

October 25th 2021- 7pm – MS Teams

TMMSA EXECUTIVE MEETING AGENDA

Finalized by Mays on October 25th

Present: Mays, Maryam, David, Marah, Tamara, Yasmine, Dalia, Erika, Bryan, Rama, Michelle, Walid

Absent: Maya, Stephanie

1. Motion to start the meeting

- a. Second: Maryam
- b. Time: 7:02PM

2. Approval of previous meeting's meeting minutes

- a. Second: Maryam

3. Updates

a. VP Bilingual (Maryam)

- i. Faculty of Medicine Graduate Studies meeting was cancelled this week

b. VP External (David)

- i. Working on portraits for class composite
- ii. Grad photos to be taken in February after reading week
- iii. Events
 - 1. Capacity restrictions are lifted in Ontario
 - 2. Board game night in the loft or in PMD
 - a. Considerations: loft has a \$7 sit and play fee that everyone would have to cover for themselves; PMD might have more restrictions to follow FoM regulations (we could use room where we host open house)
 - b. Third year reps to give time suggestions that would be good for third years to join
 - 3. Considering a Gatineau hike – issue: carpooling

c. VP Internal (Marah)

- i.** Student connect: Maryam and I met over the weekend and we paired all the third year students who signed up with a mentor/group.
 - 1.** We prioritized students' preferences first, and the order in which mentors signed up second.
 - 2.** We will continue to do this on a rolling basis throughout the year
 - 3.** Emails with pairings will be sent out on Wednesday Oct 27th - all emails to be sent in both languages
- ii.** TMMSA Office + other rooms
 - 1.** The second key to the office is in the locker and details about how to access the locker and the office are in a doc called "TMMSA Office Access"
 - 2.** Mays will be getting the keys to the other two rooms from Lee this week and we are meeting tomorrow to discuss how the room will be given to The Stemness View
- iii.** Community engagement navigator
 - 1.** If you added the placement to your navigator over the summer, you can continue adding your hours to it for the rest of the year
 - 2.** If you didn't (which is 10 out of 14 of you), I had to resubmit the request for the placement and it's waiting for approval again. Once it's approved, I will let you all know the new placement number and the deadline to add it to your navigator. I'm not going to extend it again in the winter.
 - 3.** I've submitted a request for the Student Connect placement and I'm waiting on approval for that one as well.
- d. VP Finance (Rama)**
 - i.** Still waiting on cheque from FoM
 - ii.** Mays is meeting with JLee in person soon
 - iii.** We made \$105 in profit from apparel for TMMSA use

1. 88 orders, 74 people ordered

e. VP Academics (Tamara)

- i. Both faculty meetings this Friday
- ii. Discussed portraits with David last week

f. Outreach Coordinator (Dalia)

- i. Raised \$745 for True North Aid from the Sports tournament
 - 1. Rama can go ahead and send the money off; need to ask them how they want to receive the money and get a proof of payment
 - 2. There's a \$21.83 processing fee for donation - we have the option of adding \$21.83 or have them take it out of the donated money
 - a. Mays: It's going to be difficult to figure out where that money should come from
 - b. Tamara: we should have disclosed this to students, those who donated wanted their money to go to the charity/cause so it's our responsibility to cover those fees
 - c. Marah: This money is still going to the charity; processing fees are used to pay employees of not-for-profit organizations which means that this money is still going to the charity + cause because it allows them to continue running the organization
 - d. Vote: those in favour of taking the \$21.83 out of the \$745
 - i. Results: 10 yes, 1 no, 0 abstain
 - ii. Decision: \$21.83 will be taken out of the donated \$745

g. Promotion Coordinator (Bryan)

- i. Some uncertainty with the orders but that was discussed with Rama + David and smoothed over
- ii. Order is ready to go and we will receive apparel in 2 weeks
 - 1. We will pay through med store

- iii. Meet the council photoshoot session – solo photos only
 - 1. FoM background (RGN)
 - 2. Wearing apparel for photos – shows strong sense of unity
 - 3. Can bring other clothes if we want LinkedIn photos if you want
 - 4. Will have a second photoshoot with people who can't make it

h. Recruitment Coordinator (Stephanie) – absent

i. Social Media Coordinator (Erika)

- i. Rama did Lab Life on IG story
- ii. Planning on doing another one at the end of November

j. Research and Careers Coordinator (Maya) – absent

k. EDI Coordinator (Yasmine)

