



THE TECH FUND

FACULTY OF INFORMATION

Subject:	Tech Fund Monthly Meeting
Date:	November 13, 2019
Time & Location:	5:30 PM to 8:00 PM Room 418, 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:	

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1. Old Business

1.1 Action Items Update (action items from last meeting)

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	David: Full inventory not ready till January. (TENTATIVE) Curtis shall be liaised with after defining role with Kathleen and David. He works on maintenance.
Emily	Looking into maintenance, upkeep, speaking to IT Curtis Debi, adding issue to next agenda.	Ongoing	Inforum staff leaving, making oversight contentious. David recommends working on the visual catalogue on the website as a priority.
Savannah, Vicky	Plan to do photo-shoot for all incoming tech / update MUSSA website (speak to Nat)	Before end of semester	Photographs can be used instead of creating a new photoshoot.
Maya and Emily	Discuss role of Secretary and how to fulfill / collaborate	Ongoing, November	Emily will do due diligence on equipment requests
Vipasha	Speak to Emily re: need for liaison for Inforum's student assistants' monthly work meeting	November 1	<i>Done</i>
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 (November 14)	<i>Done</i>
Vipasha	Verify use cases for radio equipment	2 weeks	<i>Done</i>



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Maya	Verify costs of products for radio equipment	2 weeks	<i>Done</i>
Maya	Email Kathleen and Inforum staff with policy of loaning -- include Patty and Emma in CC	October 17	<i>Done</i>
Emily	Document idea and share fully next meeting: Kobo - course reserves w/PDFs for course content	November	<i>Will contact Anna Oh or Nalini</i>
Vipasha	Contact Kathleen - approved request Contact Kathleen, Curtis, Kathy: Advance releasing of funds for request	Nov	<i>Done. Kathy on leave.</i>
Vipasha	Contact Jordan - approved request for camera for MUSSA	October 25th	<i>Done.</i>
Vipasha	Contact Patty - approved request for square	October 25th	<i>Done.</i>
Emily	Add to brainstorm document that you create: Community access grant idea	Nov	<i>Research done. (Share info with Savannah).</i>
Savannah	Thesis student (opted out of exhibition option) shall be contacted to submit funding request	Oct 24	<i>Done, liaising complete.</i>
Vicky	Research "referendum role" and present past precedents at next meeting in prep for this year's	Nov	<i>Ongoing.</i>
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	<i>Done.</i>
Vipasha	Update logo, create header	Oct 20	<i>Logo done. Header ongoing</i>
Maya	Edit minutes	Nov	<i>Ongoing, Emily will do.</i>



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Savannah	Invited presidents and MISC / MUSSA events coordinators to propose funding requests for events	October 31	Done. No requests in yet, but ongoing.
Savannah Sewell	<p>Go over and propose a new definition for your role. We can vote on it next meeting.</p> <p>Existing definition in by-laws shall be changed to this:</p> <p>4. Communications and Workshops/Events Coordinator</p> <p>a. Shall liaise with Inforum staff in charge of iSkills 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>c. Shall organize communications between staff, students, and project groups.</p>	October 31st	

1.2 Approval of Last Meeting's Minutes

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

Motion to pass by - Emily

Seconded by - Savannah

Yay - all

Nay -

Abstain -

Motion passes.



2. New Business

2.1. Vote on role definition update

BIRT that we wish to update the role definition of the “Workshops, Events, Communications Coordinator” from this:

4. Workshops, Events, Communications Coordinator

- a. Shall liaise with Inforum staff in charge of iSkills workshops to identify and contact instructors for workshops.
- b. Shall plan and organize any events pertaining to the Student Tech Fund, including participation in Orientation.

To this:

4. Communications and Workshops/Events Coordinator

- a. Shall liaise with Inforum staff in charge of iSkills workshops to identify and contact instructors for workshops.
- b. Shall plan and organize any events pertaining to the Student Tech Fund, including participation in Orientation.
- c. Shall organize and oversee the production of public relations communications (ex. posters, social media) between staff, students, and project groups.

Motion to pass by - Vipasha

Seconded by - Savannah

Yay - all

Nay -

Abstain -

Motion passes.



2.2. Equipment Requests Status Report

- Vipasha - summary of released monies
 - Square - approved
 - Camera - approved
 - MMSt - exhibition funding - approved
 - Workshop funding - approved
 - Radio Equipment request
 - Research shows that there are legal ramifications for this equipment, Brian (workshop leader) advises looking into Canadian suppliers. Cost is prohibitive
 - Tablets - rejected
 - Why so many? Why tablets?
 - Vipasha contacted requestor to resubmit.

The makers' space / critical making lab exists, might have equipment needs.

2.3. Reports by Reps

2.3.1. Emily - Liaising Summary

- Spoke with David re: SLA - Inforum staff meeting
- Suggested by David to meet with Kathleen and David to discuss Visual Catalog on website to better develop inventory list
- David & SLA (Defna) - currently pending inventory list - TBA in January
- Creation of Binder cannot happen until after circulation & current inventory catalog is updated by David - the current Inforum Technical Coordinator **fact check David's assigned role*
- Visual Catalog - Emily will meet with David regarding this project in a few weeks

2.3.2. Vipasha - Survey

- Survey committee has contacted us regarding their services & Kiosk Project - keep in mind for quantitative research in the future for concrete data (ex. events workshops/something to use for future)

2.3.3. Savannah - Communications Summary

- Request that door prizes for events be branded with "Brought to you by Tech Fund" by MUSSA
- MISC -- ex. end of semester trivia night



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- MUSSA -- Holiday event

2.3.4. Maya - Summary - Binder, Campaign, Email Support

- Spoke with Kathleen - developing communications on access for all to TF
- Techfund Binder - [6_Equipment and Circulation] > [About the binder.doc] > [TF Binder Contents] > Print out version of form annually
- Production and Funding - expense report form (expense reimbursement form)
- Outgoing email support -> Pending no progress > TBA when will be available

2.4. Ideation for Events and Communications / Prizes (?)

Door Prizes

Events (types)

3. Action Items

WHO	WHAT
Savannah	Initiate framed equipment photos (9) behind Inforum reference desk. One frame - "Brought to you by Tech Fund" with logo.
Savannah	Ensure photographs of door prize winners are taken and logos are used in prize promotion.
Emily	Help shoot / edit / photoshop equipment as needed
Emily	Arrange meeting with Kathleen on how to liaise with Inforum staff re: maintenance and equipment needs
Maya	Email Nalini about who will be in charge of website representation after she leaves, CC: Emily for follow up.
Vipasha	Update Tech Fund Header on Equipment Loan Form
Vipasha	-Confirm macbook pros were purchased -If so, notify Vicky for PR reasons
Emily	Contact Nalini or Anna Oh re: Kobo w/ course reserves w/PDFs for course content



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Vipasha	-Contact Anna Pralat / business office re: releasing funds -Contact professor Chalas to update
Savannah	MUSSA - need a Square?
Emily	Edit minutes
Maya	Email Nalini -- add link to Tech Fund equipment request form
Maya	Brian - make counter proposal - PhD matching..
Vicky	What is TF and how to apply for equipment -- to MISC / MUSSA newsletters -- Add reminder
Vipasha	Send Maya, Savannah a copy of Expense Reimbursement Report. (Email Alfred)
Savannah	Send door prize ideas to social committee chairs MISC / MUSSA