

Jun 24, 2020 - 5 pm - Microsoft Teams

TMMSA EXECUTIVE MEETING AGENDA

*Confirmed by Hussein on 6/23/2020 at 19:30

Present:

Absent:

1. Welcome (Hussein)

- a. Attendance (Hussein, Priya, Radhika, Gapisha, Mahdi, David, Casey, Sneha) 5:00PM

2. Motion to start the meeting

- a. Second: Radhika
- b. Time:5:03

3. Motion to adopt the agenda

- a. Motion to move Point 5. Interim President vote to before point 10. Common Task List
 - i. Second: Radhika
- b. Second: Priya

4. Updates

a. VP Bilingual (Danika)

b. VP External (Mahdi)

- i. No updates

c. VP Internal (David)

- i. Got a list of supervisors that are taking in honors students, gonna send that list to everyone (only has like 4 PIs)

d. VP Finance (Radhika)

- i. Had a meeting with JLee about financial things and budget concerns. Worked on the budget proposal.
- ii. Constitution committee meeting last tuesday and yesterday with changes made to the constitution.

e. Outreach Coordinator (Casey)

- i. Worked on the TMMSA website, most is up and running (eng and french still working)
- ii. Volunteering opportunities on the website - please message casey about any opps we hear about

f. Promotion Coordinator (Sneha)

- i. Local updates, has an agenda point to address things

g. Recruitment Coordinator (Priya)

- i. Still has not heard back from JLee
- ii. Form not going to be in acceptance email, probably gonna be after the acceptances has been sent out

h. Social Media Coordinator (Stephanie)

- i.

i. Research and Careers Coordinator (Gapisha)

- i. K Baetz got back to me: presenting on previous research, there will be a timeslot for questions (Sci Comm class)
- ii. Abstract: likely no choice for it, all students should be treated equally for research day
- iii. Priya: who got picked for our top 3?
 1. Gapisha: Dr. Homer Tien, Dr. May-Britt Moser, Dr. Stephen Elledge
 2. Priya: Did she say anything about the assignment syllabus early?
 - a. Gapisha: Baetz is really busy with opening up RGN right now, but will contact her closer to august

j. President (Hussein)

- i. Talking to Gee about a QnA session about honours, emailed back saying that Gee doesn't know much about what is going on about honours for this year but will hold the QnA with us

5. Orientation Day (Mahdi)

a. Agenda

- i. Thank you for those who have contributed so far. Confirmed the agenda so far, but waiting to hear back from JLee and Lisa about the TMM admin timings. No one really knows for sure what is going on. Must confirm by June 30, no major changes after that
- ii. Page 5: staff distribution table: please put yourself on a team, VP Ext will not be on a team to run things
- iii. Should President be on a team? Huss: I can be on a team if we have enough volunteers

1. Mahdi: we have more than enough volunteers to just watch over the event to make sure everything is running smoothly
- iv. Can send out an email about all of this too, just make sure you put your name in under a TMMSA staff member
- v. **2x Alternative Course of Actions**
 1. In case things go wrong with Teams, want to rank two different options (2 being the least preferable)

b. Activities

- i. Thank you again, good team effort
- ii. Please add your comments, the more the merrier
- iii. Any questions, please feel free to ask me about them
- iv. End of June to finalize

c. Care package (+ Radhika)

- i. First thing: confirm what is going to be in the care package
- ii. Bottom half of the document is what should be in there, want to have it all confirmed by the end of June
- iii. Lanyards/pens/stickers: JLee has given the go ahead to do this, I have emailed Brandon with GradMed to confirm this
- iv. Brochure: size needs to have a general consensus (regular sized envelope, or C4 envelope - a bit bigger)
- v. Priya: confirm, that envelope contains the brochure + pen etc? Mahdi: yes
 1. Priya: we want to avoid a cheap envelope, making sure it is nicely presented. Maybe getting into a party favor bag?
 2. Mahdi: before we were thinking about mailing things out, but we wouldn't be able to do that with a party favor bag without an envelope. Put it into the document to make us aware of the different opinions
- vi. Radhika: 12.95\$ per person not including the printing, etc. Over budget. Must be a small envelope
 - Casey: Option for local pick-up?
 - Radhika: sign-up sheet to help us pay for shipping (send e-transfer, 5\$ could help)

