



July 8, 2015, 18:00-19:15

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

Present: Yara, Tony, Christoph, Dawn

Regrets: Nuree

Agenda

1. Old Business
 - a. Previous Meeting Minutes
 - b. Action Items Update
 - c. 2014-15 Exit Report for MISC
2. Workshops
 - a. Brainstorm Activity (see [Planning Document](#))
3. Budget
 - a. Fiscal Year (see [Finances Folder](#))
 - b. Reporting
4. Orientation Plans
5. Website
 - a. Options for Next Year (see [Appendix A](#))
 - b. Publishing Responsibility
6. Remaining Business

Approved Minutes

1. Old Business

a. Previous Meeting Minutes

- Consensus that we need more streamlined, self-contained minutes going forward, especially for publishing publicly
- Appendix not published as a rule, as it seems likely to contain personal correspondence as supplementary material, and unless necessary, we will not seek permission to post publicly

b. Action Items Update

- Reviewed action items, status below:

ID	WHO	WHAT	status
1	NuRee	Exit Report into Annual Report	pending
2	Tony	provide update on Procurement and Outstanding Purchases	pending
3	Dawn	workshop Coordinate! Send out emails, wrangle proposal	see 2015-16 workshop planning
4	NuRee	get hold of Yara and share info	<i>complete</i>
5	Tony	Add techfund.ischool@utoronto.ca to Techfund mailing list and send update	<i>complete</i>

c. 2014-15 Exit Report for MISC

- Pending, will speak with Nuree after meeting for an update on report

2. Workshops

a. Brainstorm Activity (see [Planning Document](#))

b. Thoughts and Next Steps

- Introduction to “digital skills” courses in September, build toward more technical material through the Academic Year
- Window of opportunity for substantial workshops: **SEPT OCT JAN**
- Remuneration and compensation:
 - What are the considerations for paying workshop facilitators based on whether they are an Individual, Organization, or already an employee of the University?
 - Confirm process with Kathy S.
- Attendance and Popular topics:

- Speak with Navroop about iSkills attendance in 2014-15 to help guide how we proceed
- Becker noted that interest has been expressed for another iSchool hackathon, should we follow up with S.Sim on this?
 - We should, consensus to park this until the Fall
- Consensus we have to move quickly for the fall, next steps:
 - iSkills Attendance from last year to frame offerings (by July 12)
 - Voting on Possibilities via Google Spreadsheet (by July 12)
 - From that delegate responsibility to all representatives for coordinating specific ones, seeking partnerships and instructors

3. Budget

a. Fiscal Year (see [Finances Folder](#))

- Confirm with Kathy S. dates we should be using during reconciliation. Consensus that we should make sure our tracking is inline with iSchool reporting of Fiscal Dates
- Becker indicated the Fiscal year begins May 1

b. Reporting

4. Orientation Plans

- Tech Fund had initial discussion about developing an Orientation strategy to ensure incoming students are aware of Tech Fund and the possibilities and opportunities for them.
- From information provided so far, in July MISC to firm up orientation plans, MUSSA sometime before Fall
- All representatives to ensure we are kept aware of any updates from either organization regarding deadlines

5. Website

a. Options for Next Year (see [Appendix A](#))

- **VOTE:** Per ongoing discussion, Dawn initiated vote *to remove the techfund.ischool.utoronto.ca website and use the sections on MISC and MUSSA websites instead*

VOTE PASSED UNANIMOUSLY

b. Publishing Responsibility

- Update from Caeleigh, MISC Web coordinator, about possible ways we can handle updating the website
 - Deferred decision to closer to Fall

6. Remaining Business

- Becker suggested codifying steps that must happen before the end of July
- *By July 12, Dawn will*
 - Have emailed (and received) 2014/15 iSkills workshop attendance list
 - Set up workshop priorities voting document in Google Spreadsheet

- *By July 20ish, we will*
 - have a final list of planned workshops and make sure there is one person from techfund to 'champion' each workshop
- *Tony will*
 - Ask Navroop to attend next meeting for workshop coordination

Next Meeting

- Remote catchup for Workshop Coordinating before end of July
- Early August

Action Items

ID	WHO	WHAT	till when
1	NuRee	Exit Report into Annual Report	pending
2	Tony	provide update on Procurement and Outstanding Purchases	pending
3	Dawn	have emailed (and received) attendance list	July 12
4	Dawn	set up workshop priorities for voting doc	July 12
5	Tony	Invite Navroop to next Meeting	next meeting
6	Dawn	Final list of Workshops and Instructors, to be triaged	July 25/6
7	Yara	Find out MUSSA Orientation Plans and Upcoming Deadlines/Meeting	July 20
8	Yara	Meeting Minutes from First Meeting	July 20

Appendix
Omitted from Public Minutes