



February 11, 2016, 16.00-17.00

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

Present: Dawn, Katherine, Yara, Nuree, Bertha

Regrets: Christoph

[Agenda](#)

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Agenda

1. [Old Business](#)

- 1.1. Previous Meeting Minutes
- 1.2. Action Items Update

2. [New Business](#)

- 2.1. IT Restructuring Meeting Recap and Next Steps
- 2.2. Student Development Proposal
- 2.3. Workshop Check in
- 2.4. Check "Request For Funds" Submissions
 - [Submissions Here](#)
- 2.5. Remaining Business...



Approved Minutes

1. Old Business

- 1.1. Previous Meeting Minutes
 - i. Posted on MISC and MUSSA

- 1.2. Action Items Update
 - i. Action Items

ID	WHO	WHAT	TIL WHEN
1	Dawn & Katherine	Draft Student Development Funding Proposal	completed
2	Dawn	Statement on Referendum for MISC/MUSSA	completed
3	Nuree	Referendum Manual	April
4	Katherine	Update on Interpretation Workshop	completed
5	Yara	Update on Moccasin-Making Workshop	completed
6	Nuree	Purchase Print Card & Check with Inforum Staff	March
7	Dawn	Email RE: Minutes for Review	completed
8	Katherine	Proposal for Student Development Funding	completed
9	Dawn	Liaise with Christopher to set meeting date with Wendy, Glen, Barbara, Christoph and (Dawn, NuRee, Katherine) about the status of the Tech Fund	completed
10	NuRee	Meet with Mike/Kristen to see if there is any history/input they can give about restructuring of faculties affecting student levies.	completed



2. New Business

2.1 IT Restructuring Meeting Recap and Next Steps

- Dawn, Nuree, and Christoph met with Dean Duff and Glenn Cumming on February 5th with [prepared questions](#) regarding the impact of the Faculty of Information's IT restructuring on Tech Fund
 - [Recap of IT Restructuring Meeting 2016-02-05](#) sent to the Dean and Glenn; Response pending
- Dean Duff and Glenn seem willing to revisit Service Agreement
- Tech Fund will work to provide a spending plan for the remainder of the academic year
 - Katherine will take charge and aim to have it completed by end of reading week
- Open question for Tech Fund RE: decommissioning equipment, what to do with Tech Fund purchases that are removed from circulation or use?
 - Some were only partially purchased by Tech Fund (part ownership with Faculty)
 - Is donation a possibility? - Would require additional labour; May be not be feasible due to existing IT policies

2.2. Student Development Proposal

- Katherine [proposed](#) 3 options for students to be reimbursed for professional development events outside of the iSchool based on last meeting:
 - Option 1: Through Tech Fund and Business Officer
 - Students submit receipts to Tech Fund
 - Concerns: Who keeps the receipts?
 - Option 2: Through Tech Fund & MISC & MUSSA
 - Tech Fund would pre-allocated a set amount to MISC & MUSSA and students will receive reimbursement through MISC/MUSSA account
 - Concerns: How much work would Tech Fund be involved in the reimbursement process? How much do we give to MISC & MUSSA? What to do with the remainder money that MISC/MUSSA would hold?
 - Option 3: Setting up a separate Student Development account
 - Similarly to petty cash, giving out small reimbursement at a time
 - Requires confirmation from Kathy of the possibility and feasibility of setting up separate account
- **Tech Fund voted on a preferred option: Option 3**
 - Secondary option: Option 2
- Tech Fund came to a consensus: Amount of reimbursement should be flexible over academic years; No initial cap on the number of students that can



participate; Structured as a one-time reimbursement only per academic year (September to April)

2.3. Workshops Check-in

- Interpretation Workshop:
 - Pending responses; Possibly not happening this semester since the facilitator may not be available
- Moccasin-Making Workshop:
 - Possibly not happening as well
- Workshops can be pushed to next year

2.4. Check "Request For Funds" Submission

[Submissions Here](#)

○ **VOTED:**

■ **Approved AIS Open Source Workshop: With quorum all 4 in favour (Dawn did not vote as she is directly involved in this workshop), approved for \$398.00**

2.5. Remaining Business

- Nuree met with Kristen regarding IT restructuring considerations on future referendum
 - Possible solution for equipment maintenance is to set up a student position that's paid by the hour
 - Received contact information from Kristen to reach out
- Budget questions based on recent account statement
 - Katherine noticed mismatch between the amount from receipts for the Mountmaking workshop and the amount deducted from the Tech Fund account
 - Yara will double check receipts and money charged on her Amazon account

Next Meeting

TBD



Action Items

ID	WHO	WHAT	TIL WHEN
1	Katherine	Spending Plan for the remainder of the 2015-16 year	Feb 22
2	Dawn	Decision based on proposed decommissioning of equipment	End next meeting
3	All	Review by-laws	March 7
4	Katherine	Speak to Kathy regarding possibility of setting up a new Student Development account	Next meeting
5	Yara	Workshop summary in the Exit Report	Next meeting
6	Bertha	Send Approval email to AIS	Next meeting
7	Nuree	Purchase Print Card & Check with Inforum Staff	Next meeting
8	Nuree	Referendum Manual	April 10
9	Dawn	Set time for next meeting (March)	Feb 22
10	Dawn	Setup Exit Report & Annual Report	Feb 22
11	All	Draft Exit Report & Annual Report	April 1