- i. Our nomination for EDI award for President award has been submitted by Keith and Dr. Lee submitted his reference
- ii. Had meeting with Dr. Lee about accessibility grant
 - 1. Grants have to go through uOttawa
 - 2. We are only eligible if we apply as an independent student-run association that's affiliated with the school
 - 3. Dr. Lee will speak with people to figure out if we can apply for it
 - 4. If it doesn't work for this year, the application is ready for next year's council to apply in June

l. English 3rd Year Representative (Michelle)

- i. Working with Walid on planning bigger and smaller activities
- ii. Will start using teamup calendar to add 3rd year deadlines to help with planning events that 3rd years can attend

m. French 3rd Year Representative (Walid)

- i. French students are having SASS problems; will be discussing this with Tamara to figure out how to address the issue
 - 1. If anyone is having a specific issue, they can directly contact Tamara

2. Tamara will be creating a confidential, anonymous form where people can submit their concerns

n. President (Mays)

- i. N/A

4. Sports tournament debrief and final count (Dalia)

- a. First in person event; lots of ups and downs
- b. What went right
 - i. Very organized logistically, Dalia was a great leader!
 - ii. Registration process was good and organized
 - iii. Zip lock bags were a great idea
 - iv. Email reminder close to the date was very helpful
 - v. The team colour idea was really fun
 - vi. Everyone really enjoyed!
 - vii. 3rd years really liked it and wanted to do a “battle of the sections” - we can do this again!
- c. What went wrong
 - i. Schedule + maps sent changed a few times but they were a good idea that we should continue for future events
 - ii. Rain ☹️

5. Movember walk (Dalia)

- a. Do we want to do it and when (5 min)
 - i. Breast cancer awareness walk was approved but it's too late to do it now (it got pushed because sports tournament got pushed)
 - ii. We can do Movember walk in first or second week of November
 - iii. Dalia wants to know when's a good time between Nov 5 to Nov 15 for 3rd years
 1. They will not have a good time in that window, first break will be after this window which will be too cold for a walk
 - iv. Decision: we won't do it in person due to weather but we can do a virtual walk/online event

1. Mays: we can have a week-long event where we share educational info about movember and encourage students to post their virtual walk
 - a. Bryan: we can design a template for students to insert their photo into so that the stories will be more cohesive
2. Yasmine: we can do a “steps” competition (can be tracked by smartphone, fitbit, etc)
 - a. TMM-wide goals - ‘thermometer’ where the number of steps increase by day
 - b. Maryam: people can participate in teams and track steps in excel sheets
 - c. Mays: we can have a leader board that updates every few days over a 2 week period
 - d. Tamara: we can get 3D-print a customized plaque - there’s a 3rd year student who can help with designs!
 - i. We have 2 3D printers in RGN for free use

6. Holiday cards - How do we want to go about it (Dalia)

- a. Timeline:
 - i. Order materials next week - Dalia to meet with Mays and Rama
 - ii. Distribute to students: Nov 22-Dec 3
 - iii. Distribute to intended recipients shortly after - dates TBD
- b. How to do distributions:
 - i. Mays: we should have an online sign-up sheet organized by TMMSA to keep track of who needs to give us back completed letters
 - ii. Dalia: we can do an online sign-up in addition to giving TA’s sign-up sheets to make it easier for students to access
 - iii. Tamara: lots of down-time in the lab now due to incubations, we can ask them to fill out the cards during lab time
 1. We need to get this approved by the lab coordinator - Tamara will bring it up in next meeting

- iv. Maryam, Yasmine: having people to fill out the cards on the spot is easiest because people can tend to forget stuff home
- v. Maryam: we can also have council members give out cards during office hours
- vi. Mays: we can have a drop-off box in PMD
- vii. Yasmine: since 4th year students are all over the place, we can have online form where people can submit their messages and someone from the team can write down
- viii. Marah: we can start with giving cards to TA's to give out and then towards the end of the week, we can have volunteers from the council sit in the office to give out cards (this will give anyone who missed their chance/4th years/profs to participate)
- ix. If we have excess, can we give it to non-TMM students?
 - 1. Mays: no reason to limit it; it should depend on how many cards we can afford to buy. If we have excess and it's close to the end of the week, we can give cards to non-TMM students
- x. Mays: if people are filling out cards on the spot, we need to account for art supply costs
 - 1. Tamara + Maryam can donate art supplies
- xi. Rama: we have \$50 in the budget for this
- xii. Dalia: folded cards are more expensive, was thinking of getting cue-card sized cards that aren't folded
 - 1. Tamara: we can get them for cheap from chapters (friend connection)
- xiii. Yasmine: we can involve other organizations that we have outreach with (e.g. SSA)

7. Motion to End Meeting

- a. Second: Tamara
- b. Time: 8:14PM