



THE TECH FUND

FACULTY OF INFORMATION

Subject:	Tech Fund Monthly Meeting
Date:	October 17, 2019
Time & Location:	5:00 PM to 8:00 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 Emily Waknine, First-Year MI Rep Vicky Jamieson, First-Year MMSSt Rep
Regrets:	n/a

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1. Old Business

1.1 Action Items Update (action items from last meeting)

WHO	WHAT	TIL WHEN	NOTES
Maya	Check ins Re: TF Binder, distinguishing between TF tech and other faculty-bought tech. Nalini, Kethleen	October 8	Also need for succession with staff changes
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	<i>TBD</i>
Savannah	Photoshoot - Set up initial logistics/visioning/needs	October 10	
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? - Seek local experts - MOCA / AGO - preparators to give workshops	October 15	-3 year plan for workshops MMSt: including mount-making & photo/lighting
Vipasha	Schedule ideation meeting for events	October 8	
Maya	Clean up TF drive	October 4	<i>Yay!</i>
Maya Pasternak, Patty Facy	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	Upload updated bylaws once complete to	October 8	<i>Maya and</i>



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<p>Puddicombe / Savannah Sewell</p>	<p>MUSSA website</p>		<p><i>Patty will send notification once by-laws re-written</i></p>
<p>Vipasha Shaikh</p>	<p>Upload updated bylaws once complete to MISC website</p>	<p>October 2</p>	<p><i>Maya and Patty will send notification once by-laws re-written</i></p>
<p>Savannah Sewell</p>	<p>Go over and edit definition of role in accordance with name change.</p> <p>Existing definition in by-laws [need to be updated]:</p> <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 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>	<p>ONGOING</p>	



1.2 Approval of Last Meeting's Minutes

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

Motion to pass by - Vipasha

Seconded by - Savannah

Yay - 5

Nay - /

Abstain - /

Motion passes.

2. New Business

2.1. Welcome new representatives

- Introductions
- Onboarding by Vipasha, Maya, Savannah
 - Protocols & role responsibilities (*Form & Vote*)
 - Workflows (*Tech acquisitions & purchase - review TF By-Laws*)
 - Shared drive space / share access info / slack / bi-weekly check-ins
 - Budget {discussed in detail in [section 2.4](#) of the meeting} (*Vipasha*)
 - Schedule of yearly activities
 - News re: student choice initiative and protocol amendments
 - Summary of meetings to date

2.2. Assigning roles & responsibilities

- Assign roles from [TF protocols](#) to new representatives

2.2.1. Vote for new appointments

BIRT the Tech Fund approves the appointment of **Vicky** as the **Referendum Coordinator** for the 2019-2020 year.

Motion to pass by - Vipasha

Seconded by - Savannah

Yay - all

Motion passes



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BIRT the Tech Fund approves the appointment of **Emily** as the **Secretary** for the 2019-2020 year.

Motion to pass by - Vipasha

Seconded by - Savannah

Yay - all

Nay - /

Abstain - /

Motion passes.

BIRT the Tech Fund approves the appointment of **Maya** as the **Chairperson and Vipasha as Treasurer (no longer sharing the Chair role)** for the 2019-2020 year.

Motion to pass by - Vipasha

Seconded by - Savannah

Yay - all

Nay - /

Abstain - /

Motion passes.

2.3. Report-back from reps

- Maya (MISC meeting)
- Savannah (meeting with Cara Krmpotich)
 - Events funding --
 - not reasonable to plan events for Fall, consider contributing funding to MISC / MUSSA for their existing events
 - Tech Fund event for Fall -- \$3,000
 - Recommendation to split in half - MUSSA, MISC, for them to use for their events
 - 11.9% to MMst -- exhibitions project + thesis
 - Money would go to course professor of course “MSL4000 Exhibition project”, who will distribute funds to students’ final exhibitions
 - Agnieszka Chalas = course professor
 - Tech fund money would be folded into their fund, and distributed by need.
 - One thesis student (opted out of exhibition option) shall be contacted to submit funding request
- Vipasha (update: Inforum staff need communicate about tech fund access in leu of SCI -- student choice initiative)



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2.4 Tech Fund Budget Review

- Vipasha presents [2019-2020 budget](#)
 - In reference to [Tech Fund Bylaws](#) (pay attention to “Financials” section)
- Review Finances, Section No. 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.
- Events budgets / ideation

2.5. Funding requests for review

2.5.1. Request No. 1 - Designated camera for MUSINGS (\$500)

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

Yes - 5

No - /

Abstain -

“Be it resolved this vote *has* passed.”

2.5.2. Request, Form No. 34 - Software-Defined Radio (US\$2999)

- \$2999
- (HackRF x5 (1650)) + (HackPortaPack x2 (440)) + (YardStickOne x3 (435)) + (UbertoothOne x2 (270)) = 2795 + (42 insurance) + potential customs handling
- Reviews costs, consider applicability to podcast club
- Applicability to existing iSkills workshop: Information on the Air: [Software Defined Radio](#) (SDR) is a way for a computer to send and receive information to any device which communicates over radio frequency bands.

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

Yes - 2

No - 2

Abstain - 1



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“Be it resolved this vote *has not* passed.” It has been moved again to next meeting, requiring due diligence.

2.5.3. Request No. 3 - Square for MISC (\$113)

Price breakdown (links embedded):

Item	Cost
Square Contactless and Chip Reader	\$59.99
Square Dock for Square Reader	\$39.99
Subtotal	\$99.98
HST (13%)	\$13.00
Total	\$112.98

BIRT the Tech Fund approves the funding request for a Square for MISC.

