

Agenda ISSA Meeting – November 19th @ 2:30 p.m.

Present: Kate Gaffney, Taryn Neufeld, Emma Hak-Kovacs, Rowan Moore, Rebecca Marjoram, Timothy Howatt

Regrets: None

1. Regular Business
 - a. Approve November 5th meeting minutes
 - i. Motioned: Emma Hak-Kovacs
 - ii. Seconded: Taryn Neufeld
2. Update from chairs
 - a. Academic Chair
 - b. Non-Academic Chair
 - i. No notes! Holiday party will be the second or the third!
 - c. EDIA & Special Projects Chair
 - i. Waffle Wednesday! For Lebanese Red Cross
 1. Next Wednesday! Will send Emma the details
 - ii. Open Classroom next Tuesday!
 1. Be there or be square! 12:30-2:30
 - iii. EDIA Consultant
 1. Nobody has applied
 2. Is this a good position? Taking time to evaluate if this is the best possible setup
 - d. Finance
 - i. Audit isn't due until the end of November
 - ii. Figuring out Go Daddy and TinyCat issues
 - e. Digital Publications
 - i. No notes! Will make Rowan's poster as soon
 - f. Communications
 - i. Election is out! Please vote!
 - ii. Final meeting of the semester – going to keep the December 3rd meeting on the books but call it off if it doesn't seem useful – could be used as a welcome for new ISSA team
 - g. Chair
 - i. Not a lot of updates – faculty council meeting was cancelled because nobody had any agenda items
 - ii. Student recognition event – usually do a lunch, Rebecca gave some thoughts
 - iii. Outstanding alumni award presentation on Friday

- iv. IWB confirmed for March 4th
- 3. Other business