



**Dec 18, 2015, 13:00 - 16:00**

Bissell Building, Inforum, BL415  
140 St. George Street, Toronto, Ontario

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**Present:** Dawn, Katherine, Yara, Bertha, Nuree

**Regrets:** Christoph

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## Agenda

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### **1. Old Business**

- 1.1. Previous Meeting Minutes
- 1.2. Action Items Update

### **2. New Business**

- 2.1. Ideas Party Recap
  - [Appendix A - Idea's Party Followup Email](#)
- 2.2. Finances Update
- 2.3. Update on IT Restructuring
- 2.4. Workshops Update
  - [2015-16 Coordinating Sheet](#) and [Doc](#)
- 2.5. Check "Request For Funds" Submissions
  - [Submissions Here](#)
- 2.6. Student Development
- 2.7. Remaining Business... (for January)

### **3. Referendum & Student Levy Funds Strategizing**

- [Referendum Folder](#)



## Approved Minutes

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### 1. Old Business

#### 1.1. Previous Meeting Minutes

- i. [Oct 15](#); [Nov 04](#)

Minutes were approved and will be published on both the MISC and MUSSA web page shortly

#### 1.2. Action Items Update

- i. Action Items

ID	WHO	WHAT	TIL WHEN
1	Nuree	Review Oct 15 Minutes and provide feedback	completed
2	Yara	Update Tech Fund on MUSSA meeting	completed
3	<del>Dawn</del>	<del>Email Kathy S. with update on 2014-15 purchases approval (and CC Katherine)</del>	<del>Reading Week</del>
4	Yara	Follow up with Dylan RE: status of laptop purchase approval (~\$20,000), ensuring Katherine is CC'd	completed
5	Nuree	Referendum Proposal Document Draft	completed
6	Nuree	Referendum touch base with Michael LeSage on process, timing and UAB guidelines	completed
7	<del>Dawn</del>	<del>Refund &amp; Referendum Description document to start planning upcoming event</del>	<del>November 9, 2015</del>
9	Tony	Reach out to Nalini regarding libguides and how that fits in with Tech Fund	December meeting
10	All	Continue with Workshop Coordinating	January Meeting
12	<del>Dawn</del>	<del>Update Navroop on workshop details, CC'ing Yara?</del>	<del>November 9, 2015</del>
13	Bertha	Work with MUSSA to get minutes and documents updated on website	completed



## 2. New Business

### 2.1. Ideas Party Recap

- Ideas Party went well; got some feedbacks and ideas from students on future workshop ideas
- Yara will have the summary of the Ideas Party typed up very shortly over the weekend (Around December 21) for the Tech Fund to review

### 2.2. Finances Update

- Katherine met with Kathy to review the Tech Fund's budget; Noted that numbers were not adding up in the Tech Fund Budget spreadsheet
  - [Tech Fund Budget Spreadsheet](#)
  - Katherine suggested to make the spreadsheet more understandable and easier to review, especially on items that were proposed vs. items that were actually paid and spent on
- The Annual Report of 2014-2015 will be updated with the correct budget, which Katherine is currently reviewing over the weekend (Around December 21)
  - [Annual Report 2014-15](#)
  - Suggestions to do the "Detailed Breakdown" section in the report:
    - Decided to not include the cost of purchases, but keeping just the list of items/workshops paid for
- All iSchool students had received an email from the Chair of Information Services Committee on December 8th, 2015 in regards to restructuring of the IT services at the iSchool. There will be transitioning of services to the University's ACE, ITS, and ACT units. As a discussion, the Tech Fund believes that it is important for our account to stay with the iSchool because of:
  - Easier purchases done internally from the account without having to go through the UofT purchase account
  - HST discount
  - Purchases can be covered from UofT insurance in this way
  - Better financial management
- Katherine raised an issue of the Tech Fund Student Levy not yet been refunded to a lot of the students (SGS issue)
  - Had consulted with SGS but they have not yet responded
  - Believe this could be because of deferred fees, and so levy hasn't actually been collected from student accounts.
  - Will check again with SGS first (by Jan)



- A Refund statement will be written with description of why there is no refund and be sent out to all iSchool students

### 2.3. Update on IT Restructuring

- As per the email received from ISC as mentioned above, Tech Fund is still pending for official response in regards to the following concerns:
  - Purchasing
  - Equipment Prep/Repair/Maintenance
  - Circulation Management
  - Listserv
  - Website hosting
- Dawn: Will follow up with Glenn Cumming

### 2.4. Workshops Update

[2015-16 Coordinating Sheet](#) and [Doc](#)

- 3 iSkills workshops in the Winter Semester
  - [Jan 2016 iSkills Workshops Calendar](#)
- Yara: Will work more on outreach & publicizing the "Request For Funds" to student groups (MISC & MUSSA) to better utilize the Tech Fund; Strongly encourage student groups and individuals to request for funds for workshops (by first week of Jan)
  - <http://misc.ischool.utoronto.ca/groups>

