

June 25<sup>th</sup> 2021- 7:00 pm – MS Teams

# TMMSA EXECUTIVE MEETING AGENDA

**Finalized by Mays on June 24<sup>th</sup> 5:36 pm**

**Present:**

**Absent:**

**1. Motion to start the meeting**

- a. Second: Bryan
- b. Time:7:08

**2. Approval of previous meeting's meeting minutes**

**3. Updates**

**a. VP Bilingual (Maryam)**

- i. N/A

**b. VP External (David)**

- i. Trying to organize a TMM photo day – helpful because we can support Portraits Now who are helping with the photo composite
- ii. Orientation
  - 1. Offers for admission came out today – deadline to accept is in 2 weeks
  - 2. We can start really preparing them
  - 3. Will come out with a planning document for delegating tasks – will be ready in 2 weeks as well

**c. VP Internal (Marah)**

- i. Team up calendar created
  - 1. Can be accessed from: General > Administration > “Teamup Calendar” document
  - 2. There is a link for TMMSA Council members – can access and modify all calendars
  - 3. There is a link for general TMM students to TMMSA Events calendar – reading only access
- ii. There is also a link to a tutorial on how to add calendars to your personal calendar (ical, google calendar, etc)

**d. VP Finance (Rama)**

- i. Spent all week working on budget proposal; nearly finished. Just needs to flush out the words part but for now, has a good idea of where everything is going.

**e. VP Academics (Tamara)**

- i. CMM meeting last week - nothing related to us (mostly on med schools + graduation). Discuss chances of going back in person in the context of med students:
  - 1. Chances are slim - idea was to be in class for 3 hours, not leave, wear masks + face shields
  - 2. TMM profs in the meeting were against us going back on campus
    - a. Concern for their families and children who can't be vaccinated
    - b. Suggested mandatory testing every 1-2 weeks (like hospital staff)
  - 3. If we go back in person, they would make it 100% mandatory in person for everyone - but it was mainly discussed in the context of med students

**f. Outreach Coordinator (Dalia)**

- i. Meeting last week re outreach + orientation
- ii. Will discuss more later

**g. Promotion Coordinator (Bryan)**

- i. Worked on promotion for pride event
- ii. Will start working on apparel now
  - 1. Not sure if there will be enough ppl from our cohort who will want to buy apparel because last year it was in winter

**h. Recruitment Coordinator (Stephanie)**

- i. N/a
- ii. Can we plan events in person (e.g. coffee house)?
  - 1. University seems to not care about having events in person as long as it's allowed - concern was mostly for classes

2. Should just have it accessible to everyone because not everyone will be able to come - can livestream it to include all students + community

**i. Social Media Coordinator (Erika)**

- i. Got access to fb page/group + added all council members as Admins for the fb group
- ii. New homepage on website!

**j. Research and Careers Coordinator (Maya)**

- i. Not present

**k. EDI Coordinator (Yasmine)**

- i. N/A besides what's in the varia

**l. President (Mays)**

- i. Health and wellness meeting with Cata was moved to the coming week
  1. SSA president is invited
  2. Silver lining - head of wellness committee can now come!

**4. Outreach events (Dalia)**

**a. Point system: quick overview**

**b. Orientation: teams**

- i. Groups of 3<sup>rd</sup> and 4<sup>th</sup> year students (who want to participate)
  1. One 4<sup>th</sup> year will lead the group + one member from council will be included (just to see what's going on)
- ii. Split events into categories - only outreach + orientation events can count towards points
  1. Doesn't apply to academic/learning events
  2. Points accumulate throughout the year
- iii. Vote to accept motion: 11 votes! - Motion passed.

**5. Voting & meeting summary (Mays)**

**a. Voting on wellness Committee members**

- i. Nominations:
  1. Committee Head
    - a. David Jung (second: Mays) - 10 votes
  2. Physical Health Officer
    - a. Tamara Sandouka (second: David) - 10 votes

- 3. Mental Health Officer
      - a. Stephanie Bogdan (second: Mays) – 9 votes
  - ii. Voted members
    - 1. Committee Head: *David Jung*
    - 2. Physical Health Officer: *Tamara Sandouka*
    - 3. Mental Health Officer: *Stephanie Bogdan*
- b. Meeting with Dr. Lee**
  - i. Meeting was on Wednesday morning, 10AM - it was mostly re: orientation
  - ii. Should we plan for in-person or online orientation?
    - 1. He said plan for what you really want and he will try and forward it to Kristen (assistant of Vice Dean) so we can get a safety plan approval
    - 2. We have to plan for both options
    - 3. We will have an afternoon where we can plan for something outdoors - maybe we can do half online and half in person
    - 4. We asked if we can give tours of the building - he will check with Kristen
    - 5. No chance that anything food related will be accepted - don't include anything food related in the budget
  - iii. A budget of \$2000 is very acceptable (\$500 increase from last year to account for increasing student population)
    - 1. As of right now, submitted budget is around \$2400
  - iv. 3<sup>rd</sup> Years were accepted today (80 acceptances, 10 waitlist)
    - 1. Deadline to accept is in 2 weeks - we will get the mailing list as soon as he has it
  - v. TMMSA Initiative Fund
    - 1. Asked Dr. Lee to share it with professors so we can get donations over the summer to use next year
    - 2. He thought that the professors won't look at it this summer so we should send it in September
      - a. We likely won't end up having any money to use so it will probably just for next year's council



4<sup>th</sup> year opinions are crucial for fixing things in the program

4. Should we ask alumni? We only have experience with online TMM, asking alumni would show us how things can be fixed in person
  - a. Can also help us know if there were things that were problems from before that persisted
  - b. Should ask alumni 2 years above us
    - i. Maryam: their input may not be as relevant because they were in the problem too long ago
    - ii. Tamara: with their experiences in grad students, they may give us solutions that we haven't thought of yet
    - iii. Rama: can't hurt to ask them - worst thing that can happen is they don't respond

ix. In camera (7:34pm - 7:38pm)

## **6. Requesting promotional material and the social media posts (Erika)**

### **a. Overview of the forms**

- i. Form from last year was for both promo and social media was bulky
- ii. For this year, promo and social media will be separate
- iii. Social media request form
  1. Better than just emailing things to Erika because future years can see all the posters, captions, etc. in one place
  2. \*form shared on screen and explained\*
  3. Must contact Erika after
  4. Link to form + document for captions are in Social Media folder
- iv. Promo request form
  1. Very similar form to social media
  2. Link to form can be found in Promotion folder

3. You are not required to ask Bryan for promo material – but it is better for consistency and coherence
4. \*form shared on screen and explained\*
- v. Deadline: give 5 days for Bryan to make posters, give Erika 2 days for posting

## 7. Varia

### a. Yasmine: Pride event update

- i. Event will have Kahoot, Pictionary, Scavenger hunt
- ii. Encourage people to sign up!
- iii. Need to figure out if we need volunteers

### b. Rama: Budget Proposal

- i. \*went through budget proposal document\*
- ii. Tamara – we should be very convincing; can help Rama if necessary
- iii. Mays – there were a lot of details for every cost in the spreadsheet, will that be included?
  1. Rama is working on including that in the big paragraphs in the document
- iv. Zoom service will likely be rejected BUT for coffee house, it will be a big inter-program, full faculty event so we need zoom + IT person behind it
- v. Deadline to make edits: Saturday night (June 26<sup>th</sup>)

## 8. Motion to End Meeting

- a. Second: David
- b. Time: 8:48PM