee Chair)
- Katherine Brothers (Professional Association Liaison Committee Chair)
- Robin Desmeules (Chief Returning Officer Parliamentarian)
- Guillermo Galdamez (Knowledge Continuity Officer)

Regrets

- Christina De Longhi (Vice President Internal)
- Vivienne Layne (Internet Communications Officer)
- Paul Grewal (Curriculum Representative MLIS II)

Absent

- Allison Gregory (Curriculum Representative MLIS I)

Call to Order and Approvals

- Meeting called to order at: 4:37 PM
- Approval of minutes: Kathleen moves to pass minutes, seconded by Sabrina
- Approval of agenda: Kathleen moves to pass agenda, seconded by Kristy

President's Report

- No official report

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- Goals: more student involvement (currently on good track); want to leave with strong council and financials in order

Vice President External's Report

- Mission to make council more efficient, cohesive, and productive
 - Will be achieved by new positions (less loss of information)
- Planning review of constitution: will be organizing committee at a later date
- We should all act as the voice of MLISSA, everyone should be aware of what's going on so we can spread the word and answer questions
- Want better connection with PhD students
- Election went well: ~50% turnout

Treasurer's Report

- How MLISSA's finances work:
 - Fee from tuition is given to PGSS, which holds it in student life fund
 - The money is transferred to MLISSA, who allocates it to student associations
 - Student association fills out a form, which is given to treasurer (Kristy)
 - Kristy presents the request for funds to MLISSA
 - MLISSA votes on how much money to give out to each association (maximum of \$300)
 - The request for funds is submitted to PGSS, who transfers them to MLISSA
- Finances disorganized at the moment: issues from 2011 tuition freeze, during which student associations didn't have access to funds
 - Last year, MLISSA voted to give \$200 retroactively to each association, in order to make up for 2011
 - Currently, only half has been paid, so still balancing books from last year
 - At the moment, MLISSA owes \$2,500, but there is money left over from last year to pay this off
 - Will break even financially with last year (\$800 left over from PGSS)
 - Previously, were giving out money to student associations without requiring receipts (which PGSS needs) – will be asking for receipts from now on
- Will get money on, at the earliest, the 1st of November, as well as next semester
 - \$2,360 operating budget per semester (\$10 per student)
- Distribution of money to student associations last year:
 - Career fair: 29% of funding; Web 2.U: 18%; CLA, ABQLA, MCA, ASIS&T: 5%; libraries without borders: 12%; SLA: 7%; ACA: 5%; EGSS: 9%
- Transparency and knowledge continuity a priority for this year
- No projective budget at the beginning of the year – a goal for next semester

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- Will have meeting with associations about what they are expecting from MLISSA
- Want to formalize the relationship of student associations and MLISSA, how money is allotted to them
- Getting financials in order one of the most important things to do this year (will be working this into constitution)

Education Graduate Student Society (EGSS) Representative's Report

- EGSS conference: mid-March
 - Will try to get SIS faculty to participate – great way to show off research work
- At EGSS meeting, discussed library improvement fund: want to know what SIS students think of library issues
 - Certain amount from student fees goes to library improvement fund run by SSMU
 - Faculty and students can propose projects, allocate funds
 - \$77,000 dollars allocated for shelving and furniture at the education library last year, but library has now been transformed into curriculum and resource centre
 - SSMU saying the funds were not well used due to the transformation into a curriculum and resource center – petition to not pay out money to library
 - Proposal to stop paying into the library improvement fund
 - One MLISSA member observed it would not be a good idea to stop paying into the fund, because the projects benefit students and money goes toward student employment

Post Graduate Student Society (PGSS) Representative's Report

- Referendum coming up: fee levies will be voted on → money for McGill Tribune to cover graduate school issues, fee increase for McGill Writing Centre
- Professional association liaison committee chair's report:
 - Need to talk to associations to figure out what they would like from MLISSA
 - First brainstorming meeting for career fair tonight

Old Business

- Fridge: issues with freezer (not defrosted), so fridge no longer receives cold air
 - MLISSA owns the fridge: if it needs to be replaced, MLISSA will bear the cost (potential that SIS may match our contribution)
 - Aside: any soap and bathroom supplies in basement of SIS also MLISSA's responsibility (should allocate funds in the budget)
 - Should have policy for fridge maintenance
- Social Affairs Committee planning pub crawl (potentially November 7th and 8th)
 - Survey will be sent out to get rough estimate of how many people will attend

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- Associations meet-up & Wiki training:
 - Want to make Wiki the one-stop shop for all MLISSA-related information
 - Every year, once elections are complete, there is meeting in which Elysia McDonald will train all MLISSA members and associations to use the Wiki
 - Each association should send a representative to the training
 - **Vote to have meeting October 30th at 5:30 for Wiki training, speaker TBA (Elysia, Vivienne or Paul)**
 - **Kathleen moves to pass, seconded by Sabrina**
 - **Motion unanimously adopted**
- Twitter: account currently private in order to keep it within our own student body (on Kathryn Hubbard's advice), students asked to send e-mail from McGill email with Twitter username so that follower requests can be approved
 - Presently, only 19 followers
 - Need to ask Professor Bouthillier for permission to make account open, because the account is on the school's and faculty's behalf → Kristy will talk to Bouthillier
 - If you use McGill's name, you are responsible for comments made from account
 - Not very restrictive guidelines (interpretive)
 - Only Kathleen and Kristy have password, only they can post messages
 - Benefits of Twitter account:
 - Twitter another way to communicate with students (because students don't always read e-mails) and to get messages out on other groups' behalf
 - Good way to interact with other schools and professional groups
 - Postings a way to measure school involvement
- Ad hoc PhD representative:
 - Curriculum committee looking for a PhD representative, should also have the same position on MLISSA (Curriculum Committee Representative PhD)

New Business

- Office clean-up & organization: the office is currently messy – need to purge old files
 - Would like the office to be a lounge space for MLISSA members and student associations
 - Would like to buy containers for storage for each association; also possibility of getting old lockers from McGill → will look into these options
 - After October 30th meeting, would like to clean up the room, set up organizational system
 - **Vote to clean MLISSA office after October 30th meeting**
 - **Kathleen moves to pass, seconded by Kristy**
 - **Motion unanimously adopted**

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- Position transfers: transfer sheets should have been completed and passed on to new MLISSA members
 - Position transfer sheets: descriptions of the position
 - CC Christina (VP Internal) on all e-mails – will help with best practices
- Applying to MLISSA for funding: want to set up procedure for how associations will apply for funding
 - In the past, association submitted form, gave it to Kristy, she presented it to MLISSA and MLISSA voted on how much money to allocate to association, then asked PGSS for the money (under assurance receipts would be sent in within 2 weeks)
 - Would like to make release of money conditional upon submission of receipts
 - Should set up timeframe in which associations must send in receipts, or else they will not be reimbursed
- Next meeting: October 30th with the associations
 - Need to make packet of information ready about process of application for funding, how MLISSA determines amount of money allocated, procedure for submitting receipts (invoice sheet, PGSS expense form)
 - Should also send MLISSA members breakdown of last year's finances

Announcements/Good of the Order

- Sabrina wants an Organize Your E-mail Inbox Workshop

Move to Adjourn

- Move to adjourn meeting: Kristy moves to adjourn, seconded by Laura
- Meeting adjourned at: 6:12 PM