



**AGENDA AND MINUTES**  
**NASSS Board Meeting**  
**Ottawa, Friday 7am, November 5, 2009**

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Present: Bob Rinehart, Brenda Riemer, Callie Batts, Michelle Helstein, Nancy Spencer, Othello Harris, Sean Smith, Heather Sykes, Amy Hribar, William Bridel, Faye Linda Wachs

Regrets: Ted Butryn, Samantha King, Rich King, Theresa Walton

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**1. Call to Order**

The meeting is called to order at 7:05 AM

**2. Welcome and Introductions**

**3. Approval of the Agenda**

**4. Approval of the Minutes of the Last Meeting (2008-11-07)**

The minutes are approved without modifications.

**5. Business Arising from the Minutes**

None.

**NEW BUSINESS**

**6. Discussion of Logo and Name**

The decision to keep the NASSS name was made a few years ago. Do we want a contest to create a logo? We move to keep logo for next year and then have a contest. If the contest does not yield an appropriate result, then we will try again. This proposition is seconded. The discussion gets around the difficulty of getting a quality product. The vote is called: passed unanimously. There will be further discussion around a prize for the winner.

**7. Treasurer Report (Brenda Riemer)**

Things look better. Brenda notes that we have a high point because we are at the conference, but we will have to pay bills. However we look good with good conference revenues and a good amount in the bank. Brenda has not used the NASSS card yet, with a \$12K limit. Brenda is responsible for the bill, and it cannot be

in the name of the organization. Samantha King is working on a form so next year's budget for the conference will be easier.

**8. Non-Profit Status**

Non-profit status forms are almost ready to go. Goal of getting non-profit paperwork in to lawyer is to render possible donations with tax write-offs. We need the board to approve a conflict of interest policy prior to having a non-profit status. There is a proposal for voting on a conflict of interest policy. Seconded. Approved unanimously.

**9. Graduate Student Report**

Callie Bass mentions updating the website is a work in progress. A summary of graduate programs will be added to website.

**10. Financial Support for Non-Members**

Sometimes people contact us looking for assistance in coming to NASSS when unemployed. This is true especially for new people who need mentorship. We could have an emergency fund or a mentorship fund once we become a non-profit organization. What would the policy be? What counts as an emergency? There is discussion around what we want to support. For scholars looking for jobs, how do we want to support this? The discussion ends with members not ready to provide funding for participation but requests that the Diversity Committee looks into the possibility of an emergency fund, how to ensure this is in line with our organization's mandate and where could the funds come.

**11. International Participants**

We are now international: do we want to consider a fee structure depending on region (different fees depending on continent)? We currently supply invitation letters for international participants who need a visa. But then the home institution ends up paying the cost for recommended/certified mailings (Gen Rail writes the letters and so the cost is born by Concordia University at the moment). The problem is this is a lot of work but we end up with holes in the program as people say they will get visas and come but they rarely do (maybe our letter is not enough for them to get a visa on time). What policy do we want to adopt for invitation letters? Can the Diversity Committee make a recommendation regarding the fee structure and the invitation letters? Someone from the finance committee should join the Diversity Committee for these discussions.

**12. Fraud**

Amy describes possible fraud issue with Reg Online. Some people claimed they had registered than asked for money back. This is very confusing and no one is really sure what happened. How do we want to deal with this issue as we grow? Amy will bring back info/ideas on this.

**13. Membership Survey**

Graduate students will consider a membership survey.

**14. Code of Practices**

The Code of Practices has been written; it just needs to be finalized. What is the next step for the code of practice? The anti-harassment policy is being written: should we have a separate anti-harassment policy? What is the reporting or enforcement mechanism for this anti-harassment policy? We will have an external review of the Draft Code of Practices.

**15. Next Meeting**

The next meeting will take place on November 7<sup>th</sup>, 2009.

**16. Adjournment**