



30th, July 2021, 8:00PM - 10:00PM

MISC Council Meeting Minutes

1. Call to Order

Meeting called to order at 20:04

2. Roll Call

Name/Position	Present	Regrets	Absent
Courtney DeMaeyer (President)	X		
Will Power (VP Operations)	X		
Usman Malik (VP Finance, Tech Fund Representative)	X		
Heba Roble (VP Academic Affairs, Committee on Standing Representative)	X		
Julia Geisler (VP Communications, First Year PD Committee Co-Chair)	X		
Ariana Cuvin (Social Committee Co-Chair)			X
Nem Hannah Brunell (Social Committee Co-Chair)	X		
Lala K. Sondajaja (Upper Year Survey Committee Co-Chair)	X		
Natalie Somerset (Upper Year MH Committee Co-Chair)			X
Emma Ratcliffe (Tech Fund Representative, Upper Year)			X
Mansi Jain (Tech Fund Representative, Upper Year)			X
Sara Cozzarin (MISC-MUSSA Liason)	X		
Kamilah Ebrahim (GSU Representative)		X	
<u>Guests (Present)</u>			
- Amy Farrow (Accessibility Interests Working Group)			

- Opening remarks & introductions

3. Land Acknowledgement:

- Read by: **Usman Malik**



30th, July 2021, 8:00PM - 10:00PM

I (we) wish to acknowledge this land on which the University of Toronto operates. For thousands of years it has been the traditional land of the Huron-Wendat, the Seneca, and most recently, the Mississaugas of the Credit River. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land.

To acknowledge does not reconcile the suffering faced by these communities but we will continue to acknowledge the privilege we have to this land as we learn how to approach reconciliation with integrity.

4. BIRT the agenda for May 28, 2021 be adopted.

- Motion by: **Courtney DeMayer**
- Seconded by: **Usman Malik**
- Carried/Failed: Carried

5. BIRT the minutes from May 28, 2021 be adopted.

- Motion by: **Courtney DeMayer**
- Seconded by: **Heba Roble**
- Carried/Failed: Carried

6. Brief Overview of Meeting Procedures

- Courtney went over meeting procedures to review → call for people to raise their concerns and for appropriate representation in meetings and notes
- Overview of formalities of Robert's Rules and general discussion protocols

7. Previous Business

- *Effects of the Censure*
 - Courtney – discussion of censure lasting whole academic year, working with staff & faculty at U of T and professionals in the field
 - External speaker events might be rejected

8. COVID-19 Campus, Faculty, MISC (Discussion)

- Discussion concerning the Faculty's plans for Fall 2021
- Issues re: safety measures → plan for a slow opening, despite Ontario's allowance for everything in person



30th, July 2021, 8:00PM - 10:00PM

- Message from Dean morning of July 30th that outlines procedure for case-by-case basis of exception for return to campus
- Certain activities will require vaccinations or rapid tests
- Mixed reactions and demands from different parts of the university and from the student body
- Opened floor for discussion
 - What about the Winter 2022 semester? Having only in-person classes is a concern
 - How do we as a student society accommodate both in-person and online activities for the new year?
 - Issues with language and logistics regarding the exemption process
 - Discussion re: will meetings also be in person or remain virtual? Hybrid option? What about meeting food?
 - Council would like more details on the exemption process – Courtney to inquire
 - Potential for a poll to gauge student body reactions to recent measures and in-person plans – survey committee to step in
 - What are the contingency plans for the Faculty? Faculty seems to be sticking with general guidelines from U of T and intends to follow Ontario health regulations should a fourth wave break
 - What if someone tests positive? What happens if they must self-isolate and miss two weeks?
 - These questions need to be asked in any MISC-sponsored response to the Faculty re: Fall 2021 plans

Motion: *BIRT the MISC General Council approves of advocating and supporting students who are impacted by the current COVID measures at the Faculty of Information and to take action to provide students better clarity on procedures, as well as to maintain online presence re: MISC meetings for the Fall semester*

- Motion by: **Courtney DeMaeyer**
- Seconded: **Usman Malik**
- Carried/Failed: **Carried**

9. Limited Edition Merchandise

- Discussion re: plans for 2021-2022 merchandise



30th, July 2021, 8:00PM - 10:00PM

- Need for assessment of current stock and supplies and overview of logistics with regards to calls for design, as well as timelines – including visual identity guidelines and submission formats, details, and compensation

Motion: *BIRT the MISC General Council approves the proposed timeline and rewards for limited edition merchandise.*

- Motion by: **Courtney DeMayer**
- Seconded by: **Julia Geisler**
- Carried/Failed: **Carried**

