



November 4, 2015, 14.00-16.00

Bissell Building, Inforum, BL416
140 St. George Street, Toronto, Ontario

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

Regrets: Christoph

[Agenda](#)

[Unapproved Minutes](#)

[Next Meeting](#)

[Action Items](#)

Agenda

1. Old Business
 - a. Previous Meeting Minutes
 - b. Action Items Update
2. Roles and Responsibilities for Tech Fund (moved to accommodate schedules)
3. Referendum & Student Levy Funds**
4. Workshops Update
 - [2015-16 Coordinating Sheet](#) and [Doc](#)
5. Check "Request for Funds" Submissions
 - [Submissions Here](#)
6. Remaining Business...

Approved Minutes

1. Old Business

a. Previous Meeting Minutes

i. [Sept 21](#); [Oct 15](#)

September 21 approved, Dawn had a couple questions about what got covered for Oct 15 version and what got deferred, to be reviewed by Nuree.

b. Action Items Update

i. Action Items

ID	WHO	WHAT	TIL WHEN
1	Tony & Anna	Update of Damaged and Missing Equipment	completed
2	Tony	Quote on 3x bluetooth keyboards	completed
3	Yara	Update Tech Fund on MUSSA meeting	<i>pending</i>
4	??	Email Kathy S. with update on 2014-15 purchases approval.	<i>pending</i>

- Damaged and Missing Equipment:
 - Tony and Anna reviewed, all issues were identified and triaged, most dealt with in-house by Tony, Anna and Inforum staff
 - However, the adaptor for one of the Surface Tablets need to be replaced Tony located a replacement ([PDF quote](#)) for ~\$50 from Amazon seller, difficult to find original supplier due to age of tablet
 - **VOTED to approve ~\$50 purchase of replacement adaptor from Amazon, with quorum all 5 were in favour.**
- Quote on 3x Bluetooth Keyboards:
 - Tony prepared and included Quote from local company Canada Computers, stated they had quite reasonable prices ([PDF quote](#))
 - **VOTED to approve ~\$350 purchase from Canada Computers, with quorum all 5 were in favour.**
 - We discussed perhaps submitting an announcement for new equipment to the MISC/MUSSA weekly digests and speak with Inforum staff to popularize purchase
- MUSSA meeting
 - Both Katherine & Yara attended last meeting, however whether the laptop purchase was approved by MUSSA requires clarification. Yara and Katherine to follow up with Dylan about status.

- Katherine provided an update to a concern about levies with CRO students being 'double-charged' in their third year, we thought it worth discussing with Michael Lesage as part of the work on the new levy

2. Roles and Responsibilities for Tech Fund (moved to accommodate schedules)

- Reviewed and firmed up the roles we will have for the year ahead, including initial thoughts on covering additional responsibilities
 - Chair/Lead
 - Secretary
 - Communication including updating the website, liaising with MISC/MUSSA RE: event advertising when required
 - Treasurer
 - Workshop & Event
 - Referendum
- Discussed interest and expectations in terms of work and time commitments, eventually **VOTED to approve the roles as follows, with quorum all 5 were in favour**

Chair/Lead	Secretary	Treasurer	Workshops & Events	Referendum
Dawn	Bertha	Katherine	Yara	Nuree

- Stressed the importance of collaborative work and communication between roles, also documenting processes in Handbook for better facilitation of a hand off next year

3. Referendum & Student Levy Funds

- Recall Oct 11 Tech Fund Meeting:
 - MISC Tech Fund reps have received an email from the MISC President today indicating the levy fees (which were projected to be as ~\$40,000) will not be received by us because the referendum for the Tech Fund did not take place last academic year (2014-15).
- Recall Oct 13 meeting
 - **Feb DEADLINE to submit an agenda item for University Affairs Board in April**, referendum in spring with results to be ratified by UAB.
 - **Feb or March** work with Michael Lesage to craft a referendum statement if we want to reinstate
 - **Established TODOs**
 - Confirm MISC/MUSSA requirements for ratifying this stuff prior to submission
 - Proposal Document for the next council meetings
 - Step 1: Soliciting Feedback
 - Step 2: Altering the Bylaws
 - Step 3: Multi-year strategy
 - Work with Kathy S. if needed?

- MISC and MUSSA both requested
 - Step 4: Referendum Year Financial Plan (based on current plan)
 - Touch base with Michael (are there UAB guidelines?)
 - **WORKSHOPS AND EVENT:** Tech Fund Visioning & Ideas Party to tie in with Roving iTea on **NOV 25 4:30 to 5:30 pm**
 - <http://current.ischool.utoronto.ca/events/2015/roving-itea>
Life & Times Committee -- Glen Menzies, Nalini

4. Workshops

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

- Navroop still coordinating, dawn has received some updates about pending workshops that are about to be scheduled
- Yara to take the lead with Dawn to assist, those responsibilities identified in the Coordinating Sheet are to be followed
- Ideas Party (above) to solidify another workshop or two

5. Check "Request for Funds" Submissions

- [Submissions Here](#)

- No new ones received

7. Remaining Business...

- Discussion about having more regular check-ins than monthly. Dawn mentioned she would send out an email to Tech Fund Mailing List for these check ins and status updates, especially if there are any blocks or obstacles people are facing
- Discussion about what software for iSchool Students, Tony pointed us to online resource:
 - <http://current.ischool.utoronto.ca/services/software>
- Tony reviewing DeepFreeze licensing, we may need need to extend to cover amount of devices, will update if there is an issue
- Ideas on workshops for the next semester:
 - Comments from Oct 15 meeting around Workshops:

"Look at what iSkills were popular and see if we can have them available again for next semester"

 - *MUSSA students could do with a workshop on hands on skills in a cataloguing program (Past perfect)*
 - Tony recalls that PastPerfect License Server script used to exist
 - Yara to contact CARA RE: how this would look for a workshop?

9	Tony	Reach out to Nalini regarding libguides and how that fits in with Tech Fund	December meeting
10	All	Continue with Workshop Coordinating	December meeting
11	Tony	Confirm Room Booking for BL728 for Ideas Part Event	completed
12	Dawn	Update Navroop on workshop details, CC'ing Yara?	November 9, 2015
13	Bertha	Work with MUSSA to get minutes and documents updated on website	completed