



June 22, 2016, 16.00-17.00

Bissell Building, BL307

140 St. George Street, Toronto, Ontario

Present: Danielle, Jake, Dawn, Ivan (via phone), Jess Whyte (presenting)

Regrets: Katherine, Christoph, Bertha

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Agenda

1. [Old Business](#)

1.1. Action Items Update

2. [New Business](#)

2.1. Studio 307 Proposal

2.2. Previous online votes result

2.3. Inforum rep vote

2.4. Constitution review discussion

2.5. Strategizing for the upcoming year

2.6. Remaining Business...



Approved Minutes

1. Old Business

1.1 Action Items Update i. Action Items

ID	WHO	WHAT	TIL WHEN
1	Dawn/Katherine/Ivan	Finalize Reports	completed
2	Danielle	Email vote on Funding Report Form	completed
3	Jake	Connecting with Kathleen S. RE: iSkills workshops offerings	completed
4	Danielle	Reach out to Inforum RE: advisor	completed
5	Danielle	Email vote on Decommissioning the current macbooks	completed

- Annual and Exit Reports almost completed, Katherine updated with complete financial information and Dawn did a review, will be finalized in the next couple days
- Voting passed for decommissioning the Macbooks, will follow up with Anna Oh on the results
- Jake connected with Kathleen RE: workshops, meeting July 7, looking for ideas from Tech Fund regarding workshop ideas
 - Sounds like lots of possibilities for the year ahead
 - Previously held workshops listed in [Tech Fund Annual Report](#), which also has a review of Ideas Party suggestions
 - Question in particular around suggestions for archives workshops:



- Jillian Harkness and Elise Stella are two outgoing Archives students at the two student groups might be good to connect with for ideas

2. New Business

2.1. Studio 307 Proposal

- Jess presented the proposal, a moderate funding request, two thirds of which would be for student (MI/MMSt)
 - Two open purchases in the proposal led to discussion of the various options:
 - Large HD Monitor
Purchase tabled pending investigating if there is an underused one in the faculty and Inforum iReno equipment details
 - Whiteboard/Glassboard
Potential loan from semaphore of temporary sheets
Discussion suggestions was to go for a rolling whiteboard and the static cling whiteboard loan
 - Question raised whether there any chance that there will be duplication with the Inforum iReno? From previous committee conversations there might be an increase in the number of available monitors in the Inforum when it reopens
- Recommendation to split funding request into appropriate chunks:
 - Staffing (\$3775.20), to be voted on by email immediately
 - Equipment Costs (\$2776.00), to be voted on by email immediately
 - Monitor (~\$1200), tabled until July meeting
 - Workshop on Maintenance and Repair, (~\$300) tabled until August)
- Revised proposal to be submitted by Jess reflecting the updated request costs and structure
- Final discussion on proposal and role of student positions to happen later in the summer, will go to MISC and MUSSA for approval

2.2. Previous online votes results

- Inforum laptops
 - Successful, addressed above. Laptops set up and in circulation already by Michael Brown working with Anna Oh.



- New reporting mechanisms for funding requests
 - Successful, Danielle to be in touch with Katherine on how to get this in place

2.3. Inforum Representative vote

- With the loss of IT within the Faculty, the Tech Fund will soon be down a representative. Based on previous conversations, an Inforum representative was put forward by the Inforum Committee, Lari Langford, Director of the Inforum
- At this point, the Tech Fund will have the IT representative position continue, will be revisited in the Fall based on availability. Especially as there might be upcoming conversations regarding equipment in the Faculty
- Wording proposed, will be sent by email:
 - BIRT the Tech Fund Committee add a new position for the Inforum Representative, to be filled by an Inforum staff member selected by the Inforum librarians.
 - BIFRT Lari Langford will be the Inforum Representative for the 2016-2017 academic year, commencing on July 1, 2016.

2.4. Bylaw review discussion

- Danielle conducted a review of the bylaws as was discussed at previous meeting
- Question was raised about what has changed in the bylaws that needs to be approved by MISC/MUSSA & sent to GSU?
 - There have been significant changes to whole document, would be easier to compare across the whole document rather than line items.
 - Previous committee's understanding was that it could be submitted as a complete document for approval
- Bylaws reviewed and Danielle didn't see need for further changes from previous years suggestions, ready to be sent to MISC and MUSSA in September for approval and submitted to GSU based on those results

2.5. Strategizing for the upcoming year

- Began with review [Yearly Activities doc](#) and checked in on action items established there
- Broader Discussion on strategy tabled to next meeting, hopefully with quorum
 - Suggestion raised to look at coordinating specifically for next meeting to ensure Katherine also available to join remotely



2.6. Remaining Business...

- Discussion about early coordination with with MUSSA president and VP (Maya Donkers, Claudia Palermo)
 - Jake to speak with Katherine M. first for an introduction
 - Conversations about MMSt workshops, orientation and meetings for expense approvals all important.
- Question was raised around range of budget for Workshops, last year we spent \$3,500 on workshops, but only a portion of that was iSkills. Two previous places were identified to look at historic spending:
 - [2014-15 Annual Report](#) and going back further
 - [2015-16 Budget](#) (budget sheet in addition to actual expenditures)
- Dawn checked in on whether there was a need to continue on in an advising role for July and August, will be unlikely to attend meetings, potentially one remotely.
 - Will remain over the summer and revisit end of August.

Next Meeting

To be determined by Doodle Poll

Action Items

ID	WHO	WHAT	TIL WHEN
1	Danielle	Email Anna Oh about decommissioning the macbooks & giving them to Studio 307	Next Meeting (June/July)
2	Danielle	Email Katherine regarding next steps on reporting for funding requests	Next Meeting (June/July)
3	Danielle	Email vote on Inforum Representative	Next Meeting (June/July)



4	Jake	Email board to submit ideas for iSkills ahead of July 7 meeting with Kathleen	July 7
5	Danielle	Send new bylaws to MISC & MUSSA for approval	September (possibly earlier for MISC)
6	Danielle	Send approved bylaws to GSU	October
7	Jake	Get in touch with MUSSA President and Vice-president regarding workshops and liaising with Tech Fund	Next Meeting (June/July)