- Priya: Send out survey Ottawa vs not, may not want to pay for shipping, we should take accountability for the price. Yes to pick up areas, we could also do more local pick-ups.
- Mahdi: continue to add feedback to the document
- Hussein: professional brochure? We should use a printing service, will pass over this task to promotions
- Radhika: JLee says there must be a plan by July 15th. Like laptop sticker
- Sneha: logo will not be ready for the deadline. Could possibly send out another care package.
- Orientation day checklist: timeline + tasks.
- Tasks will be delegated
- Deadlines for subtasks can be added, they will be reviewed by Mahdi

d. Planning Checklist

6. Budget Proposal Update (Radhika)

- Positive to giving us money (especially since the next cohort is much bigger)
- 5 year project → 3 year program due to Covid, we do not have the capacity to work with 1st years
- Long term: making a new building at RGN, 3-4 years to build earliest 2025
- Open to social distancing pickup
- Admissions sent out Friday the latest with 2 week deadline (expecting 90% acceptance) by July 15th official number of students
- Dean of Faculty that gives us money
- Logo: getting the top 3 approved, by-pass the wait
- JLee has budget for recruitment website (2000\$ for his website with link to ours, permit use of photoshop, Gsuite)
- Implement student charge on tuition to be able to increase our budget
- Regular meetings with Jlee, Keith, Lisa & Gee to keep us in the loop

- Goal = labs in January, honours in November
- Gapisha: does Jlee want us all to have a wishlist. → he wants a set list of things we need with an action plan
- Radhika: Motion to go in camera (5:55pm)
 - Second: Hussein
- Motion to go out of camera (6pm)

7. Motion to Accept First Reading of Changes to 1. Mandate

- 5 minutes given to look over the changes
- a. Second:

Yes	No	Abstention
9		1

8. VP Internal (David)

a. New course (5 mins)

- Mix between humanities in medicine
- Critical thinking, history of medicine
- Could be replaced instead of the social science credit
- Radhika: TMM version of this class? Intro to humanities & medical history
- Sneha: could be a good idea for a 3 year program
- Priya: Who would be the professors? Should avoid having too many profs. Must be have a French option (bilingual)
- David: could also be practical in a covid setting

b. Sub-internals (10 mins)

- Ways to keep people more involved, especially the French cohort
- Within TMSA we would have clubs → hard to make a new club
- Hussein: no sections about clubs in the constitution right now.
- Health & wellness → dedicating one person, something could be implemented regularly
- French club, journal club (chill w/ snacks) → funding would be nice
- Radhika: could see with our budget. We can define clubs as we want in the constitution - people can contact members of Constitution committee with ideas

c. Group mentorship (5 mins)

- Divide into 10 groups w/ 8 people each - this way we can answer questions without having to go through TMM
- Hussein: not everyone has access to the emailing list → will see who does/doesn't
- Casey: more detail about our roles + meetings?

9. Interim President (Hussein)

- Everyone can be nominated, either by yourself with a second or by someone else.
- Gapisha: can we nominate more than one person? No. Must also explain why.
- Radhika: self-nominated. Second: Priya. She has experience with the SSA and feels capable of taking over, has good knowledge of finance
- David: VP bilingual → be in the constitution committee, BMI & CMM meetings, is in the loop with stuff (Danika accepts the nomination)
- Nominees = Radhika + Danika
- Casey: voting for position or person? Person.
- Majority in favour of Radhika.

10. Common tasks list (Mahdi)

- Suggesting having a doc on drive with common tasks that need to be done, not personal tasks.
- Hussein: best location google drive? Yes.
- Sneha: will help with accessibility and keeping in the loop, likes the
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11. Assignment of common tasks deadlines (Mahdi)

- Skip.

12. Mass emailing protocol (Mahdi)

- a. Hide recipient list?** Reminder, distribution list must be put in BCC list. BCC is sometimes hidden, click on button to open it.
 - Mahdi: can put guide on how this is done
 - Gapisha: for all emails? Privacy of students.

13. Logo update (Sneha)

- Top 3: 1,2 &5
- TMM/MMT can be put in many different areas in different ways

- Radhika: nicer without TMM/MMT? Does it need this? No, but it usually has one, personally thinks its a good idea to have, TMM is not that well known.
- Trying to make a versatile logo to work on multiple things. Will give options with words and not words.
- Casey: could send multiple options to get approved.
- Will try to send form for Friday night, then send our ideas to Kyle.
- Hussein: JLee wants the logo early on, should 3rd years have the chance to select the logo?
- Sneha: we do all the surveys now and get approval after or get approval for 3 options then send survey for final choice. Will adobe license be on the wishlist? It is included.

14. Next Meeting

- Focus on orientation days

15. Varia

- Casey: Group mentorship → concern what do the mentees expect of us. They might have higher expectations.
- David: agrees - maybe wrong word choice
- Danika: guide?
- Priya: Link crew.
- Sneha: Keith's mentorship program could be the solution
- David: just leading up to orientation
- The TMMSA member decides what they want to do
- Priya: could have a good idea to have 2 people → maybe with volunteers.

16. Motion to End Meeting

- a. Second: Radhika
- b. Time: 7:03pm