

NPAC meeting

28 March 2016, 3 pm, 3100 EH

Minutes:

1. Nominations and elections (David)

- David to send out nomination emails - cc current rep at the same time.
- Do we need to provide some documentation or update for the transition? Yes (discussed throughout minutes)
- It would seem that a third of the group is willing to stay on - they carry institutional knowledge. Great.
- Initiative leaders: write up a 'what's happened' document? Probably unnecessary - the new recruits will be involved in the 'selling' process of the new initiatives to administration.
- Let's do a handoff meeting (with beer): mid-May. We should also invite new recruits (they will have two meetings (i.e. the April one also) to get to know us).

2. Survey updates (Erin and Anna)

- We currently have a low response rate (50 students). Let's get faculty to boost that.
- Program chairs - add reminder to your nominations email, send to your program's students. Please cc David.
- Survey closes on Friday
- Thanks to Erin and Anna for getting this out!
- Anna will re-email to Jeff, Erin to Brian, for reminders to go out to DGS.
- Tell people you know to take it (pester people!)

3. Plan/timelines/updates on completion of initiative proposals

- a. *Floating to Dean "heads up"*
- Joanna and Megan will do this
- b. *Any updates from the committees?*
- No. They're waiting for survey results.
- c. *Format*
- Going to compile into one 'package'.
 - a. Cover letter (DK/MF) (with some survey results)
 - b. Max two pages for each initiative:
 - i. Abstract/Description

- ii. Motivation (include survey results)
 - iii. Individual Budget
 - iv. Benefits/Outcomes
 - v. Any details (optional) for appendix
- c. Compiled total budget (both NPAC expenditure, and initiatives proposed expenditure)
- Treasurers to do the budget for approval by NPAC at the next meeting.
 - Surveys results going out to whole committee around the 4th April
 - Initiatives to be concluded by the 15th
 - Megan and David, Erin and Anna to compile full package by 22nd. Send around for reading prior to April meeting (approx. 25th April).
 - Budget and package to be voted on during the April meeting.
 - Let's have a 'social handoff' meeting mid-May (with beer).

4. Orientation

- For incoming PhD students of the Nic School
- Erin wrote down a timeline (it starts in May). Erin will help guide this process as an advisor.
- Lots of documents from last year can be recycled. Great.
- Need four people: one person to do forest party, reservations, materials development, mentor organization.
- We want new people to do this (led by the incoming social coordinator)

5. Careers update (Lydia, Mallard, Megan)

- John sent an email - hoping careers office gets back to us.