**June 29th, 2016**

*Minutes prepared by: Robyn*

*Not in attendance: Vanessa, Chloe S, Tanya, Geoff*

**AGSIP Full Meeting**

Welcome! Thank you to everyone for joining AGSIP!

* Introductions and discussion of roles within AGSIP

Changes have been made to the general descriptions for AGSIP positions, to clarify understanding of roles.

* **Please review roles prior to September**

Goals for AGSIP 2016/2017

* Increased community focus and involvement
* Focus on student satisfaction
  + Supervisor survey
  + Mentorship program
  + Workshops for new students

Fright Night Fights

* Start up again in the fall
* Fridays 3pm
* Hosted by Neuroscience, but welcome for anyone to attend or give a talk
* Great opportunity to practice giving a talk to your peers
* Teresa, your Neuroscience Area Rep, will send out more information soon!

All Grad and Area Reps

* Send out an email in **SEPTEMBER** to your respective list serv to introduce yourself and what you do in your position
* Please contact the area faculty head about area meetings, and request invitation to attend as student rep or to receive updates (if there are no meetings).

Area Reps

* How can we improve communication between department/area meetings and the student body?
* As a rep you both speak on behalf of the student body but your role is also to bring information back to the students.
* Identify a point person (faculty) at the meeting to approve any notes that will be circulated.
* Once approved by the faculty member, then send the notes to Robyn/Laura/Kalee who will send a brief overview for all areas once a month.
* If any problems arise with this, please notify Laura & Kalee and they will address it.

**AGSIP EXEC Meeting**

* “Fortnightly” meetings starting in September
* Approximately 1 hour long
* Doodle poll to be sent closer to September

Wine Tour

* Laura circulated a schedule for the day & to-do list
* Social Committee: Look into alternative bus options (**Alex?**)
  + Update by 12pm tomorrow
  + Ask about cancelation policy
* Contact the wineries to book (**Steph**)
  + Book for 20-25 people
* Collecting money for wine tour
  + Can print tickets and have them available at the main office
  + OR purchase from AGSIP social committee/Neuroscience Rep
  + Create a Google doc to track payments
  + Wednesday July 6th will be the deadline to purchase tickets
  + Email people who RSVP’ed about payment information (**Social Reps**)

Ideas for AGSIP 2016/2017

* AGSIP blog to increase AGSIP online presence
  + Could give students an opportunity to practice knowledge translation writing
* An AGSIP section in the department memo?
* Reminders about minutes twice a year
* Link on the FB page to AGSIP website (**Erika to update**)
* Update Facebook with names of 2016/2017 AGSIP members (**Erika to update**)
* Short bios for each AGSIP member once a month?

September Events

* Start thinking! Will be here sooner than we are all ready for….
* Scavenger hunt?
  + Who has the materials from last year?
* Goal of planning more events that are not alcohol-based
* Plan AGSIP events around Kingston events