



THE TECH FUND

FACULTY OF INFORMATION

Subject:	Tech Fund Monthly Meeting
Date:	September 26, 2019
Time & Location:	5:00 PM to 7:00 PM Room 416, Inforum (Bisell)
Present:	Maya Pasternak, MISC Upper Year Tech Fund Rep Vipasha Shaikh, MISC Upper Year Tech Fund Rep Savannah Sewell, MUSSA Tech Fund Rep
Regrets:	n/a

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1. Old Business

1.1 Action Items Update (previous action items from August)

WHO	WHAT	TIL WHEN	NOTES
All attendees	Approve last meetings' minutes	Completed	
Vipasha	Clarify with Curtis what he needs for purchases	Completed	
Maya	Will work on finding/ updating/ creating a master inventory that includes all tech, not just that available at Inforum	Ongoing	
Savannah	Will start marketing strategy document	Ongoing	
Vipasha	Update branding	Ongoing	
Vipasha	Update handbook	Completed	
Maya	Draft change in role responsibilities in TF by-laws <i>for Events and Communications Coordinator</i> . Send to reps to vote on by email.	Completed	

1.2 Approval of Last Meeting's Minutes

Link to [last meeting's minutes](#).

Motion to pass. Everyone approves.



2. New Business

2.1 Report from Last Meeting with Josh Hass

- Brief Overview from Maya & Savannah
- [Summary here](#)
- Implications/Next Steps from the Meeting
 - Update on Stickers - no longer planning on using them to identify students who've paid in to Tech Fund (TF)
 - Plan for *clemency* for upcoming 2019-2020 year. All students will be given access to Tech Fund whether they've opted in or out as part of the "student choice initiative." This will give administrators and staff the time they are requesting to update and link all necessary systems so that fee info is streamlined with library loans info [SIRSI and ROSI].

2.2 Schedule of Yearly Activities

- Vipasha introduces a customised gantt chart to track our annual activities
- Vipasha introduces an updated handbook for incoming reps next year.

2.2.1. Roles & Responsibilities

- Discussing timelines / tasks to accomplish in our roles
- Particular focus: Fleshing out the Communications & Events Coordinator's Activities.
- Accountability: Vipasha introduces bi-weekly check-in.
 - First check-in scheduled for Oct 3rd/2019.

2.3 Tech Fund Budget Reviewed

- Link to [proposed budget](#)
- Link to [Tech Fund Bylaws](#) (pay attention to "Financials" section)

2.3.1 Tech Fund Budget

- Vipasha presents proposed 2019 to 2020 budget

2.3.2 Discussion of Tech Fund Bylaws

- Discussion around % of money allocated towards MMSt collecting & exhibiting needs
 - Not clear if MMSt students are aware that this support exists for this purposes through TF



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- Discussion around MMSt students feeling unsupported and the opportunity to make sure that TF serves their needs and not only the needs of the MI cohort.
- Bylaw in question (Article IV, Section 1, Ordered List #5)
- 5. A percentage of the Student Tech Fund budget purchases, defined as the percentage of MMSt students of the total combined population of MI and MMSt students, rounded to the nearest whole number, will be allotted at a minimum to benefit the interests of collecting and exhibiting within Museum Studies.
- For this year, the percent is 11.9% and the total amount of overall budget would be ~\$6640
- Preliminary brainstorm session on providing TF support to MMSt students:
 - Workshops?
 - Exhibition support?
 - A need for more info from them..

2.3.3 Discussion of Tech Fund Surplus

- Events
 - Tech Fund special events ideas - will organize a brainstorm session with more stakeholders soon
- Other Tech Fund project ideas + expansions to Tech
 - Patty suggested revitalizing the student lounge as a potential project
 - Other opportunities for collaboration?
- Promotion
 - Sexy photoshoot of equipment
 - Worked into event?

2.4 Process for fielding student funding requests

- [Link to Tech Fund Funding Request Form](#)
 - Need for promotion - encourage funding requests

2.5 Funding Requests

2.5.1. Designated Camera for MUSINGS

BIRT the Tech Fund approves the funding request for a MUSINGS designated digital camera.

Yes -

No -

Abstain - 3/3

“Be it resolved this vote *has not* passed. While we all support the motion, we await further details regarding model and cost before an official vote.”



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2.5.2. Request No. 34 - Software Defined Radio Tech

- \$2999
- (HackRF x5 (1650)) + (HackPortaPack x2 (440)) + (YardStickOne x3 (435)) + (UbertoothOne x2 (270)) = 2795 + (42 insurance) + potential customs handling

BIRT the Tech Fund approves the funding request for a Software-Defined Radio and its accessories.

Yes -

No -

Abstain - 3/3

“Be it resolved this vote *has not* passed. While we support the motion, we wish to follow up with the student in order to understand what the application of this equipment is, as well as review the pricing to understand whether this is above or below the \$3000 threshold for MISC-MUSSA oversight, before an official vote.”

3. Action Items

WHO	WHAT	TIL WHEN	NOTES
Maya	Check ins [Nalini] -TF Binder? [Nalini, Kathleen] -Distinguish between TF tech and other faculty-bought tech shown on website.	October 8	
Maya	Inquire with Kathleen - mount-making workshop scheduled for the Winter?	October 1	
Vipasha	Anna Oh meeting- anticipated needs (confirm \$34000 for capital spending and if that makes sense; if she expects)	October 8	
Savannah	Photoshoot - Set up initial logistics/visioning/needs	October 10	



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Savannah	Invite Cara for meeting [with Vipasha as well]. Budget -- Cara -- thesis projects -- creating support for collections and exhibitions	October 8	
Savannah	Inquire with students who took mount-making workshop - what was missing? ? local experts? MOCA / AGO - preparators who give workshops??	October 15	
Vipasha	Schedule ideation meeting for events	October 8	
Maya	Clean up TF drive	October 4	
Maya, Patty	Update Tech Fund By-Laws to reflect new changes Update Vipasha and Emma.	October 1	<i>Now that it's ratified by MISC and MUSSA, this can go ahead</i>
Emma, Savannah	Upload updated bylaws once complete to MUSSA website	October 8	<i>Maya and Patty will send notification once by-laws re-written</i>
Vipasha	Upload updated bylaws once complete to MISC website	October 2	<i>Maya and Patty will send notification once by-laws re-written</i>
Savannah	Go over and propose a new definition for your re We can vote on it next meeting. Existing definition in by-laws [need to be updated]:	October 15	



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	<p>4. Workshops and Events Coordinator</p> <p>a. Shall liaise with Inforum staff in charge of iSkill workshops to identify and contact instructors for workshops.</p> <p>b. Shall plan and organize any events pertaining to the Student Tech Fund, including participation in Orientation.</p> <p>Working description in schedule of yearly activities [need to be updated]:</p> <p>Begin planning for Fall Semester event (sexy photoshoot idea) Begin planning for Winter Semester event (e.g., ideas party, tech fund speed dating) Devise a events/communications plan (for the year) Send updated content to MISC & MUSSA comm's people (to update MUSSA/MISC website)</p>	
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