

May 16th 2020 - 15:00 to 17:30 - Online (Microsoft Teams)

TMMSA EXECUTIVE MEETING AGENDA

Present: Hussein, Sneha, David, Gapisha, Mahdi, Priya, Radhika, Jenna

Absent: Casey, Stephanie

1. Welcome (Hussein)

Apply for Student insurance is open!

Website is updated, emails are sorted out

a. Attendance (Jenna)

b. Updates from VPs and Coordinators (All)

Jenna : Leaving

Mahdi : Nothing to report

Radhika: 550\$ or so in the bank, looked over all previous finance documents and how expenses have been formalized

David : Nothing to report

Sneha : Working on logo, contacting Kimmy for design.

Gapisha : Updates to come on research day

2. Share your objectives for the upcoming year (10 mins)

a. Concise, One min max

i. Jenna: Better rep for french

ii. Mahdi: Fostering community, hosting different events.

ALterations will have to be made due to COVID. Also, work with coordinators and liaise with other student associations.

iii. Radhika: Formalizing the way expenses are tracked and revenue is tracked/budget setup. Make it public and be clear with the student body. Chip readers for bake sale. Funding from UOSU for next year and from the students like they do at the SSA.

iv. David: Transition from TMM to Master'S 1 year program.

Getting into Let'S Talk Science (2 students on a trip each year). Incorporating ECH0360 and adding it into our active learning environment.

v. Sneha: Make merch for TMM more unifying and more aesthetic.

Make it identifiable and unique via promotion and

merchandising. Better logo and laptop sticker options.
Poster templates to make approval timelines quicker. Fixing
TMMSA website? Survey with feedback around mid-June

1. Discussed issues with ECHO
- vi. Priya : work with Steph to increase social media presence.
Increase information on student life in TMM, update the
website, have a FAQ page on TMM. Ask TMM video series! Make
TMM less of a mystery. Survey form for FAQ.
 - vii. Gapisha : Info on career opportunities. Get to know the
fields that people are interested in to organize talks. Work
with Steph and Sneha to have a separate area for research
and careers, including career profiles. Promotion of
conferences or opportunities to TMM students.
- b. Top goals (Hussein)
- i. Next meeting will be fun, working on a virtual whiteboard
for what we want to achieve, and will be consulted
throughout the year. For now, 3 main goals:
 1. Creation of a good relationship between years 3 and 4.
Make volleyball/soccer/intramural teams, make more
bonding events between the two years, have a mentoring
center in PMD.
 2. Creation of a mentoring/tutoring center
(volunteer-based)
 3. Maintain a high budget throughout the year
(fundraising...)
 4. Increase social media presence, especially during
COVID19

3. Orientation/Welcome activity

a. Update on in-person class status (Jenna)

- i. Everything will be online

b. Discussion of options (Mahdi)

- i. Students who signed up for online classes won't have to come
in person - we might have the chance to do things in person,
but not likely. Get suggestions from TMMSA and bring them
together and present them to Keith and Lisa.

- ii. If online, 1-2 hours long. We can also have 1-2 events spread out over a couple of days for team building.
- iii. Breakout groups, creating teams.
- iv. Google maps tours, include online games all together (ex. pictionary)

4. Online Research Day (Gapisha)

- a. Online research day (could be recorded)
- b. TMM students may not have to present at research day (see where the students are at before going forward with it)
- c. Labs are going to function differently next year

5. TMMSA Calendar (Priya)

- a. TeamUp - a calendar we all have access to. Use this bc you can mix 3rd year and 4th year schedules into one calendar. Mixed activities are shown on the calendar.

6. Social media introductions (Priya, Stephanie?)

- a. Just a chat on Live to answer questions

7. Google form survey for recruitment (Priya)

- a.

8. Goals and expectations meeting with Lisa and Keith (Priya)

- a. Have a list prepared to show to them
- b. Potentially start a google doc that we can all add to and we'll discuss at the next meeting
- c. SMART goals (Hussein will make a document)

9. Scheduling set meetings (Radhika)

- a. Set a time slot for meetings every week, something that works for everyone.
- b. Extend meetings to 90min? 120 min?
- c. 90min for now, extend to 120 when we have something coming up (+/- 30 min)
- d. Bi/weekly meeting over the summer. Priya will send out Google Form. Change the dates come September.

10. Constitution committee (Radhika)

- a. Update the constitution, get to know it better.
- b. Reelection issue - get this down before the year starts!

11. Finances (Radhika)

- a. Previous year's budget

- i. Blood donation drive - did this happen? It did.
- ii. We planned for movie night but it didn't happen. Do it next year.
- iii. 50/50 draw (January) - part of fundraising (budgeted 100\$)

b. Square chip reader

- i. Details about it: Only for in person transactions. Costs 60\$ each. Fee for every credit and debit transaction. Was great for Shinerama. Could increase funds. Can also be used for Formal and Merch. Also great for lockers!
- ii. How does it keep track of people who've paid? Back it up with an excel spreadsheet
- iii. Different payment options on the Square chip reader

12. Open discussion time, if needed

a. Possibility of a new coordinator position? Health representative position.

- i. If we do it, we'd have to do an election process. Second election for it.
- ii. Necessity and specific purpose? Something we can consider, but we should reflect on what they'll do and if someone that already exists can do it.
- iii. Wellness week is the main task of the position. Does this warrant its creation?
- iv. Not necessarily needed, much of this can be done via social media, especially this year. A lot of this role's duty may be fulfilled by what we're planning to do this year (goals) and we may not need another person to do this. Their main role would be promoting therapies or wellness week - they can't be a wellness counsellor. (Sneha) (priya in agreement)
- v. If we feel that it's needed or that things are slipping through the cracks, we can form a wellness committee. (Priya)
- vi. The student who brought it up can offer something, worth giving it a shot? Curious as to what this person can offer. (David)
- vii. We already are holding a reflection - worth it to include it?

1. Won't necessarily be that person elected... is it worth it in that case?

b. Appointing a devil's advocate every meeting (Priya)

c. David will be organizing the re-election, send to Jenna to translate

d. FB post

- i. See comments on the document

e. Handover package (Mahdi)

- i. Handover this year could've been a lot better.
- ii. Mahdi will send an example with specific points highlighted.
 1. Intro to the position, roles, goals, feedback and reflections on different events/goals...
- iii. Include this in the constitution
- iv. General agreement (Gapisha)

f. Image we want to build

- i. Bring it up with the rest of our cohort
- ii. Setting an example for the 3rd year students.
- iii. Set a better standard, inform 4th years that there is an issue.
- iv. Don't make it a blame game, but be aware. Let them know that this is a systematic/ongoing issue within the program that needs fixing. Wording is key. Continually reinforce it throughout the year.
- v. Potentially have Lisa/Keith talk about the issue more directly to get the message across.

g. Constitution committee

- i. Making the agenda
- ii. Devil's advocate
- iii. Re-election
- iv. Etc.

h. Clarification on goals and expectations meeting

- i. Coordinate with them for orientation too
- ii. Everyone should have the option to attend if you are able to (not a mandatory meeting)

i. Sneha wants to start work on website

- i. Talk to Stephanie

- j. MORE STRUCTURED MODERATING NEXT TIME
- k. Expect emails from Hussein this week.