



**April 19, 2016, 15.00-16.30**

Robarts Library, 7th Floor, Semaphore Boardroom  
130 St. George Street, Toronto, Ontario

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**Present:** Dawn, Danielle, Katherine, Bertha, Christoph, Yara, Nalini

**Regrets:** Nuree, Ivan

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## Agenda

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**1. [Old Business](#)**

1.1. Action Items Update

**2. [New Business](#)**

- 2.1. Year Recap
- 2.2. Strategizing & Reflections
- 2.3. By-Laws Review
- 2.4. Lib Guide Discussion
- 2.5. Remaining Business...



## Approved Minutes

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### 1. Old Business

- 1.1. Action Items Update  
i. Action Items

| <b>ID</b> | <b>WHO</b> | <b>WHAT</b>   | <b>TIL WHEN</b>  |
|-----------|------------|---|------------------|
| 1         | All        | Review <a href="#">by-laws</a>  | <i>completed</i> |
| 2         | All        | Work on sections for <a href="#">Exit Report</a>  | <i>completed</i> |
| 3         | Dawn       | Email Ivan Re: Tech Fund advisor role and transition meeting  | <i>completed</i> |
| 4         | Dawn       | Email Glenn Re: Laptop Purchase, cc Katherine   | <i>completed</i> |
| 5         | Dawn       | Invite Nalini to the transition meeting   | <i>completed</i> |
| 6         | Dawn       | Follow up on decommission of equipment at the next meeting  | April 20         |
| 7         | All        | Each come up with 5 deadlines from the year based on past Tech Fund experience & 1 "Would nice to have" | <i>completed</i> |
| 8         | Dawn       | Reminder email on the above task  | <i>completed</i> |
| 9         | Nuree      | Integrate feedback for bylaws, create stable draft  | <i>completed</i> |

### 2. New Business

- 2.1. Year Recap  
[2015-2016 Exit Report](#)  
[2015-2016 Annual Report](#)

- Tech Fund Reps reviewed the reports together with sections that need revision



- Incoming Reps will have to revisit the Referendum for the 2016/2017 academic year (Preferably over the summer);
  - Documentation and statements are already prepared this year by the Referendum Lead, Nuree
- Christoph suggested preparing a visual representation of the roles for future incoming reps to distinguish whom they interact with
  - Roles were distributed in the Fall when the incoming First-Year Reps join the committee
  - Over the summer, there were temporary summer roles for workshop coordination purpose
- Recapped brainstorming for the Student Development Fee;
  - Incoming Reps may revisit the proposal, which includes the rationale behind it, finance, pitch, etc.
  - Kathy suggested to award it as a lottery way (similar to the GSU conference grant)
  - Visibility of Tech Fund may be an obstacle to this proposal; Need more publicity and let students be more aware of the purpose and mandate of Tech Fund
- For the MountMaking workshop: currently looking for local providers for the 2016/2017 academic year
- Updates from Nalini on Inforum's involvement with Tech Fund: Kathleen is back as of June 1st from sabbatical
  - Will continue to work with Tech Fund on workshops for the upcoming academic year. Tech Fund Reps can start emailing Kathleen for workshop ideas/coordination very soon
    - Set up a meeting in June to work on coordinating over summer and have workshops ready to go for the Fall semester
  - Inforum will be involved with Tech Fund in terms of equipment purchases and maintenance

## 2.2. Strategizing & Reflections

- As per previous meeting, each Tech Fund Rep came up with 5 deadlines and 1 "Nice to have"
  1. [Nuree's Deadlines](#)
  2. [Bertha's Deadlines](#)
  3. Katherine's Deadlines
    - a. "Nice to have": Accountability Document! History of Decisions
    - b. Late September/Early October: review financial materials from previous years and meet with previous treasurer or Kathy Shyjak to answer any questions.
    - c. December/ Early January : Mid year review
    - d. April: Final review



- e. Monthly or every other month depending on activity:  
reconcile the budget and approved expenses with account statements/advance reports.
- f. Ongoing: input approved purchases into the budget
- 4. Yara's Deadlines
  - a. May/June - Familiarize with workshops
  - b. July/Aug - Orientation event preparation
  - c. July-Sept - Workshop liaising
  - d. Nov - Workshops winter finalized
  - e. Dec - MMst workshop ordering
  - f. Oct - Ideas party planning
- **Approach MUSSA to handle MountMaking, Tech Fund Rep check in**
- 5. Dawn's Deadlines
  - a. End of July - Orientation participation
  - b. June - Start workshop planning
  - c. Feb - Referendum updates
  - d. Nov - Tech purchase for the year
  - e. Nov - Winter Workshops
- "Nice to have": long term strategy (ability to generate long term strategy!!) (multi-year budgeting)

### 2.3. By-Laws Review

#### [Tech Fund By-Laws](#)

- Changes to the Amendments were agreed on by the Tech Fund Reps
- Re-consider a new bi-annual role over the summer since the Referendum Lead is only bi-annual.
- **VOTED: The 2015/2016 outgoing Tech Fund approves draft by-laws and recommends the 2016/2017 Tech Fund to adopt them**
  - **ALL VOTED IN FAVOUR** (Danielle abstained)

### 2.4. Lib Guide Discussion

- LibGuides (Content Management software)
  - 1. Nalini brought up an issue of maintenance over the years
    - a. There's currently no guideline on deactivating accounts on LibGuides V1
    - b. Suggestion:
      - i. If a guide has not been updated for a year - They will be deleted
      - ii. Guide is active for a year after graduation by default unless they reach out to Nalini
  - VOTED ALL IN FAVOUR**
  - c. Nalini will create a draft user guide for review by the end of May



- 2.5. Remaining Business
  - None

## Next Meeting

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Discussed meeting in late-May.

## Action Items

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| <b>ID</b> | <b>WHO</b> | <b>WHAT</b>   | <b>TIL WHEN</b> |
|-----------|------------|---|-----------------|
| 1         | Dawn       | Create a visual to identify the roles and include in the handbook/exit report | End of April    |
| 2         | Dawn       | Finalize Reports  | End of April    |
| 3         | Dawn       | Email Nalini with the Reps contact information                                | End of April    |
| 4         | Dawn       | Email Christine to get enrolment information                                  | End of April    |
| 5         | Dawn       | Email Anna to get the tech loan numbers                                       | End of April    |
| 6         | Dawn       | Email Navroop to get the attendance numbers workshop                          | End of April    |
| 7         | Dawn       | Accountability Document - History of Decision                                 | End of April    |

## Appendix



## **Appendix A**

