

Fall 2007 CMS Meeting Meetings

London, Ontario

December 8, 2007

Alan, Olivier, Jenna, Joy, Jessica, Iva, and Graham arrive at 2:11 pm.

Graham volunteered to take minutes

Joy and Alan extend CUMC president's membership to the end of the Summer 2008. Joy announces that Pawel is no longer a member as he is now an Assistant Professor in the US.

Introductions take place.

The agenda for this meeting was approved!

(1) Webpage Olivier

1. Olivier announces that all French translations have been done and that the committee page has been updated.
2. Olivier added links to the Kabol website (basically a cool math website of the week site)
3. New newsletter will be put up on the site soon-enough (to be further discussed later)
4. Jenna suggests that we have the newsletter sent via email to the student listservs. Joy suggests not emailing the file but a link to the newsletter.
5. Dr. Woodrow Arrives @ 2:19 (Re-introductions occur)
6. Joy suggests adding a page to our website regarding the student events that have occurred during this London meeting.
7. Alan inquires about privacy issues regarding putting pictures up on the site he notes that we need permission from anybody who is pictured on the site.

(2) Listserv Olivier

1. Joy asks if all of us are going to be joining the CMS soon. We all say yes :D
2. Joy and Olivier agree to work on putting an announcement about the listserv into the CMS notes
3. Alan is going to set up Olivier's access to the listserv.
4. Joy suggests sending out announcements regarding meetings, and Jessica agrees that we should send this out. She notes that students at Waterloo did not even know that the CMS Winter Meeting was taking place despite the fact that London is so close to Waterloo geographically, and many students might have chosen to come.
5. Jessica brings up that she hasn't received things from both Stude and Listserv and Alan says that he is going to look into it.
6. We should all individually make announcements (to the listserv) about our own Stude

projects.

(3) Web Forum Olivier

1. Olivier brings up that the last message posted to the web forum was in 2006. Joy and Jenna respond that the forum was basically abandoned as a result of overwhelming spam registrations and posts. Joy says we have funding for next year to purchase better software that will reduce or eliminate the spam problem, if we choose. Olivier responds that he is familiar with the current free software that we are using (phpBB) and believes that he can set it up to eliminate spam without purchasing new software.
2. Jenna says not to advertise the forum until Olivier is sure that it is functioning well and virtually spam free. A free membership promotion should be requested from Denise at that time.
3. Studc.com is registered under Joy's name, and Joy asks Alan if it should be under CMS's name instead. Alan answers saying that the next chair of the committee should be have his/her name under the site to be responsible for the name. It was suggested that Olivier could do this. Alan suggested that there should be a co-holder for the co-chair in case something were to happen to the chair. The address associated with the co-Chair's name can be the CMS's address, though.

(4) CUMC Preparations Iva

1. Iva talks about the members of the committee, their responsibilities, and the events, speakers, where and when of CUMC, etc.
2. Iva asks if there's any suggestion for one more (female) speaker for the event. No one has any immediate suggestions :(<--- Sad face
3. Joy asks about access to a student lounge during the days of the CUMC. Iva responds with a good answer! They have access to the math lounge in the Bahen Centre for this purpose.
4. Alan suggests that Gerda de Vries, Chair of the CMS Women in Math Committee, be asked about finding a speaker for the CUMC. Iva responds that she was contacted but was uncertain about whether she would be able to speak due to her other summer commitments.
5. Jenna asks about students that are not going to be staying for all the nights, and wish to check in and out at odd times. Iva acknowledges that this is a problem and says that the committee will look into it. The CUMC organizing committee will be handling room bookings rather than having students directly book with the residence.
6. Iva talks about having leisurely activities such as games and what-not. Jenna thinks that that was a great idea. Joy suggests a whole day social activity (e.g. wonderland!!!).
7. The CUMC committee had not scheduled in time for a social activity on the last day. Jenna suggests moving a keynote speaker to the morning of the last day to create room for a social event can take place for the rest of the day.
8. Joy suggests that instead of removing lunch, breakfasts should be removed.
9. Joy asks why the speaker expenses are so high and Iva responds with the fact that the

