



August 12th, 2015, 17:00-19:00

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

Present: Dawn, NuRee, Navroop, Tony

Regrets: Yara, Professor Becker

[Agenda](#)

[Unapproved Minutes](#)

[Next Meeting](#)

[Action Items](#)

[Appendix](#)

[MUSSA Orientation Update](#)

[MISC Orientation Update](#)

[Library Freedom Project](#)

Agenda

1. Old Business
 - a. Previous Meeting Minutes
 - b. Action Items Update
 - c. Exit Report and Annual Report
 - d. Update from Tony on Damaged/Missing Equipment
2. Workshop Coordination
 - a. Update from Navroop
 - b. Library Freedom Project Approval ([Appendix C](#))
3. Finances
 - a. May 1, 2015 start to Fiscal Year
 - b. Incoming Fees
 - i. Estimates & Actual Date
 - ii. Budgeting
4. Orientation
 - a. Participation Opportunities ([Appendix A](#) and [Appendix B](#))
 - i. End-August Swag Bag Handout (bookmark/pamphlet?) MISC & MUSSA
 - ii. Sept 8 2min MUSSA Orientation Speech (Yara)
 - iii. Sept 9 BBQ Prize

- iv. Sept 9 'Secrets of the iSchool' tour --- Inforum Techfund Setup
- 5. Student Requests for Funds
 - a. Drafted Google Form Version: [Request for Funds 2015-16](#)
(based on .docx used last year)
 - b. Process Decision
 - c. Selection Criteria
- 6. Website
 - a. Update based on MISC emails
 - b. Social Media Policy & Access
- 7. Remaining Business...

Approved Minutes

1. Old Business

a. Previous Meeting Minutes

- [July 8; Jul 19](#)
 - Look fine, no comments or adjustments. Approved!

b. Action Items Update

ID	WHO	WHAT	TIL WHEN
1	Tony	provide update on Procurement and Outstanding Purchases	<i>complete</i>
5	Tony	Invite Navroop to next Meeting	<i>complete</i>
6	Dawn	Final list of Workshops and Instructors, to be triaged	<i>complete</i>
7	Yara	Find out MUSSA Orientation Plans and Upcoming Deadlines/Meeting	<i>complete</i>
8	Yara	Meeting Minutes from First Meeting	pending
9	Dawn	Template for Workshop Facilitator Cold Contact	<i>complete</i>
10	Dawn	Update from Kathy S. RE: payment policies	<i>complete</i>
11	Dawn	Update from AIS RE: re-doing workshops	<i>complete</i>
12	Dawn	Follow-up with Navroop RE: mount-making	<i>complete</i>

c. Exit Report and Annual Report

- Reviewed the annual report and compared it to the 2011 Tech Rund version so ensure we were covering the same categories.
- Decided we should add in an Expense Breakdown and Workshops/Equipment Purchases so that information would be all in one place for students, as we currently have only released it that way.
- Discussed (but didn't decide) about whether we should separate out 'internal' recommendations for this year

- d. Update from Tony on Damaged/Missing Equipment
 - Tony mentioned that Anna is heading on vacation. He will have to work with her to finalize the list and any expenses so Tech Fun will deal with it in September

2. Workshop Coordination

This happened at the beginning of the meeting but has been noted here based on the agenda

- a. Update from Navroop
 - In terms of deadlines:
 - **ASAP** Room Bookings
 - **September 4** for descriptions (fall brochure)
 - **September 11** Workshops open for registration
 - *mid-September* for Winter workshops
 - Arduino:
 - Navroop is working with instructors, similar to last year
 - Software install (driver) that students will have to do. Best if they bring own devices but we can work with Tony to ensure the Tech Fund equipment will work
 - Equipment for Arduinos, KMDI (Zoe formerly, not Kern) has stuff set aside so no additional expenses anticipated
 - Web Archiving
 - About to be scheduled, looks like all is on track
- b. Library Freedom Project Approval
 - Dawn will do a Email vote on expenses as supplied from Alison, she (Dawn) is super keen!
 - Potential to collaborate with CCLA or make this a part of a bigger event if we would like, there is the time.

