



Jan 11, 2016, 16:30-18:00

Bissell Building, Inforum, BL415
140 St. George Street, Toronto, Ontario

Present: Dawn, Katherine, NuRee, Christoph, Yara

Regrets: Bertha

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Agenda

1. Old Business

- 1.1. Previous Meeting Minutes
- 1.2. Action Items Update

2. New Business

- 2.1. Check "Request For Funds" Submissions
 - [Submissions Here](#)
- 2.2. Document Responding to IT Restructuring FAQ

3. Referendum & Student Levy Funds Strategizing

- [Referendum Folder](#)

4. Remaining Business...

- 4.1. Future of the Tech Fund
- 4.2. Student fellowship for the equipment maintenance
- 4.3. 2015/2016 Student Levy Refund Issues



Approved Minutes

1. Old Business

1.1. Previous Meeting Minutes

i. [December 18, 2015](#)

1.2. Action Items Update

i. Action Items

ID	WHO	WHAT	TIL WHEN
1	Yara	Provide summary of the Ideas Party	<i>pending</i>
2	Katherine	Update the finance section in the Annual Report	completed
3	Katherine	Write a refund statement for inclusion with referendum deliverables	completed
4	Dawn	Follow up with Glenn regarding IT restructuring postpone	postponed
5	Bertha	Set up "Request for Funds" submission form on MUSSA website	completed
6	Dawn & Nuree	Review Annual Report 2014-2015	completed
7	All	Review Referendum Statement and By-laws and provide comments/suggestions see Deliverables	completed
8	Dawn	Confirm key meeting time with everyone	completed
9	Dawn	Draft an email to be sent to MISC and MUSSA regarding the referendum (Find out what MUSSA considers quorum at their meeting)	completed
10	Nuree	Confirm deadline for referendum statement submission with Mike	<i>pending</i>
11	Nuree	Write a one-page referendum summary, see Deliverables	<i>pending</i>



12	Dawn	Touch base/confirm January and referendum details	completed
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2. New Business

2.1. Check "Request For Funds" Submissions

○ [Submissions Here](#)

- i. A recurring question: do we okay funding food/drink (considered as workshop/ request for funds in budget). Historically it has always been given the okay as well.

ii. **VOTED:**

1. **Approved** AIS Brown Bag Lunch Workshop: Quorum, approved for \$120.00

2. **Approved** CampTech Workshop (2 day event): Quorum, approved for \$2500.00, however pending clarification. If that increased the amount there must be a new vote.

2.2. Document Responding to IT Restructuring FAQ

○ [Draft 2015-12-29](#)

○ Housing equipment after renovations a question

- i. The equipment has provided value to the entire faculty, completely removing it from the Inforum would be a loss to all stakeholders

○ Arrange a meeting with the Dean to ask questions about:

- The techfund as component of the partnership between faculty and students
- Housing equipment
- Maintaining equipment
- The costs saved in removing the existing support for TechFund equipment from the faculty responsibility

3. Referendum & Student Levy Funds Strategizing

- [Referendum Folder](#)
- [Referendum Timeline & Deliverables](#)
- [Tech Fund By-Laws Draft](#)

○ Consider linking the Tech Fund to the ability of the faculty to achieve strategic goals:

http://current.ischool.utoronto.ca/system/files/user/108/ischool_strategicplan2012-17.pdf

4. Remaining Business

1. Financial Considerations



- i. **Long-term:** We have enough funds without a referendum for the levy to last into future years without a levy. If there is a pause in the levy however, it might be challenging to reinstate.
 - ii. **Short-term:**
 1. Who will be the new purchase person for approved items. (See below in 2.6. for student fellowship position).
 2. For the money that has moved forward to our current total now, how will we be spending it?
 - a. Student development fund?
2. Meeting Time Discussion
- i. Reviewed key meeting time at which all Tech Fund Reps would be available:
 1. Agreed on a **key meeting time: 4:30PM - 6PM Thursdays**
Christoph can make work
 - 2. Alternative: 1:00PM - 2:30PM Wednesdays**
 - a. -- Out for Katherine, Good for Christoph
 - ~~3. Second Alternative: 1:00PM - 2:30PM Fridays~~
 - a. -- Challenge for both Katherine, Christoph
- 4.1. Future of the Tech Fund
- Need to work out in a meeting with Wendy, the MISC and MUSSA presidents, Tech Fund members about the technicalities of purchase, maintenance of Tech Fund items.
- 4.2. Student fellowship for the equipment maintenance
- Do we need an estimate of Tony's *n* amount of hours/cost that went into it to frame how we would structure a fellowship.
 - The university can't really apply IT policies regarding software implementation and maintenance if they don't want any part of the equipment circulation/maintenance. This can allow for having a student fellow in charge of handling the equipment.
 - With regarding specs of the equipment for purchase/in question, it is now student committee responsibility
- 4.3. 2015/2016 Student Levy Refund Issues
- Katherine has pursued all leads trying to figure out why some students may not have received their refund, who is responsible for it, where it is coming from.
 - Prepare note with details for Referendum statement, any students will have to follow up on their own with Student Accounts it appears.

Next Meeting

Thursday, January 28, 4:30 - 5:30 pm



Action Items

ID	WHO	WHAT	TIL WHEN
1	NuRee	Meet with Mike/Kristen to see if there is any history/input they can give about restructuring of faculties affecting student levies.	Jan 15, 2016
2	For all	Make a Go/NoGo decision on referendum vote	Jan 28
3	Dawn	Liaise with Christopher to set meeting date with Wendy, Glen, Barbara, Christoph and (Dawn, NuRee, Katherine) about the status of the Tech Fund	Jan 15
4	Yara	Ideas Party Recap for MISC/MUSSA Newsletter Submission	Jan 11
5	Bertha	Request for Funds Advertising for MISC/MUSSA Newsletter Submission	Jan 28
6	Katherine	Proposal for Student Development Funding	Jan 28
7	All	Review Document for Dean Meeting	Jan 12
8	Nuree	Confirm deadline for referendum statement submission with Mike	Jan 15
9	Nuree	Write a one page referendum summary, see Deliverables	Jan 12

