



MISA Council Meeting Agenda

Location: Zoom

Friday, May 8th, 2020

Time: 3:00pm

Meeting Chair: Alexandra Mircescu

Attendees:

Absent:

Target Time:

1. Call to order and additions to the agenda
 - a. Adoption of the agenda
 - b. Motion:
 - c. Second:
2. Approval and Amendments of Previous Minutes
 - a. "Number of positive votes i.e. unanimous"
3. Finance portfolio
 - a. Two timelines
 - i. Online
 - ii. In person
 1. Make two timelines in terms of events and budget and how are we going to balance it out
 2. Any money in/out pls message Sofiya
 - b. How much money do we keep in the account for people who can't attend events?
 - i. Alex is going to look into SUS to see how much money to put aside
4. Internal portfolio
 - a. "Human's of MIMM"
 - i. Rebrand MIMMorable People
 - ii. Email Profs... other people of interest over the summer
 1. Make a general email to send to profs
 - b. Change to the new MISA logo on all forms/social media etc.
 - c. MISA Website
 - i. Updating and problem with Wix
 1. "What I think happened is somehow the old wix website (which I had access to and was editing) somehow reverted back to its old self and the newer version switched domains (form misamcgill to misa-mcgill). I don't know why this happened, and I no longer

have access to the old site. I have tried contacting wix but they have not been helpful at all and I am kind of at a loss for options”

- a. Link the updated website everywhere (facebook, website etc.)
 - d. Create a facebook page for MISA - general information good for sponsors etc etc
5. External portfolio
- a. SUS - converting to a new email for externals
 - i. For GC updates
 - ii. Externals are getting their own email, new slack group for all externals
 - b. Biweekly GC listserv update from SUS in the fall
 - c. New sponsorships... difficult rn
6. Academic portfolio
- a. Online NTCs
 - i. Price and payments to authors would both be reduced
 1. \$10/hr from \$15/hr
 2. Price? VP Finance - see how much NTCs play into the budget and let me know about revenue goals etc. so I can determine how much to pay the writers and price the packs, etc
 - ii. Ideas for preventing redistribution?
 1. Website that requires people to sign in using their McGill email and password, so they are less likely to share the password with others - I will try contact IT to see if this is feasible
 2. Only able to view online, not able to download
 3. People can request on a case by case basis for PDFs if they want to print it out, but we don't advertise this so only those who really want to print it will approach us on this
 4. Online will save us printing money, but we might have to pay to use the McGill server login thing
 - iii. Writing and rules
 1. No more extensions for Friday - we had issues with this in the past, also this was to counteract the fact that the recordings used to go up with 24hr delay which no longer is the case
 2. Update NTC inventory with counts at the end of each OH shift
 - iv. New NTC format
 1. Use an old NTC to build upon last years NTCs
 2. Reach out to this years NTC writers and see if they will give their NTCs as a reference for this year
 - b. Online career and grad panels via zoom

- c. Mentorship program
 - i. Ideas to revamp?
 - ii. sometimes people do not need a specific person rather they have a question so we can make like a Q&A section and update it as we get answers from the mentors
 - iii. "Ask ___" column we could send as part of the listserv
 - d. Announcements in NTCs and in general
 - i. Propose from now on we make a point to write announcements we wish to broadcast and specify slide in class, announcement in class, NTC message, FB post etc at the end of the agenda so there is no confusion about what needs to be done and no announcements are missed
 - e. Login to MISA account
7. Social portfolio
- a. Two timelines for social events, create google doc...
 - i. Online
 - ii. In person
8. Presidential Portfolio
- a. Software for council use
 - i. Microsoft Teams
 - 1. Calendar, Private Messages, etc. basically slack and trello combined
 - b. Incoming Students
 - i. Choosing classes in June, send Course Insight form to Lana to send out to incoming students
 - c. Elections
 - i. VP Sustainability
 - ii. U2 and U3 reps - by interview
 - 1. Getting signatures - reduce?
 - 2. September GCs to talk about Constitution, Maryssa talk to Sydney about amending the Constitution for this semester
 - d. Reach out to undergrad students pre-semester
 - i. Introduce Execs
 - ii. Overall vibe of council, maybe host an event beforehand to have U1s get to know council, have someone they can turn to

Timeline for the Semester:

General Ideas:

Themed fundraising : halloween, valentines, holiday. Apply for permits early on (start applying in Sept) Back-to-back fundraising. McEng is a month in advance, Have a volunteer group for different events (e.g. apartment crawl) - UReps could be put in charge of different committees, give UReps more responsibility

Communicate directly with Execs through fb page

General Events: Cooking events, Customizing lab coats (tie dye etc)

Clothing Orders - send them out remotely, new clothing designs?

Pre Sem:

- Get to know execs
- Intro session for incoming U1s, have council members there (on zoom?) is it is happening
 - If there is none, council should host our own info session

September:

- Choose 2 U2, 2 U3, 3 U1, and 1 IHI interviews
 - Zoom interviews, 1-on-1
 - 1 person asking question, 1 person typing (not talking)
 - Reserve rooms for interviews 1 month in advance
- Fall Bi-Election
 - VP Sustainability
 - 1 U2, 1 U3
- Before Sept 21 (last year BBQ date) have our BBQ

October:

- Apartment Crawl (Oct 30??)
- MIMMosas late Oct/ early Nov
 - Have people video their presentations, have some comment thread underneath so people could comment underneath and talk with the prof
 - Breakout rooms on zoom as another option
 - Could be on different days for different profs

November:

- Big party with other departments, sponsorships (Red Bull, Pita Pit) - in person only :(