

## ISSA Meeting Minutes – Thursday, January 18, 2024 @ 8:30 – 9:30 PM

### In Attendance:

Naomi Richards, Catherine Gracey, Isabel Brechin, Hailey Wills, Toni Beaton, Madeleine McGregor, Rowan Moore, Taryn Neufeld, Megan Krempa, Timothy Howatt, Emma Hak-Kovacs

### Regards:

Morgan Paul, Robyn Smith, Taryn Neufeld

### Proceedings:

1. Regular Business
  - a. Approve November 21<sup>st</sup>, 2023 Minutes – Naomi motions, Megan seconds, all in favour, motion passes
2. Update from chairs
  - a. Academic Chair – Robyn & Megan
    - i. Lunch and learn this Monday, 12:30-1:30! Rowe 4025/virtual – pizza available
    - ii. Attending program committee meetings – addressing concerns about courses
    - iii. Question: Isabel – how to spread the word that you guys are on the program committee? Megan – I can maybe send out a teams notification the week before the meeting so we can get feedback or questions. Madeleine – you can also send out emails through the listserv.
    - iv. Rowan – Sandra wants to give ISSA updates in Research Methods
  - b. Non-Academic Chair – Hailey & Taryn
    - i. Potluck – it was good
    - ii. Book club – really good turn out
    - iii. Skating next – lots of interest in that
    - iv. Potential upcoming events – museum, trivia, etc.
      1. Megan – comment on museum, I have organized a free tour of the collections section of the Natural history museum and have a connection there that I can share with Hailey
    - v. End of year party – collecting restaurants & menus to reach out to – any suggestions – potentially raising ticket prices to cover price – hard deadline for payments to make sure we have enough
    - vi. Transition documents and previous years have had awards – giving awards during the end of the year party? money – make a spreadsheet?
      1. Cat – part-time students? We could ask faculty about which award they should get. Madeleine: could also get list of graduating students from Kim

- c. EDIA & Special Projects Chair – Isabel & Rowan
  - i. Waffle Wednesday is back! – fund raiser for books beyond bars
    - 1. Cat – is it donate money or books? Isabel – It is money
    - 2. Naomi – Should it be cash or e-transfer? Isabel – maybe cash?  
Rowan – we could set up a sign the day of with the email so people can e-transfer if they need to?
  - ii. Naomi – any updates on Paxton and consulting? Isabel – hoping to be more involved this semester. Meeting next week. Naomi – we want everyone to be aware that they can reach out to Paxton as well, not just Isabel and Rowan. Isabel – the role is not just for us, but they also support the whole department.
- d. Finance – Cat & Timothy
  - i. Submit audit in November, money has not come in yet, sent 3 emails but nothing has come in yet – usually \$700; also applied to \$500 grant which should be coming soon
  - ii. Spending freeze!!!
    - 1. Need to get approval from Financial chair and co-chair before money will be spent!
    - 2. Need an itemized receipt so we can be sure that we are compensating the right amount to you
  - iii. Money from Sandra
    - 1. Could give us \$300 for Paxton so we can our remaining money for other things
- e. Digital Publications – Toni & Emma
  - i. DLIAA presence on webpage / collab? – Maddie Hare has reached out to us, someone from Alumni Association wanted to have a webpage with us. We don't have a lot of traffic
    - 1. Madeleine – maybe we could add the website to the teams channel as passive promotion
    - 2. Naomi – Hailey & I have been to a meeting, we might be invited to another, Toni you could come with us and talk about it
  - ii. Picture frames for Common Room – budget for command strips?
    - 1. Cat – we can do command strips!
  - iii. Emma – putting together the new member profiles for the website
- f. Communications
  - i. Elections – coming up – first two week of February?
    - 1. Co-chairs and Communications chair
    - 2. Toni – little blurbs about roles, there might be a poster on Canva from last year that I can send you so you don't have to write it out
- g. Co-Chairs
  - i. Mentorship Program – launched this week

1. There were a few bumps, had a gap in student and mentor shared interests, but it was smooth sailing other than that
  - ii. Please meet up with your co-chair to discuss your roles and finish your transition documents
3. Other business
  - a. Next Meeting is February 1st

Meeting Adjourned: 9:26 p.m.