Yes - 5

No - /

Abstain - /

“Be it resolved this vote *has* passed.”

2.5.4. Request No. 4 - iSkills funding for the Winter Semester (\$4125)

Status:

Raspberry Pi

- 47 students on the waitlist
- Cap cannot be raised above 8 due to equipment requirements
- 6 additional workshops would be needed to accommodate the waitlist
- Accommodating waitlist would cost an estimated additional **1,350\$**

Alternative Controllers

- 15 students on the waitlist
- Cap cannot be raised above 10 due to equipment requirements
- 2 additional workshops would be needed to accommodate the waitlist
- KMDI pays 75\$ hourly for this 3 hour workshop



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- Accommodating waitlist would cost an estimated additional **450\$**

Photoshop

- 34 students on the waitlist
- Cap cannot be raised past current 39 due to laptop requirements
- One additional workshop would be needed to accommodate the waitlist
- Accommodating waitlist would cost an estimated **300\$**

3D Printing (partly KMDI funded)

- 95 students on the waitlist
- Cap cannot be raised past 11 due to equipment requirements
- 9 additional workshops would be needed to accommodate the waitlist
- Accommodating the waitlist would cost an estimated **2025\$**

The total is ~ **\$4125**. However, for the 3D printing workshop, I would suggest, adding 3 sessions and seeing what the uptake is, as this can also be offered in the winter. Lessening the number of sessions would result in an estimated cost of \$2275.

If we were to investigate offering Mount Making again in the winter, I would estimate **\$2500** for the cost of the workshop.

BIRT the Tech Fund approves the funding request to support workshops / iSkills.

Yes - 5

No - /

Abstain - /

“Be it resolved this vote *has* passed.”

2.5.5. Request No. 5 - Equipment - Surface Pros, New Mac Chargers (\$6000)

5 new surface pro 6s,
2 mac lightning laptop chargers
2 mac usb c chargers

Amendment --

The inforum has surface book adaptors but the ports are only functional with the old surfacebooks. We need at least 1 adaptor like this:

<https://www.staples.ca/products/24254422-en-microsoft-surface-mini-displayport-to-vga-adapter>



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The ones we have right now are microUSB to VGA and they are not compatible with the newer surfaces.

BIRT the Tech Fund approves the funding request for Inforum equipment updates -- surface pros

Yes -

No -

Abstain - 4

“Be it resolved this vote *has not* passed and will be voted upon after further research into student needs.”



3. Action Items

WHO	WHAT	TIL WHEN	NOTES
Emily	Speak to Maya about binder creation and set off on a path to create binder for equipment , inventory	Ongoing	
Emily	Looking into maintenance, upkeep, speaking to IT Curtis Debi, adding issue to next agenda.	Ongoing	
Savannah, Vicky	Plan to do photo-shoot for all incoming tech / update MUSSA website (speak to Nat)	Before end of semester	
Maya and Emily	Discuss role of Secretary and how to fulfill / collaborate	Ongoing, Nov	
Vipasha	Pitch to Emily // ask her if interested in becoming a liaison to Inforum's student assistants monthly work meeting (in order to address equipment / maintenance)	Nov 1	
Savannah and Vicky	Discuss / design slides using LCD monitor in entrance to Inforum and "Just In Time" Slides (same slides, 2 distribution channels)	Before next meeting (Nov 14)	
Vipasha	Verify use cases for radio equipment	2 weeks	
Maya	Verify costs of products for radio equipment	2 weeks	
Maya	Email Kathleen and Inforum staff with policy of loaning -- include Patty and Emma in CC	Oct 17	
Emily	Document idea and share fully next meeting: Kobo - course reserves	Nov	
Vipasha	Contact Kathleen - approved request Contact Kathleen, Curtis, Kathy: Advance releasing of funds for request	Nov	



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Vipasha	Contact Jordan - approved request for camera for MUSSA Contact Kathleen, Curtis, Kathy: Advance releasing of funds for request	Oct 25	
Vipasha	Contact Patty - approved request for square Contact Kathleen, Curtis, Kathy: Advance releasing of funds for request	Oct 25	
Emily	Add to brainstorm document that you create ::Community access grant idea	Nov	
Savannah	Thesis student (opted out of exhibition option) shall be contacted to submit funding request	Oct 24	
Vicky	Research "referendum role" and present past precedents at next meeting in prep for this year's	Nov	
Vipasha	*Notify / request Kathleen, Curtis, Kathy that a request is coming down the pipeline and will be urgent... to release funds to "MSL4000 Exhibition project" taught by Agnieszka Chalas (11.90% -- \$6,664.00)	Oct 24	
Vipasha	Update logo, create header	Oct 20	
Maya	Edit minutes	Nov	
Savannah	Invited presidents and MISC / MUSSA events coordinators to propose funding requests for events	Oct 31	
Savannah Sewell	Go over and propose a new definition for your role. We can vote on it next meeting. Existing definition in by-laws [need to be updated]: 4. Workshops and Events Coordinator a. Shall liaise with Inforum staff in charge of iSkills workshops to identify and contact instructors. b. Shall plan and organize any events pertaining to the Student Tech Fund, including participation in Orientation.	Oct 31st	



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	<p>Working description in schedule of yearly activities [need to be updated]:</p> <p>Begin planning for Fall Semester event (photoshoot) 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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