



July 19, 2015, 14.00-16.00

Remote

Google Hangouts

Present: Dawn, Yara, Nuree

Regrets: N/A

[Agenda](#)

[Unapproved Minutes](#)

[Next Meeting](#)

[Action Items](#)

Agenda

1. Old Business
 - a. Action Items Update
2. Workshop Coordination
3. Remaining Business

Unapproved Minutes

1. Old Business
 - a. Action Items Update

ID	WHO	WHAT	till when
1	NuRee	Exit Report into Annual Report	<i>complete</i>
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	pending
6	Dawn	Final list of Workshops and Instructors, to be triaged	pending
7	Yara	Find out MUSSA Orientation Plans and Upcoming Deadlines/Meeting	pending
8	Yara	Meeting Minutes from First Meeting	pending

2. Workshop Coordination

- Reviewed the results of our voting on workshop possibilities and the attendance information from Navroop
 - 18 workshops: 11 in Fall, 7 in Winter, 4 of those in partnership with student groups or iSchool-affiliated organizations
- Assigned Representatives to 'Champion' each workshop, be responsible for finding facilitators will update progress using [Coordinating Spreadsheet](#)
- Confusion over whether Mount-Making will occur this year, we had voted to approve, however indicated as one we weren't covering
 - Need to follow-up with Navroop RE: Mount-making
- Planning Next Steps
 - Template Email for contacting prospective facilitators, includes that remuneration is involved, provides some context about the techfund, as well as the main email address (which should be CC'd)
 - Clarify policies for Payment with Kathy S.

3. Remaining Business

- None!

Next Meeting

Action Items

ID	WHO	WHAT	TIL WHEN
1	Tony	provide update on Procurement and Outstanding Purchases	pending
5	Tony	Invite Navroop to next Meeting	pending
6	Dawn	Final list of Workshops and Instructors, to be triaged	July 25/2015
7	Yara	Find out MUSSA Orientation Plans and Upcoming Deadlines/Meeting	July 20/2015
8	Yara	Meeting Minutes from First Meeting	July 20/2015
9	Dawn	Template for Workshop Facilitator Cold Contact	July 20/2015
10	Dawn	Update from Kathy S. RE: payment policies	July 20/2015
11	Dawn	Update from AIS RE: re-doing workshops	July 22/2015
12	Dawn	Follow-up with Navroop RE: mount-making	July 22/2015