

Agenda ISSA Meeting – December 8, 2025

Present: Zia, Teaghan, Veronica, Thea, Taylor, Stephen, Emily, Hannah, Grace, Morgan, Jaime, Amelia, Natalie, Summer

Regrets: Ellen

1. Regular Business
 - a. Approve November 17th meeting minutes, motioned by Emily, seconded by Taylor
2. Update from Chairs
 - a. Academic Chair
 - i. Lunch and Learns in progress
 - b. Non-Academic Chair
 - i. Collage event successful
 - ii. Went over budget, in process for reimbursement
 - iii. Book clubs on Friday
 - c. EDIA & Community Chair
 - i. Consulting position moving along to interviews soon
 - ii. Common room update: hot chocolate potentially being maintained alongside tea and coffee
 - d. Finance
 - i. Budget has been updated—grants are not coming in as high as we had hoped—considering pwy tickets for end of year party
 - ii. ACA, considering covering part of the membership cost, up to 10% or \$25
 - e. Digital Publications
 - i. Behind on minutes for the website
 - ii. Started on emails for alumni & community for spotlight blog
 - f. Communications
 - i. Keeping on top of the emails, forwarding things as necessary
 - g. Chair
 - i. No current updates beyond last week
3. Other business
 - a. KT Best Practices (Veronica)
 - i. The best practices is going in the Teams
 - b. Newsletter
 - i. All to send in events, orientation week, and future events to Ellen, Taylor to make document
 - c. Next meeting
 - i. Zia to make poll for meeting sometime in second week of classes (12th to 16th of January)

