

July 22, 2020 - 5 pm - Microsoft Teams

# TMMSA EXECUTIVE MEETING AGENDA

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\*Confirmed by Hussein on 7/21/2020 at 19:00

**Present: Danika, Hussein, Radhika, Mahdi, Stephanie, Priya, Gapisha, David, Casey**

**Absent: Sneha**

**1. Welcome (Hussein)**

**2. Motion to start the meeting**

- a. Second: Radhika
- b. Time: 5:04pm

**3. Updates**

**a. VP Bilingual (Danika)**

- Translating (ppt, video)

**b. VP External (Mahdi)**

- Lanyards will be gotten from gradmed, JLee will coordinate the handover with us
- Brandon is not replying to emails (pens, stickers?)
- Gone from 23rd - August 7 (uncertain unavailability) → will likely be able to reply first week only

**c. VP Internal (David) - no updates**

**d. VP Finance (Radhika)**

- Email sent with the wishlist to Jlee → asking for the most possible, might not get it all.
- OD: quotes for printing the booking, meriam print + staples

**e. Outreach Coordinator (Casey)**

- Thanks everyone for using the google doc for translations

**f. Promotion Coordinator (Sneha)**

- i. Covered by Hussein: Booklet is done - the most updated version is in the drive under "Care Package". Just missing the date and time of OD but will update it once that's confirmed by everyone. Ty for the comments and support <3 am super glad y'all liked it!

**g. Recruitment Coordinator (Priya)**

- Intro/final ppt done

- Google form is corrected and translated for the welcoming email

**h. Social Media Coordinator (Stephanie)**

- Where to find answer on who to contact for lockers → you must contact David, pay to fintmmsa

**i. Research and Careers Coordinator (Gapisha)**

- Kahoot, video sent to the translators

**j. President (Hussein)**

- Figure out how to distribute the care packages - drop in time for students, send out email with time slots for different groups (keep # of students low) → probs by alphabetical order
- Winners will get a promo material for FoM or TMM (mug) → buy extra to sell to make money (talking to suppliers tmr to get quote)
- Contacting staples for sticker price as promo material
- Bryce B. FoM rep on uottawa senate → thinking of cancelling bus shuttle service, more to come on this issue. Our stance is to keep this option open
- SSA collab for health and wellness committee, want to make sure tmm is properly integrated

**4. Orientation day (Mahdi)**

- volunteers : getting this week to complete the form for most and least preferred dates, hopefully by Sat (looking like 1st or 8th)
- 6 needed, 13 offered (3 bilingual) → if everyone answers, then it will be by whoever answered first
  - Radhika: can we involve more people? Extra guides, people not in the council.
  - Mahdi: issue → straining the network/bandwidth since virtual event. Any ideas on how to involve the extra volunteers?
  - Casey: can we get these people involved with student connect instead?
  - David: form is ready, waiting for welcome email. Great idea.
  - Hussein: will be sent out once we get the mailing list from Brandon, will also email gradmed. How many students are

wanted for student connect? David: the more the merrier, 2 person min for group, 3 would be better

- Radhika: how to get volunteers registered as a co-curricular? Mahdi: being looked at now. Hussein: Community Engagement Navigator.

#### **5. HEALTH AND WELLNESS COMMITTEE (VPs)**

- Email from SSA president to work on health and wellness committee
- Approached by TMM student to start this, however we did not have the resources to do so
- Recommendations from Mahdi:
- Have at least one Council member on the committee as a representative of the Council.
- Based on the interest from the TMMSA, mandate a minimum number of TMM students, not including the Council representative, to be a part of the committee
- Mandate at least one event in the year at the RGN/PMD campus.
- In addition to being convenient for TMM students, who have a minimal presence on the downtown campus, this would:
  - encourage participation from other Faculty of Medicine members;
  - represent both TMM and the SSA positively in the eyes of the Faculty; and encourage intersectionality among the Faculties and programs.
- Casey: why mandate TMM students to join?
- Radhika: mandate TMMSA member → external or outreach
- Hussein: Tried to collaborate with SSA twice, but they declined → could be good to form a relationship with them
- Radhika: they already had their own plans, did not want to change them. Cata is planning on being on the committee. Council members for updates and promotions
- Hussein: outreach or external, will try to get TMM students involved
- Priya: proportional amount of people (considering if we are a smaller program) Hussein: would like to have two other TMM students in addition to Cata who is leading this committee

- Priya: great idea, we should do this. Will the material people on the SSA website, on a website dedicated for this, on both websites?
- Mahdi: they will get more traffic, both websites should be promoted so students interested in TMM will come to our website

## 6. Next Meeting

- OD stuff

## 7. Varia

- Gapisha: Baetz was contacted for Research day, out of town until end of July
- Radhika: Who is interested in getting G Suite? Considering it is so expensive
  - Disadvantages: expensive, shift system to g suite (no functional differences) 1000\$, we would pay for next years account and they pay for the years
  - Advantages: we have the power to change things ourselves (passwords, display names, etc) eliminates the third party, helps the transition (less time wasted), we cannot make accounts like we have anymore. Gmail can be sent to your own account, saves logging in to multiple accounts, looks more professional, put our headshots in, we could make a shared drive, our own privacy for folders,
  - Mahdi: full admin account, your own domain (@tmmsa) more control on online presence and our own branding.
- Radhika: town hall meeting → notes will be taken for questions from new TMM students
- David: G Suite is not a good way to spend our money: very expensive! 93\$ per person/year. Are the advantages worth the cost? How does this look to students? Students are paying 9\$, it doesn't help them directly. The university pays for our subscription.
- Hussein: new positions, no way to create an email account for them. The new rule from FoM makes this option no longer enough for us (VP academic) Need to move to a more professional setting with our own domain, better at recruiting

- Mahdi: this transition would not be done during our term (would break our flow) → it is an investment. Moving onto 5th year of the program, constitution should be presentable, domain is a must for an academic institution for functionality for future councils and to be more functional for a 4 year program
- Gapisha: new email is a pain → you need an employee account (could be problematic for the transition)
- Radhika: questions about the TMM experience, talk about things we will implement due to covid (peer based learning, etc)
- Radhika: booklet → weird set-up currently, move things around (meet TMMSA on same two pages)
- Mahdi: set the foundations for an alumni network → not many replies from profs yet
- Hussein: any promo materials we would like to see? Mugs, cups, pens, stickers, pins, key card retractable cord, TMM lab coats (iron on patches)
- Hussein: idea for event → lab coat dying (Mahdi: maybe not the most professional)
- Casey: student connect, more concrete expectations for this role? Time, etc. could this be in a document?
- David: we would help students leading up to OD, help them with questions (manuals, classes, etc)

## **8. Motion to End Meeting**

- a. Second: Mandi
- b. Time: 6:27pm