



THE TECH FUND

FACULTY OF INFORMATION

Subject:	Tech Fund Monthly Meeting
Date:	April 2, 2020
Time & Location:	6:00 PM to 9:00 PM Online video conference
Present:	Maya Pasternak, MISC Upper Year Tech Fund Rep Savannah Sewell, MUSSA Tech Fund Rep Vipasha Shaikh, MISC Upper Year Tech Fund Rep Vicky Jamieson, First-Year MMSt Rep
Regrets:	Anna Oh, Faculty Rep Curtis Debi, Faculty Rep

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1. Old Business

1.1 Action Items Update (action items from last meeting)

WHO	WHAT	TIL WHEN	NOTES
Curtis	Consider needed equipment	April 2	Ongoing
Anna	Consider reallocation of headphones from I-Relax to general distribution	April 2	Complete
Vipasha	Contact Sherry and confirm workflow: Sherry Dang, Associate Registrar, sherry.lin@utoronto.ca Needs to be notified of all purchases.	April 2	Complete
Vipasha	Drafts a policy for 3 scenarios: damaged, lost, and/or stolen tech	April 2	Tabled for now, entered into Exit Report for future reps
Maya	Prepare all meeting minutes for next meeting's review	April 2	Completed
Maya	Complete Exit Report and share w/ Savannah for review	April 1 (final delivery April 9)	Completed
Vipasha	Add financial statements to Exit Report	April 1 (final delivery April 9)	Ongoing / liaising with Kathy
Savannah	Contact Matt Ratto and notify him that students interested in	March 9	Completed. No response.



	faculty purchasing Arduino starter kits for physical computing workshop.		
Vicky	Forwards referendum text to Patty / Josh Hass, coordinates timing and distribution	Ongoing	Completed
Vipasha	Notify requesters and coordinate purchases from today's meeting		Completed. People emailed, and new coordinations made due to Corona.

1.2 Approval of Last Meetings' Minutes

Motion by Savannah

Seconded by Maya

Yes - 4

No -

Abstain -

"Be it resolved that minutes are approved."

2. New Business

2.1. Referendum Update (led by Vicky)

MISC Student Council distributed referendum link to student body. Referendum closes April 3rd. MUSSA contacted for distribution. Will use MUSSA FB channel for publication.

2.2. Exit Report Review (led by Maya)

2.3. Handbook for Review (led by Vipasha)

2.4. Next Steps (Review MISC Protocol)

3. Action Items

WHO	WHAT	TIL WHEN	NOTES
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All	Personal Exit Reports	April 15 - MISC April 9 - MUSSA	
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