- committee is flying someone from across the country. Jenna suggests neighbouring provinces are good enough and Joy suggests that local Toronto speakers are great too.
10. Jessica gives advice for finding local speakers. She suggests contacting similar committees in neighbouring universities.
 11. Joy asks why there's \$300 for gifts for speakers. Iva said the committee wanted to have a dinner for them. Joy suggests that they just be part of the banquet in order to save money.
 12. Items that went poorly at the last CUMC meeting were discussed. Iva took notes to avoid repeating these mistakes.
 13. Jessica brings up the point that the last years budget is not an ideal budget model and Iva should look at other years budgets as well.
 14. Joy suggests other departments besides mathematics that can be approached for sponsorship as well (most notably engineering)
 15. Iva shows the letters given in response to sponsorship for the event and Jenna and Joy point out that any change in the budget is not likely to change the minds of those who think that any money spent on banquets is inappropriate. Everyone agrees that these organizations don't seem to think that this kind of a conference is a good idea and that money should be sought elsewhere. Alan points out that these groups have a policy of funding scientific activities only and that they will not fund entertainment (e.g. banquets) regardless of how much is budgeted.
 16. Dr. Woodrow suggests asking sponsors to more specifically fund an individual budget item
 17. Joy says that lunches are important so that students are socializing as opposed to going off in small groups with individuals they already know. Dr. Woodrow adds that we're trying to bring people from across the country together and it may be helpful to emphasize this in budget requests.
 18. Joy suggests some off campus banquet-type stuff. Iva responds that doing these for 150 people might be tricky.
 19. Everyone agrees that the finances of this years budget needs to be closely tended to in light of last year's conference.
 20. Jenna says that she wants answers from last years committee.
 21. Joy brings up asking for deposits on keys for rooms during the CUMC.
 22. Joy suggests asking for tours around Toronto from the ROM. People attending the conference may never have been to Toronto before and may want this opportunity.
 23. Jenna asks why both Opening and Closing banquets are on campus. It is suggested the opening one be on campus and the ending one elsewhere.
 24. Joy suggests CMS support for free stuff.
 25. Denise arrives at 3:12 pm
 26. Joy asks Denise about Crux copies for the CUMC (approx. 100... maybe 150). They don't have to be new.... anything the CMS needs to get rid of. Denise agrees to look into it.
 27. Denise gives Iva her card so that things like raffle prize donations can be discussed.
 28. Jenna brings up that she wanted to give a free CMS membership for when the Web Forum is up and running once again. Denise agrees to provide this.

29. Joy discusses the signed copies of "The Education of a Mathematician" that had been donated by AK Peters for the first 50 members that joined. Denise agrees to look into it. Joy also wanted 5 kept aside for Newsletter prizes.
30. Joy suggests Iva to contact Zome for math toys!
31. Joy asks when the CUMC poster will be mailed. A goal date around the end of January was agreed upon, and that printing through the CMS should be investigated. Iva asks about pricing for poster (is \$500 enough?). It is agreed that \$500 might be a bit a low and Denise said that she will need to get some quotes. It is agreed that the poster can be potentially mailed with the Newsletter.
32. Denise asks when registration will begin. Some months were thrown around and May seemed like a good idea. However, advertisement for the event should be started at least by March. Ideally, students should hear about it before they leave classes at the beginning of the exam period.
33. Joy notes that a letter to the department should be included with poster mailings. It should request that the posters be posted in areas accessible to undergraduates.
34. Joys suggests where to save money for goodies like backpacks and the like. Iva takes note.
35. Jenna says that Stude Newsletters will need to be included in the event's conference kit.
36. Jenna points out that McGill had a great kit and Iva takes a look.
37. Alan leaves for another meeting at 3:30

(5) Newsletter

1. Jessica suggests sending out the newsletter for January rather than this term, Denise needs the newsletter by December 18 in order to include it in this year's budget.
2. Graham Wright arrives 3:36 pm
3. Everyone agrees that the newsletter needs to be prepared a semester in advance so that items are not out of date when the newsletters are distributed.

(6) Brochure

1. Joy would like to have the brochure printed for the next MITACS meeting. Joy asks Denise if December 18 is good. It is agreed that December 18 is very good.
2. Graham R. agrees to email Denise the file.

BREAK TIME @ 3:41 and Denise Leaves. Plus, we had yummy chocolate cake to celebrate Dr. Woodrow's birthday.

(7) CUMC Conference Kits & Budget

1. Graham W. suggests that publishers may be willing to donate bags for the CUMC Conference kits.
2. Graham also suggests that changing the name of budgeted items may help in searching for sponsorship. He also says that so much detail in the budget is not a necessarily a good thing.

Summarization is very good.

3. Joy also suggests that speaker budgets don't just include travel (i.e. chalk, projectors, etc. are all potential speaker costs). That is, if donors give funding for guest speakers this can be applied to more than just their flight costs.
4. Jessica suggests that when students are registering they should be given advice on how to request sponsorship from their department, faculty, student society, etc. They may find requesting even partial funding helpful. (Graham and Iva duly note this).
5. Iva asks about reducing the registration fees. Joy says that a \$10 difference will not make much of a difference on who decides to come. Given the importance of having group lunches, it is not worth reducing the fees if lunches will need to be eliminated as a result.
6. Joy also reminds Iva that advertising should be done every once in a while to remind people that the site is up, etc. etc.
7. Jessica suggests that particular newsletters and the like that are sent out should have CUMC advertisement. Joy even suggests looking into getting some publicity when the event happens (e.g. CityTV).
8. Joy also asks if it is possible to have monthly reports on the progress of the CUMC committee. This report should consist of budget updates, etc.