Reference:

- [Current iSkills Offerings](#)
- [Our Coordination Efforts](#)
- Tony to provide updated quote (with A/B for Macbook portion), aiming for *August 19, 2015*
 - Tony mentioned **~\$7600 for Dell** quotes is feasible, almost exactly Percy's earlier quote that Tony had sent to the list for us to vote on
 - However for the **Macbooks**, it will be more difficult to match up old and new quotes because new offerings have come out and specs have changed
 - Previous **~\$8800** with taxes from Percy 6 Macbook Pro 13" with AppleCare

3. Finances

- a. May 1, 2015 start to Fiscal Year
 - i. Dawn spoke with Kathy S. and confirmed that there are advantages to being in line with the University of Toronto fiscal dates
 - ii. Dawn reviewed and updated budget spreadsheets for 2014-15 and 2015-16 accordingly(add link!)
- b. Incoming Fees
 - i. Estimates & Actual Date
 1. Check in with Kathy end of September to get a much better answer. Final amount would be obtained end of fiscal year.
 - ii. Budgeting
 1. No budget per year, we just report on approved expenses
 2. Might have to because Chris wants to look at fee reduction
 - a. May be good to be aware of for MISC Thursday meeting
 - b. September may need more fixed

4. Orientation

- a. Participation Opportunities ([Appendix A](#) and [Appendix B](#))

Lillian and Yara both emailed with an update to the MISC & MUSSA orientation plans. Would like to have a Techfund presence at these and the following opportunities were highlighted:

 - i. End-August Swag Bag Handout (incl. bookmark/pamphlet) MISC & MUSSA
 - Nuree mentioned the **USB keys** are in the MISC office. No current inventory data found. Nuree to inventory and update.
 - Tech Fund stickers as well? Tony has 2.5 sheets he is hanging onto for now, for new equipment. These might not be appropriate.
 - Decided to draft a 1/2 page pamphlet, Nuree to take the lead on a draft and we will finalize by end of August
 - ii. Sept 8 2min MUSSA Orientation Speech (Yara)
 - Yara indicated in email she will develop on her own
 - iii. Sept 9 BBQ Prize
 - Brainstormed for something Tech fund -related but couldn't come up with something appropriate.
 - Settled on a gift card to Starbucks/Innis Cafe, thought \$50 max but should check with Lillian for other prize amounts.
 - iv. Sept 9 'Secrets of the iSchool' tour
 - Discussed working with the Inforum to have a little Tech Fund display of equipment with more pamphlets (etc...) set up.
 - Dawn is most likely free for this, all thought this could be valuable, will pursue with Lillian

8. Student Requests for Funds

a. Drafted Google Form Version: [Request for Funds 2015-16](#)

(based on .docx used last year)

- Initial review was positive, small typo indicated, Dawn to fix the typo and email for vote

b. Process Decision

- It was discussed whether we should determine a process for using this form, but tabled as premature. The decision was to try it out, make it is published on web and in pamphlet and consider having a poster(s) around iSchool
- The only requirements is we check before each meeting whether there is anything to vote on, perhaps determining a Tech Fund Rep to take that responsibility?

c. Selection Criteria

- Again it was discussed whether we should determine a process for selecting submissions, but tabled as premature.

9. Website

a. Update based on MISC emails

- Reviewed current status of website content, discussing the proposal put forward by MISC.
- Tony provided some insight into the process for how we would request content on the Faculty of Information site (current.ischool.utoronto.ca)
- Would need to be more discussion and communication before we have an understanding whether posting Tech Fund content would be a fit for the website. No idea of when decision would be possible but would miss Fall deadline.

b. Social Media Policy & Access

- Discussed removing the Tech Fund facebook account, Nuree confirmed she has the details and will shut it down by end of August.

10. Remaining Business...

- Brief discussion of the upcoming referendum occurred. Tony pointed to the balance of lowering Tech Fund fees versus meeting ongoing needs for refreshing Tech Fund-owned equipment and looking to the future of the Inforum and the potential shift toward a 'BYOD device'-model.

Next Meeting

Did not discuss a date

Action Items

ID	WHO	WHAT	TIL WHEN
1	Tony	Quote for Dell & MacBooks	August 19, 2015
2	Nuree	Verify/Inventory Tech Fund USBs & Stickers in MISC office	August 20, 2015
3	Nuree	Tech Fund Facebook group decommissioned	August 30, 2015
4	Nuree	Add editable Annual Report to the drive	August 30, 2015
5	Nuree	Draft/Finalize Tech Fund Orientation pamphlet	August 28, 2015
6	Dawn	Email Lillian about orientation participation	August 24, 2015
7	Dawn	Email vote on Request for Funds form	August 24, 2015
8	Dawn	Email vote on expenses for Library Freedom Project workshop	August 24, 2015
9	Dawn	Workshop status recapitulation	August 24, 2015
10	Dawn	Email vote on Orientation BBQ Prize	August 24, 2015

Appendix
Omitted from Public Minutes