10. Executive Committee Reports

i. President

- Courtney conducting office hours and attending fireside chats and workshops
- Other U of T offices have expressed interest in collaboration
- Orientation will mostly be online
- Queer orientation call for participation and collaboration
- Collaboration with Academic Affairs and Mental Health
- Some issues with subscriptions to listserv
- Attended most recent UTGSU meeting
- Financial signing authority has been transferred to current appropriate VPs
- MISC budget-draft has been finalized
- MISC presentation to incoming students went well, intention to spread word about MISC as many students do not know it exists when coming into the Faculty

ii. Vice President Academic Affairs

- Office hours weekly Mondays from 2-6pm, not well attended but that is to be expected at this point in the year
- Email campaign to check in with students during the summer months
- Faculty meetings → many of these have been informal
- Many new courses available this year

iii. Vice President Communications



30th, July 2021, 8:00PM - 10:00PM

- Push for people to use the Google Form for MISC-Y Business announcements to consolidate responses
- Social media – submit events via Later.com → Instagram stories is where we get more of our responses
- Meet MISC profile should be submitted and is encouraged (Wed & Fri to be posted, as these have highest interaction times)
- Future initiatives – continuing MISCs visibility marketing → call for committees and groups to promote themselves

iv. Vice President Finance

- Transfer of signing authority – Usman can now process reimbursements
- General overview and discussion of budget
- Budget is based mostly on 2019-2020 year and not the previous fiscal year as plans for return to in-person are still expected

Motion: *BIRT the MISC General Council approves the Budget Draft*

- Motion by: **Usman Malik**
- Seconded by: **Nem Hannah Brunell**
- Carried/Failed: **Carried**

v. Vice President Operations

- Nothing to report

vi. Executive Vice-President

- Position vacant: Nothing to report

Motion: *BIRT the MISC General Council approves the Executive Reports as presented.*

- Motion by: **Courtney Demayer**
- Seconded by: **Usman Malik**
- Carried/Failed: **Carried**

11. Committee and Representative Reports

i. MISC-MUSSA Liaison

- Welcome to Sarah Cozzarin



30th, July 2021, 8:00PM - 10:00PM

- In contact with CDP faculty coordinator regarding CDP orientation events for both 1st and 2nd years
- Desire to interact with school tours and be the CDP representative for future tours
- Interest to initiate CDP office hours
- Hope is that CDP students will interact with both parties (MISC & MUSSA)

ii. Social Committee

- Success in committee gathering, though there are concerns over retention of members
- Plans for summer social for both incoming and returning students to be held on GatherTown
- Gathering thoughts and initial plans for Fall orientation
- Courtney asked for a date for summer social, Nem confirmed that initial date is too soon, and another date will have to be selected

iii. Survey Committee

- Working with AIWG to create accessibility survey → 35 participants
- Selection for survey gift-cards
- Tech fund might potentially be interested in a survey as well
- Call to other committees and working groups for other survey collaborations
- Spam issues are a potential point of concern

iv. Mental Health Committee

- No representative: Courtney to report
- MH Committee distributed a survey on MH resources and awareness
- Upcoming report to be based on results
- Committee has been working on upcoming events and workshops based on resource navigation as well as a self-care workshop for early September
- Recently put out for committee recruitment

v. Professional Development Committee

- Receiving help from incoming students
- Attempt to put together a student panel – struggling to find participants



30th, July 2021, 8:00PM - 10:00PM

- Early discussions re: potential hackathon

- vi. **Faculty Council**
 - Nothing to report

- vii. **Alumni Association Representative**
 - No representative: Nothing to report

- viii. **T&R Working Group**
 - No representative: Nothing to report

- ix. **Graduate Students' Union Representatives**
 - No representative: Courtney to report
 - Elsewhere on campus there have been issues of sexual assault
 - Board of directors are thinking of restructuring of UTGSU, no concrete plans as of this date – proposal to be more tangible by end of term

- x. **International Student Representatives**
 - No representative: Courtney to report
 - Focus group conducted, waiting to hear back on results

- xi. **Tech Fund Representatives**
 - No representative: Nothing to report

Motion: *BIRT the MISC General Council approves the Committee and Representative Reports as presented.*

- Motion by: **Courtney DeMayer**
- Seconded by: **Lala Sondjaja**
- Carried/Failed: **Carried**

12. Working Group Reports

- i. **Accessibility Interests Working Group**
 - Most members have graduated – 3 returning students recruited and desire for recruitment of 1st year students



