



# THE TECH FUND

FACULTY OF INFORMATION

Subject:	Tech Fund (TF) Monthly Meeting
Date:	August 1, 2019
Time & Location:	12:10 - 13:10 <i>Bissell Building, Inforum, 140 St. George Street, Toronto, Ontario &amp; remotely by phone</i>
Present:	Maya Pasternak, MISC Upper Year TF rep Vipasha Shaikh, MISC Upper Year TF rep Savanna Sewell, MUSSA TF rep
Regrets:	

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## Agenda & Minutes

### 1. Old Business

#### 1.1. Action Items Update

*Action items from last meeting*

WHO	WHAT	TIL WHEN	Status
Vipasha Shaikh	Researching and recommending replacement tech	July 28, 2019	Done
Maya Pasternak	Clarify with Curtis and Kathy on what they need for us (who's sourcing item for purchase)	July 20, 2019	Kathy not responsive. Curtis will be reached out to by Vipasha.
Maya Pasternak, Patty Facy	Update Tech Fund By-Laws to reflect new changes	<b>July 20, 2019</b>	<i>Now that it's ratified by MISC and MUSSA, this can go ahead</i>
Emma Puddicombe	Upload updated bylaws once complete to MUSSA website	July 28, 2019	<i>Maya and Patty will notify once by-laws updated</i>
Vipasha Shaikh	Upload updated bylaws once complete to MISC website	July 28, 2019	<i>Maya and Patty will notify once by-laws updated</i>
Vipasha Shaikh	Update copy on MISC page	August 3, 2019	In process
Maya Pasternak	Email Hanna, Lauren re: TF email @mail.utoronto	July 20, 2019	Done. Have access.
Vipasha Shaikh	Starts handbook prep using template	August 3, 2019	Yes. Ongoing.



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Vipasha Shaikh	Notifying Kathleen and Anna that their requests have been approved, and following up on next steps.	July 15, 2019	Yes. Complete.
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### 1.2 Approve Last Meetings' Minutes

Agreement reached that Maya will send last meetings' minutes by email and TF reps will approve by email.

*3/3 approve minutes by email vote.*

## 2. New Business

### 2.1 Brief Intro of TF activities to new TF rep Savannah

Vipasha explains workflow of tech purchases, roles of TF reps, the meetings with Inforum staff.

Maya explains the interdependency, nature of collaboration between TF and Inforum staff in a time of strain while we try to determine how the "student choice initiative" will affect access. Librarians fulfill a mandate of offering access. The effect of the "student choice initiative" is that students can opt out of services like tech fund, effectively limiting their access to it. As the deliverers of tech fund equipment, it places Inforum staff in a difficult position.

### 2.2 Roles and Responsibilities Right Now

Going over *Section 4; Roles of Article III* (link in Table of Contents)

<https://docs.google.com/document/d/1DjiTBH8MrO9cKDO8DiSxCMNC6R0oEEWBNfwPjpnIdLc/edit?usp=sharing>

### 2.3 Roles and Responsibilities Moving Forward

Maya as Secretary

Proposes to include additional oversight

- file organization (streamlining the shared folders)
- clarifying inventories (Inforum loans + other tech and its whereabouts)

Vipasha as Finance

- fulfilling its role



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Maya and Vipasha and Co-Chairs:

Vipasha will lead acquiring documentation

Maya will lead documentation for Exit and Annual Report

2.3.1. Vote to appoint Workshops and Events Coordinator

**Vote to appoint Savannah Sewell as Workshops and Events Coordinator for 2019-2020 year: *Passed unanimously***

Discussion around the need for a role that encompasses communications, outreach. Past Tech Fund rep, Robyn, recommended the need for it in her experience last year. Discussion around expanding the “Workshops and Events Coordinator” role to include communications.

2.3.2. Vote to change the title of Workshops and Events Coordinator

**Vote to change the title of Workshops and Events Coordinator to Events and Communications Coordinator: *Passed unanimously.***

2.4 Report from Meeting w/ Dean on the incoming BI cohort & TF Access.

Summary:

Everyone is on the same page - ultimately, the Bachelor of Information students will have to:

- Set up a student council
- Hold a referendum in order to have the option to opt into the tech fund
- It will take a lot of time and their cohort is small (under 20 students)
- They will be given access for the Fall, as a start (no access for the winter (have to opt in))
  
- We should relay import of TF to BI's in some way
  - Likely during orientation

### 3. Action Items

WHO	WHAT	TIL WHEN	NOTES
All attendees	Approve last meetings' minutes	August 7th	
Maya Pasternak,	Update Tech Fund	August 7th	<i>Now that it's ratified</i>



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Patty Facy	By-Laws to reflect new changes  Update Vipasha and Emma.		<i>by MISC and MUSSA, this can go ahead</i>
Emma Puddicombe	Upload updated bylaws once complete to MUSSA website	July 28, 2019	<i>Maya and Patty will send notification once by-laws re-written</i>
Vipasha Shaikh	Upload updated bylaws once complete to MISC website	July 28, 2019	<i>Maya and Patty will send notification once by-laws re-written</i>
Vipasha	Clarify with Curtis what he needs for purchases	August 7th	
Maya	Will work on finding/ updating/ creating a master inventory that includes all tech, not just that available at Inforum		
Savannah	Will start marketing strategy document	August 7th and ongoing	
Vipasha	Update branding	August 7th	
Vipasha	Update handbook	August 7th	
Maya	Draft change in role responsibilities in TF by-laws for <i>Events and Communications Coordinator</i> . Send to reps to vote on by email.	August 7th	

*Motion to adjourn the meeting. Passes unanimously.*