

## Agenda ISSA Meeting – May 7th @ 7:00 p.m.

Present: Megan, Emma, Tim, Taryn, Rebecca

Regrets: Kate, Rowan

1. Regular Business
  - a. Approve March 28<sup>th</sup>, 2024 Minutes
  - b. Approved by Taryn, seconded by Tim
2. Rapid-fire update from chairs
  - a. Academic Chair
    - a. Program committee meeting at end of term – conversation was around EDIA and how best to support students; ideas centered around posters for TRC, but Megan prompted for more student conversations and engagement
    - b. Will be another meeting in June, so bring concerns, events we want to see happen, etc. to Megan (e.g. disability workshop for students)
    - c. Sandra plans to formally invite Rowan as part of EDIA on program committee
  - b. Non-Academic Chair
    - a. Convocation decorations for the luncheon, and budget was approved!
    - b. Convocation is May 22, room is booked for early afternoon (11am-3pm, roughly). Decorating is May 21 in the evening, takedown is ASAP once the event is over – likely 4:30/5pm
    - c. Streamer wall for photo booths, making light pretty, yearbook stand-in situation
    - d. **Key ask: help with the takedown**
  - c. EDIA & Special Projects Chair
    - a. did the ediad debrief with Isabel, Pax, and Sandra and it had gone well! Just thinking up ideas for what to do next year with whatever funds we have!
  - d. Finance
    - a. Cat is working on audit at last conversation – haven't heard that she's submitted it yet
    - b. Still getting bank account transferred over, Tim and Rebecca need to go back to BMO to create profiles
    - c. Tim has physical things for finances (e.g. card for account) and has done final handover with Cat
  - e. Digital Publications
    - a. Not much regarding updates! Going to dive into website and transition doc in next few days and see what needs to be done
    - b. **Rebecca and Kate need to send photos to Emma and answer some fun bio questions**

- f. Communications
    - a. No huge updates from me! Went through my role with Madeleine so feeling good ready to go!
      - a. Biggest things for the summer are re-ratification of the society, coming up with a regular meeting schedule, and updating/maintaining the listserv (getting rid of grads and entering new students)
        - a. Megan happy with maintaining and cleaning listserv**
      - b. I will be reaching out about re-ratification stuff over the next couple weeks – going to try and get things in early (by the end of May at the latest) bc apparently the DSU likes to take their sweet time and we have to be ratified to do off-campus events (ie. the social during o-week)
      - c. I'll be asking for signatures from you all for this, as well as financial information from Tim!
      - d. I also believe that this process will require Rebecca, Tim, and Taryn to each attend training in some capacity due to their roles (definitely Tim as the financial chair and Taryn and the primary event organizer – Rebecca I will have to double check about).
        - a. Training needs to be done before the term starts – it's not a huge rush, but plan for it. It's through the DSU and might even all be on their website
      - e. Much love to all, hope you are having a great start to your summers!
    - g. Chair
      - a. Attended FoM meeting, not much to report from that
      - b. DIS looking at creating PhD program, that proposal has gone to Faculty of Graduate Studies
3. Other business
- 1. Graduation Luncheon
    - 1. No further action on this, Taryn has it under control! We're decorating
  - 2. Teams Group
    - 1. Create a new one, or add and remove people from the current one?
    - 2. Create a new one, none of the current ISSA exec are owners of the old one
    - 3. Rebecca will create this**
  - 3. Meetings through the summer
    - 1. Rebecca and Kate to chat about getting these scheduled; look at 1x/month until closer to September
  - 4. Orientation

1. This is Taryn's purview, and she's had it on her radar since she put on the non-academic chair hat!
2. Rebecca isn't going to worry about this
3. Related and unrelated: making connections to people who are interested in participating in orientation events and other events (e.g. lunch & learns)

Motion to adjourn: Rebecca

Seconded: Taryn, Tim