30th, July 2021, 8:00PM - 10:00PM

- Survey committee collaboration re: student awareness of AIWG and general accessibility concerns → Results should be out before fall
- Talks on TRC with *Indigenous Solidarity Working Group*
- Guide on inclusive language re: Accessibility, hope for having that out soon
- Resources for hybrid sessions and adaptation for changing circumstances
- Future plans for orientation event – all online
- Facebook group has officially been deleted, all coordination will be through official MISC website or MISC channels

ii. **Class of 2020 & 2021 Continuity Working Group**

- No representative: Nothing to report

iii. **Diversity Working Group**

- No representative: Nothing to report

iv. **Part-Time Students' Working Group**

- No representative: Nothing to report

Motion: *BIRT the MISC General Council approves the Working Group Reports as presented.*

- Motion by: **Courtney DeMaeyer**
- Seconded by: **Heba Roble**
- Carried/Failed: **Carried**

13. Other business

- **Discussion:** Questions if anything is required of council members to set up things for orientation week → Would be prudent to coordinate with social committee

14. BIRT the meeting be adjourned

- Motion by: **Courtney DeMayer**
- Seconded by: **Sarah Cozzarin**
- Carried/Failed: **Carried**

Meeting adjourned at 21:34

MISC General Council Meeting

Overview of Meeting Procedures

Roll call: record the attendance list. As members we have an ethical responsibility to be involved in overseeing our society's activities. It's important to know what else is going on in MISC for cohesion, and especially important when decisions need to be voted on. We recognize that people have other obligations that may conflict and therefore may not attend every meeting, but please make your best effort to attend when possible.

Land Acknowledgement: Part of the TRC's Calls to Action. It's meant to recognize the land and its history as to not let our historical memory fade. This isn't meant to be tokenism nor is acknowledgement the end of the conversation concerning reparations. Rather it is a stepping stone to bring awareness and to rebuild trust between communities, and move towards a future in which the land can continue to be protected and prosper.

Adopt the Agenda: This is an opportunity to make any changes to the agenda before getting into the details of the meeting. The agenda is presented to members a week early in order to allow for time to review the intentions before the meeting begins.

Approve the Minutes from the Previous Meeting: Notes from the meeting are summarized notes which are official records to document the ongoings of our group. Members should review the minutes to check they have been properly represented through the notes. Voting in favour is to accept these notes as accurate and valid.

Reports and Discussions: This is the bulk of most meetings. Reports allow each representative to update the rest of the council what they have been up to. They also sometimes include motions depending on needs. While we have some basic structural rules we can talk casually with each other. People can ask questions, elaborations, comments, or if you have something to add on to the topic you can. If you find something inappropriate for our meeting, or if there are any problems with phrasing you are allowed to state so. I hope we can be inclusive to each other, and that if there is a need to disallow something then we, as a group, can learn and grow from it.

Motions: are what we vote on. Motions should be a clear and concise statement or clauses so councillors know exactly what they are voting on. Before a motion can be voted on there must be a seconder. This assures the issue interests more than one

person. 'It is moved that...' opens the topic to discussion and debate. After discussion the motion is put to a vote. People will then be asked if they vote in favour, against, or abstain. Specific documentation of your vote can be noted in the minutes if requested. To 'Call the question' is to stop our debate if becoming redundant or there are no more comments or questions which need 2/3rds to pass. BIRT stands for 'Be it resolved that' whereas BIFRT stands for 'Be it further resolved that'. Motions can also be amended.

MISC General Council Meeting

COVID-19 Campus, Faculty, MISC

Notes:

1. University is following Ontario directives exactly. Ventilation installed. VP office has mentioned that they perceive the current reopening as slow and that reopening doesn't warrant such a slow return.
2. Faculty has decided that even though all classes can return in-person, the Fall term will remain as already designed. Expectations are to return fully in-person for the Winter term.
3. U of T has updated their activity parameters as we entered stage 3. It is expected by Fall there will be no capacity limits, no physical distancing, but will still require masks. For the duration of stage 3 there are gathering limits to 25 indoors and 100 outdoors. *The university recommends outdoor space when possible, limiting having goods or shared material that require frequent contact between many people, and limiting in-person events to 2 hours.
4. Some offices and people would like for the transition to be longer. Some are pushing for faster reopening.



