Brain and Mind  
Steering Committee Meeting Minutes 
Daniel Ansari, Brian Corneil, Jody Culham, Mel Goodale, Jessica Grahn, Stefan Köhler, Adrian Owen  
Postdoc Rep: Davinia Fernández-Espejo  
Guests: Marc Joanisse, Patrick Callaghan  
September 24, 2014  
NSC Room 245A  
11:15 a.m. – 12:15 p.m.

1. Minutes from last meeting were approved

2. General Announcements from the Director
   - Graduate student vote will be held to determine the grad rep for the steering committee.
   - More regular meetings of the BMI to be held
   - New job descriptions for the administrative positions at the BMI are being prepared
     - Responsibilities will now be divided:
       - Receptionist/Secretary – will be the Assistant to the Director
       - New Position – Administrative Officer – will manage the day to day functions of the Institute, including: Events and functions, managing cluster funds, paper work for trainees, etc…
   - Town Hall Meeting was a success. We plan to hold one each term, and continue with transparency
   - NSC, Room 110 – Trainee space, will hold 13 modules (1st floor style), with another break out room and some storage space
   - Chair in Philosophy of Neuroscience – Tim Bayne, Talk on Friday, September 26 at 10:30 a.m.
   - Western Chair search continues.
   - New Building – will have more information about the location in approximately 2 weeks
   - Partnership with Faculty of Education
     - Looking to create an online Master’s Program in Mind, Brain and Education – two streams available, one MA and one MPed
     - Possibility of having cross-appointed position – Psych/Fac. of Ed., a PI with a Cog/Neuro background who would be housed at the BMI and also teaches at the Fac. of Ed. – cost shared

3. Junior Faculty
   - Ad needs to be written, highlighting areas of strengths
   - Encourage people we know to apply. Applicants could include people already at Western
   - Possible start date July 1, 2015

4. Western International Graduate Student Award
   - 4 awards, 10K towards tuition, deadline September 1st
   - Rules to be drafted, no mention of dollar value on website

5. New Building and Space
   - Committee to be created to review designing layout of new space

6. Fall Conference and ISAB visit
   - Considering Fall - September 20 & 21 (Sunday & Monday)
   - To develop conference program.

7. NHP Support
   - Contribution from cluster funds to cover ½ a salary for an NHP and ½ for a programmer
   - Further discussion is needed to clearly define needs of both positions
8. **BMI Annual Report**
   - Plan to prepare for the Fall Conference
   - Needs to include both CV info and pictures and highlights – two versions ideal, one for IAB and one for Central Administration
   - Rotman also doing an Annual Report with the help of Patrick Callaghan, which he is happy to share with us.

9. **New Institute reporting to VP-Research**
   - Application will be made for the BMI to become an Institute that reports to VP-Research

10. **Steering Committee Membership**
    - Need to develop Terms of Reference - define the length of a term, appointed or nominated etc.
    - Also, there are some new committees needed
      - Outreach Committee
      - New Building/Space Committee

11. **Other Business**
    - BMI staff rep to be on the Steering Committee
    - Morning Coffee – suggested day is after the Neuro Talks on Tuesdays from 10:30 to 11:00 a.m., to be held in BMI Lounge, Room 245B