(8) CUMC -operations manual

1. The Wiki should be updated by the CUMC to help future CUMC committees better plan their conferences.

(9) Infrastructure Funding for CUMC

1. Joy talks about the bank account. Student scholarship was brought up.
2. Joy also suggested laminating posters and handing out plaques for CUMC hosts.

(10)Poster

1. Poster is on the website and needs to be printed. Jessica takes on the task of printing the poster.
2. Joy suggested that a large poster be printed to display at CMS and CUMC conferences.
3. Graham W. suggests a stand for the poster for ease of set-up. The poster is printed on the stand itself...
4. Jessica agrees to gets quotes for the printing.

(11)Newsletter Again...

1. Graham R. agrees to add a CUMC section to the Newsletter to be completed by the 18th. Graham will send a copy to Joy and she will say which sections to cut out and what to paste in.

(12)MITACS Liaison

1. Jenna and Joy read Riyaad's report. Riyaad was not able to come to the meeting and is the new MITACS Liaison rep.
2. Jenna speaks about MITACS involvement with the next meeting's social. Riyaad is going to be organizing this and Jenna will supervise.
3. Jenna says she needs to get in contact with the new head of MITACS to understand what is happening exactly regarding the student social at the next meeting.
4. Jenna asks Graham W. about the schedule for the next conference. Graham already has it.
5. Graham W. leaves at 4:35 pm.

Side note for Graham W. before he left: Joy talked about the panel discussion and how well it went. However, she points out that most questions were directed to someone that was on an hiring committee. So for next time, we should have professors that are on hiring committees. For the MITACS student event, it is felt that a Monday lunch is ideal. Jenna asks if there is going to be French versions of the event posters, since we did not have that this time. Graham W. reminds us to book accommodations early for the Summer 2008 meeting in Montreal.

(12)Operations manual

1. Joy says that everyone needs to take a look at it and add to the Wiki.

(13)CMS student events

1. Jessica talks about the panel that happened today. The hiring committee professor thing is brought up once again. It is planned to occur for the next Winter meeting (Ottawa).

(14)Regional Conferences

1. Jessica brought up that conferences were to be funded and they never were. Jenna speaks about how Pawel seems to have disappeared. So Jenna concludes that there's only one conference being funded in 2007 which is unfortunate.
2. Joy says there's no reason that we shouldn't be able to get at least 4 conferences that we can fund if someone is willing to take the position.

(15)French Content

1. Nothing really needs to be done for the site as the translations are done.
2. We should ask Mélisande what project she would like to do as this one is finished.
3. It is suggested that Olivier can do translations in general and it is further even suggested that he help out with CUMC translations.

(16)Student Scholarship

1. Joy talks about the \$18,000 that magically appeared and the suggestion to use it for a scholarship.
2. Everyone thinks this is a good idea. The scholarship so far seems to be to fund a student to

come to an event and a year membership with the CMS.

(17)Student Group Kit

1. Jenna says there's a \$500 budget for student groups so that they can be provided with a kit to help host a student event.
2. Suggestions are club memberships, how-to-run a Student Group Event pamphlet, etc.
3. Jenna wants student groups to provide feedback and have input into CMS student events. Jenna suggests a student group page that lists these groups across the country.
4. We need to have someone to spearhead this project maybe a new person who joins?

(18)Membership

1. Jessica, Mélisande and Joy are all leaving after the next (Summer 2008) meeting. Graham will become the Ontario rep.
2. A Quebec Rep, Atlantic Rep, and Western Rep is needed and so is a new Chair and a new Student Newsletter Editor (assuming Laura does not want to continue on Studec).
3. Iva is going to be made a new member (just so long as she isn't draining the bank account).
4. A new chair will be decided in a short while (probably Olivier or Graham).
5. For revising the nomination form for electing new members, questions need to be revised and time commitment issues need to be explicit. Also it needs to be pointed out that Winter meeting is in the exam period so new members can prepare appropriately and not be surprised by this.

(19)Review of Budget

1. Joy went over what prices we need to keep under.
2. Jenna said for next year, the travel budget is less, and thus discounted travel must be strived for!
3. Joy announces that budget for projects has increased. There is a bit extra for the brochure to be printed. Any extra is to be used for the poster.
4. Dr. Woodrow chuckles about something...

(20)Annual Report

1. Everyone needs to write their own paragraph about what projects they did. Everyone needs to look online and check it out. This needs to be completed by the first Thursday back to school (but should be done first week of January!).
2. Everyone should write what they plan to do in detail between now and the next meeting and needs to be handed in with the reimbursements on the 14th.
3. Dr. Woodrow leaves at 5:34 pm

(21)Reimbursements

1. Joy explained in depth the process for claiming receipts.