University of Toronto
Faculty of Information
Student Tech Fund Committee
October 24th, 2011
Room 416, Inforum, Claude Bisell Building
4:00 pm - 6:30 pm

Present: Stephanie Quail, David Jorjani (consultant), Claudio Munoz, Emily Porta, Gillian Gallimore (in representation of first year representative), and Rebecca Michaels.
Absent: Ivan Sestak

Recorder: Claudio Munoz

1.) Approval of Agenda: Carried at 4:09 pm
2.) Business Arising from the minute: none
3.) Delegation of Tech Fund roles:
      a. Finance Liaison: Stephanie Quail
      b. IT Liaison: Rebecca Michaels
      c. Student Liaison: Emily Porta
      d. Chairperson: Gillian Gallimore (in representation)
      e. Secretary: Claudio Munoz
4.) Motion to approve the Tech Fund definition presented by Stephanie.
      Second: Rebecca
      In favour: All
      Against: none

5.) Status of RM 417/Inforum proposal
      a) Questions
            - Software prices (adobe)
            - iLife software is included in the price of Mac hardware
            - Replace Magic Mouse with Magic Trackpad
            - Include iWork, MS Office, and Open Office
            - Check Licensing for the inforum (we might have licenses for software)
            - Final Cut Restrictions of use
            - Proposal to include scanners.
      b) Proposal (Stephanie): Send the list of questions to Ivan to clarify those issues and postpone the rest of the discussion in point 5 until further notice
            Second: Emily
            In Favour: all
            Against: None

6) Update Tech Fund Purchases
      a) Microsoft Academy
         i. Clarify list of workshops with Ivan
         ii. Clarify specifications with Ivan: available online? Can be done more than once (including weekends or late afternoon)? Are tests conducted in one particular place? Can be offered during the summer?
         iii. Idea to promote it online
         iv. Motion (Stephanie): David and Claudio to work with Ivan on implementation

Second: Claudio
In favour: All

b) DSLR cameras
   i. 2 Cameras: Purchased so that students can use them for course work and for photographing events. Models: ([Canon and Nikon](#))

7.) Student Lounge Projects
   a) Photo contest
      i. Theme: Toronto (pictures of the city)
         - We will accept previously taken,
         - Indoor and Outdoor pics
         - Other ideas for future contests: Our studies (Gilliam), UofT life experience (Stephanie).
      ii. Promotion: e-mail (contact Victoria Baranow, MISC president to submit info for MISC weekly email), MISC and MSGSA websites, posters.
      iii. Printing: Tech Fund Money.
      iv. Contest Timeline:
         Launch: November 2nd
         Deadline: December 1st
   b)Kitchenette:
      i. Motion (Stephanie) to approve the purchase of Toster and kettle
         Second: Rebecca
         In favour: all
      ii. Other ideas:
         Emily/Gillian: Snack Machine for the lounge/ healthy food

8.) New Purchase Ideas

8.1. Ideas brought up at MISC meeting

   a. Improving RM 224/225
      i. Delegation: Emily
   b. Improving after hours study space/lab – RM 116
      i. Delegation: Rebecca and Gillian
   c. Speaking with profs about specific software/hardware needs for their courses
      i. Delegation: Emily
      ii. Timeline: Not decided upon. Emily will create a survey for iSchool professors to complete, so we can learn more about their course needs.
      iii. Send the survey as an e-mail requesting specific information about software requirements
      iv. Meet one-on-one if necessary with particular professors who indicate they have specific tech needs.
      v. Talk to Ivan about having the survey set-up through the faculty Intranet to ask for information through the intranet.
   d. New furniture for Inforum
      i. Delegation of research: Stephanie
      ii. Timeline: Will present at next tech fund meeting.
   e. Technology workshops, i.e. CSS/HTML
      i. Current Inforum Workshops expanded: Database, web development, Adobe, SaaS (software as a service) and other cloud computing functions

ii. Delegation: Claudio will determine if we can either hire certified instructors for workshops (potentially 2-3 classes per workshop) or if we could use alumni contacts to run the workshops for free. Overall, it was determined that quality of instructions is a priority and we're willing to pay for classes.
f. Motion to approved purchase: Faculty of Information Quarterly – Digital Object Identifier proposal – total cost estimated to be $275 for registration and $25 for DOI tags (Stephanie)
Second: Claudio
In Favour: All

8.2 Ideas brought up at MSGSA meeting

a. Reimbursing Internship Posters
a. Proposal: 50% of printing cost maxes out at $CAD 20. This would be extended to all students in the MI and MMst programs, not just MMst students.
b. Delegation: Stephanie – will follow up with Inforum and find out how much money would need to be contributed by the tech fund.
b. Inforum Printing (using TCard)
a. Proposal – to have a certain amount of money annually deposited on students' account. i.e. $20 at the beginning of the year. We need to explore different solutions instead of the Tcard. One example was printing with your student number through a server to explore different solutions (such as printing with your student number through a server)
b. Delegation: Undecided – the tech fund as a whole will send Ivan an initial email to determine the feasibility of this project before continuing with delegation.
c. Scanners
a. Proposal from Rebecca to purchase 2 scanners for the multimedia stations included in the tech fund proposal, for the Inforum.
b. Rebecca will forward model numbers and information to tech fund members before we vote on a model
d. Database Software (for courses, and practice)
a. Include LIS and Archives databases, as well as museum studies databases
b. Delegation: Gillian
e. Vinyl Adhesive (for courses) – this proposal was extended to museum studies' exhibition kits (includes adhesives, levels, etc)
a. More clarification from professors is needed before continuing with project
b. Delegation: Pending until next meeting

9.) Creation of Tech Fund Purchasing Policy
a. Gillian will provide undergrad document as guide to start working on it
b. Vocal agreement to develop a collaborative draft in Google docs.

10.) Promotion of Tech Fund
a. E-mail survey to solicit idea
i. Google doc to brainstorm ideas for the survey
ii. Delegation: whole committee
b. Make posters for every floor to show what the Tech Fund has purchase.
i. Delegation: to be decided on at next meeting

        b. Outreach:
               i. In classes: Emily, for first year MISC / Gillian for first year MSGSA
               i. Send an e-mail to reach second year MSGSA students as well (Gillian)
               ii. Use class representatives for second year MI students. (Get contact information from Melissa Bell, the Academic Affairs rep.)

11.) Adjourn: carried at 6:24