Limited Edition Merchandise

July MISC General Council Meeting

Proposed Timeline

August - Create Posters to advertise MISC is looking for merchandise designs

September - MISC to choose winner; if the design uses any of UofT or iSchool designs, it needs to pass approval for use

Late September/Early October - Pre-order forms

October - Order Merchandise

November - Merchandise available for purchase

Promotion of material will include:

- UofT visual identity guideline
- iSchool visual identity guideline
- Deadline
- Guidelines
- Submission format and details
- Prize

Proposed Prize:

- Free piece of merchandise and a gift card (\$25)
- Runner ups: Gift card of less value (\$10)



President's Report

July MISC General Council Meeting

- Office Hours
- Fireside Chats and Workshops
- Collaboration with other UofT offices
- Orientation is largely being planned by the faculty to welcome all students. Virtual tours.
- Organizing MISC orientation
- Queer Orientation
 - <https://sgdo.utoronto.ca/events/submit>
 - August 20th deadline for submissions
- Check-in collab with Academic Affairs and Mental Health.
- Troubles unsubscribing from ListServ.
- UTGSU Meeting
- Signed RBC authorization
- Worked on first budget draft with Usman
- About MISC presentation to incoming students.



VP Communications' Report

July 2021

MISC-y Business

MISC-y Business is released weekly on Mondays, with announcement requests closing at 6pm the evening before.

Presently, the majority of announcement requests are received via email. My goal going forward with these requests is to promote the [Google Form](#) and dissuade email requests to keep everything organized and prevent requests from getting lost. I would appreciate everyone's help promoting the form should someone ask how to submit to the newsletter or our socials. The easy-to-remember URL is just bit.ly/miscybiz and it is also included on the bottom of every newsletter.

Social Media (Facebook, Twitter, Instagram)

The majority of social posts are now being scheduled in advance using Later.com. If anyone has a specific date or time they want something posted on Facebook, Twitter, or Instagram, feel free to use the same Google Form mentioned above and just specify the date and time you want it to be posted. This can be done for Instagram stories as well and I definitely encourage everyone to take advantage of this as we get the most interactions via this outlet and it works very well for day-of event reminders.

You don't need to have all your announcement details! If you just want a save-the-date or similar, don't hesitate to submit a request.

You don't need to have a graphic already made! I'm happy to make one for you.

#MeetMISC Profiles

This initiative is tentatively set to begin the first week of August. The plan is to schedule two profiles per week (10am on Wednesdays and Fridays, the highest social media interaction times) in order to introduce incoming students and current students to who we are as the term begins. The order will begin with Courtney and then go by the submissions on the doc.

If you have not submitted your photos and questions, please do so via the [Drive](#) ASAP. This is not required but certainly encouraged. You can submit one to three images of yourself by creating a folder with your name (or something you feel best represents you, such as a pet), and include up to three questions to be filled in via the Google Doc (you can also just write in a blurb about yourself and call it a day if you don't know what to say).

Future Initiatives

- **Continuing MISC's visibility:** Profiles of what MISC is/offers (generally, committees, and working groups). If any committees/groups are interested in having a short write-up about what they do or what resources they offer to be included in the newsletter and social media, please feel free to email me (julia.geisler@mail.utoronto.ca).

Survey Committee Co-Chairs' Report

July 2021 MISC General Council Meeting

June-July Work Items (Major)

- **Accessibility Survey**
 - Planned & created survey with AIWG: <https://bit.ly/3vvsODr>
 - Open June 21 - July 11 (one week extension)
 - Promote on: MISC-y Business, Discord, AIWG's social media
 - 35 total participants
 - Raffle Prize: 2 x \$10 gift cards (29 entries) - winners drawn & contacted

Future Work Items

- Finish reports before Fall semester starts:
 - Mental Health Survey
 - Accessibility Survey
- Tech Fund survey?

Budget

Past Items	Cost	Notes
Mental Health Survey	\$60	4 x \$15 gift cards
Accessibility Survey	\$20	2 x \$10 gift cards
Running Total	\$80	
Planned Items	Cost	Notes
	\$	
Planned Total	\$	
Projected Total	\$80	



Mental Health Committee Report

July 2021 MISC General Council Meeting

Mental Health Survey

- Main goal was to find out why so many students say they are aware of mental health resources, but don't use them
- Report coming soon

Email Check Ins

- One person asked for mental health resources

Orientation Planning

- Introduction to available mental health resources and self care events

Committee Member Recruitment

- Still ongoing



Tech Fund Committee Report

July 2021 MISC General Council Meeting

Tech Fund Equipment/Rental Updates

- Approved the purchase of 2 new iMacs for the inforum. ~\$5k Tech fund contribution. Old machines will be decommissioned. PHD candidates have requested the old machines but we are scheduling a site visit to the inforum before approving their request.
- Performing review of current equipment usages to assess gaps
- No Update - Software licenses
- No Update - partnering with local retail/tech repair service
- No Update - theft prevention security tags establish a standardized set of rules for all students

Comms Planning

- Tech Fund Equipment Library Promotion campaign - planning several posts throughout the fall

Committee Member Recruitment

- Must fill outstanding BI member role