

August 5, 2020 - 5 pm - Microsoft Teams

TMMSA EXECUTIVE MEETING AGENDA

*Confirmed by Hussein on 8/5/2020 at 9:00

Present: Hussein, Radhika, Casey

Absent:

1. Welcome (Hussein)

2. Motion to start the meeting

- a. Second: Radhika
- b. Time: 5:05pm

3. Updates

a. VP Bilingual (Danika)

- Translating documents, caught up.

b. VP External (Mahdi)- absent

c. VP Finance (Radhika)

- Looking at logistics for new suppliers

d. Outreach Coordinator (Casey) - no updates

e. Promotion Coordinator (Sneha)

- Booklet is done, printing process has started (problems with the PDF) - hopefully good now
- Logo: no reply from Jlee yet, waiting for his ok to send them in for approval to Kyle

f. Recruitment Coordinator (Priya)

- volunteer info is added to the PPT, just want to go through it to make sure everything is in order
- Shapes: idea of something in the lab - 12 well plate
- OD briefing next week - trial run through after
- Scoring by accuracy - not speed, each TMMSA member in each group will take a picture and send it to the google drive → points to top 3
- Gapisha: Mahdi should probably score - Priya agrees
- Hussein: would it be possible to use teams instead? Yes - could send to a specific channel. Will try to do a trial run later in the week

g. Social Media Coordinator (Stephanie)

- Pretty much finished the website, need to add meet the prof profiles

- Coming soon for health and wellness page

h. Research and Careers Coordinator (Gapisha)

- Kahoot: pretty much done, having a problem with word limit, will be sending it out when complete, check the kahoot checklist
- Video: pretty much done, in the drive. There's a doc for suggestions (enough time to read captions, etc)

i. President (Hussein)

- Official partnering with SSA with health & wellness committee (Head is Cata)
- Email will be sent out
- We will have at least one TMM representative on the committee, and we want to give 3rd year reps experience in committees, trying to push them in it with a TMMSA representative to guide them through the process.
- Faculty already has a health and wellness committee → but TMM isn't represented in it yet, sent an email to try to get us involved.
- Welcome email sent out: about 70/86 on the FB group page, more likes and follows, ~55 responses for care package distribution (~80% of students can come to PMD to pick up care package)
- Town hall email: no response yet, suggestion to include Gee and Baetz, David got a response today → looking to have gradmed organise it next week

j. VP Internal (David)

- Student connect: will check in on us within the week, low student participation, might have to modify the

4. Medistore account (Radhika)

- FoM has a procurement and logistics department that deals with ordering things
- Medistore - they purchase things for us, and we send them a check afterwards - a middle man to our supplier who is also a middle man. Connected through my personal school account → every year the VP finance will have to make an account with medistore
- Might be able to go directly to supplier - we will see

- Hussein: I emailed them, it is TMM admin paying Medistore which sends money to faculty supplier which sends money to actual supplier (must get TMM admin approval)
- Radhika: maybe that was before we had our own account - don't think we have to go through admin anymore

5. New Suppliers! (Radhika+Sneha)

- Met with 2 suppliers - can't discuss prices without knowing how much we are getting, usually a minimum order amount, better price with more orders. We will have to guess our order amount
- John from topline: small business - good vibes, very nice guy. Does all the stuff for SSA, they have gotten cheaper prices here than with Festival. Works from Brockville, drives the orders down to where we would like to get the orders delivered. Gone in early September, can order things but cannot deliver until he gets back
- Scott from festival: bigger business - young, works with many companies, used to working with admin - we are new, rather have someone lenient
- Hussein: is Festival last year's supplier? Sneha: No, last year mediperch sent to Sam group
- David: mugs - are we selling them or are we giving them away, are we making profit? Radhika: depends on how many people would order them, could donate profits to charity, maybe keep a certain amount.
- Sneha: profs may really like purchasing a mug
- Radhika: motion to go in camera - 5:41pm
- Back @ 5:43
- Sneha: what was the problem with merch last year, delay? Radhika: we lost 200\$ for the apparel - we may have priced them too low.
- Hussein: no one knows why there was a delay, the orders were sent at a bad time (december) - delay = bad communication, late replays, bad timing. Should try to do orders sooner than later.
- Logo approval? Hussein: took from late september until almost december
- Sneha: make it earlier? - Hussein: if the winning logo doesn't get approved could be awkward.
- Radhika: JLee has had our logo for over a month - too long.

6. Care packages? (Hussein)

- Starting to get worried about them - so far the only confirmed is the booklet and the lanyards (hopefully if JLee gets them on time), no stickers. Not nice to make students come all the way to PMD to pick up something that could sent by PDF
- Priya: purpose was to give a little tour of the actual campus?
- David: Can we make the trip more worthwhile? Backpacks, masks, lab books?
- Hussein: just for booklet & lanyard, not worth it, could maybe hand out their back pack and lab manual (email Lisa/Keith)
- Sneha: brochure + lanyard = not enough, but visual tour is really helpful and an in person interaction. Positive for not having this, could save 200\$ on printing (same day printing, so we can wait until we are sure)
- Would have to email them out by weekend of 22nd (printing would be on the week of 17)
- Sneha: might not have a physical copy of lab manual this year, could also send electronic copy to those outside of Ottawa
- Priya: saving 200\$ for printing? - would just send a PDF. We should make our own back-up plan and not rely on the backpack.
- Radhika: we don't have a logo, if we were to add anything don't know what we would be putting on it, could use uOttawa FoM stuff (not mailable)
- Sneha: send PDF and do an online Q&A worst case
- Hussein: plan B = outdoor event, JLee encouraging this idea (meet TMMSA, campus and classmates)
- Priya: outdoor event - getting late for planning & looking for an enticing things
- David: Q&A session, would they prefer profs?
- Priya: would we be live-streaming it?
- Radhika: key cards? Hussein - will talk to Lisa & Keith
- David: during town hall - Lisa said no training needed for now.
- Faculty of med is picky on distribution of key cards
- Sneha: come up with plan on OD briefing day - Huss: already a lot planned for that meeting

7. Keeping up with info, mahdi and his coordinators, bcc (Hussein and Mahdi)

- New constitution states that VP external oversees all the work that coordinators do, Mahdi was saying that he didn't like not being up to date with promo things, he wants to be BCCed on emails
- Radhika: makes sense to have VP finance be included in promo, no need to BCC a bunch of people, can update people at meetings. VP external tracks to overview, worried about having too many people & opinions
- Sneha: how is the booklet put together? 2 staples.

8. Next Meeting

- Priya: How are we going to finalize everything before our next meeting?
- Hussein: Briefing = next meeting, discussion of care package and push trial run. Extra meeting for care package?
- Radhika: uottawa logo vectored? Sneha: we probably would have to ask Kyle or find it online
- Radhika: they may already have the logo already
- Sneha: does FoM already have water bottles? Hussein: No, they have nothing.
- Radhika: water bottles? Yes.
- David: portable coffee mugs? Radhika: too expensive
- Will add a meeting next week - Wednesday (specifically for care package)

9. Varia

10. Motion to End Meeting

- a. Second: Radhika
- b. Time: 6:39pm