### 2.5. Check "Request For Funds" Submissions

[Submissions Here](#)

- No new ones received
- Also available to students - need more publicizing
- Bertha: Will add the submission form to MUSSA site
  - [Request for Funds Submission Form](#)

### 2.6. Student Development

- A new proposal: A fund set up for students to take workshops outside of the faculty that's not offered at the iSchool, but must be related to the curriculum
  - Example: Tech Fund will offer students \$XX for registration only (excluding transportation, food, accommodation) for workshops and will reimburse the amount set.
  - Maximum amount is yet to be confirmed
- Katherine agreed to take on the lead and will check with Kathy first to see if it's feasible
- **VOTED to approve the proposal, with quorum all 5 were in favour**



## 2.7. Remaining Business (for January)

- Dawn & Nuree: Will take the lead for reviewing the 2014-2015 Annual Report (by Jan)
- All Tech Fund Reps will review the by-laws
- Discussion about setting up a key meeting time at which all Tech Fund Reps would be available.
  - Agreed on a key meeting time: **4:30PM - 6PM Thursdays**
  - Alternative: **1:00PM - 2:30PM Wednesdays**
  - Second Alternative: **1:00PM - 2:30PM Fridays**
- Dawn: Will confirm schedules with everyone again in January meeting

## 3. Referendum & Student Levy Funds Strategizing

[Referendum Folder](#)

[Referendum Timeline & Deliverables](#)

[Tech Fund By-Laws Draft](#)

- Dawn: Will draft an email to be sent out to MUSSA & MISC (will be reviewed by all Tech Fund reps)
  - Get in touch with Dylan to give MUSSA a heads up on the referendum and find out what the MUSSA considers quorum at their meetings, as requested by Nuree
- Everyone reviewed the referendum statement together during meeting, which will be presented at the MISC & MUSSA January's meeting before sending it out to the University Affairs Board
  - Recall MISC December's meeting:
    - statement was presented but the actual voting for approval will go in January's meeting
- Recall November 4th Tech Fund meeting:
  - Katherine raised a concern about levies with CRO students being "double charged"
  - Nuree confirmed with Mike that this won't be a problem as the system has an algorithm to catch any double charges
- Nuree will confirm again with Mike to find out the set deadline to submit the statement
  - Suggestion from Dawn to include a one-page executive summary that summarizes the referendum and the documents that will be included in the referendum package.
    - Referendum Package: Annual Report, Budget Report, Updated by-laws, one-page executive summary
- Discussion on possibly working with Lilian to get class reps to speak about the referendum closer to the voting date.



## Next Meeting

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January 11, 2016 - 4:30PM - 6PM

## Action Items

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ID	WHO	WHAT	TIL WHEN
1	Yara	Provide summary of the Ideas Party	December 21
2	Katherine	Update the finance section in the Annual Report	December 21
3	Katherine	Write a refund statement for inclusion with <a href="#">referendum deliverables</a>	January 11
4	Dawn	Follow up with Glenn regarding IT restructuring <b>postpone</b>	January 5
5	Bertha	Set up "Request for Funds" submission form on MUSSA website	January 11
6	Dawn & Nuree	Review Annual Report 2014-2015	December 21
7	All	Review Referendum Statement and By-laws and provide comments/suggestions see <a href="#">Deliverables</a>	January 11
8	Dawn	Confirm key meeting time with everyone	January 11
9	Dawn	Draft an email to be sent to MISC and MUSSA regarding the referendum (Find out what MUSSA considers quorum at their meeting)	January 11
10	Nuree	Confirm deadline for referendum statement submission with Mike	January 11
11	Nuree	Write a one-page referendum summary, see <a href="#">Deliverables</a>	January 11



12	Dawn	Touch base/confirm January and referendum details	January 5
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## Appendix

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### **Appendix A - Idea's Party Followup Email**

MI Student idea:

"Shortly after going to the brainstorming session for the Tech Fund I saw that the Raspberry Pi Zero has been released and costs about 5 bucks (sold out now and it'll be a little while before they're in stock). At that price it's conceivable that one could be bought for every person with about 1/20th of their Tech Fund levy. It's got some surprisingly good specs and I think it would offer an awesome introduction to computer hardware to those who might think it's too complicated for them. I know the Tech Fund already has some Pis but there's something about giving it to absolutely everybody appeals to me too...it's democratizing and will spur a lot of people to say, "Well now I have this what can I do with it?" It could lead to some interesting workshops or just some healthy discussions around Bissell.

Also it would allow you to send out a fun email or throw up a poster saying "The Tech Fund is giving everybody a computer!" with the details in the fine print:)

<https://www.raspberrypi.org/blog/raspberry-pi-zero/>  
[https://www.raspberrypi.org/magpi/wp-content/uploads/2015/11/Pi\\_Zero-Pics-Spread.jpg](https://www.raspberrypi.org/magpi/wp-content/uploads/2015/11/Pi_Zero-Pics-Spread.jpg)"

