

January 17<sup>th</sup> 2022 - 7:00PM – MS Teams

# TMMSA EXECUTIVE MEETING AGENDA

Finalized by Mays

**Present:** Maryam, David, Marah, Rama, Tamara, Dalia, Bryan, Stephanie, Erika, Maya, Yasmine, Michelle, Walid, Mays

**Absent:** None

**1. Motion to start the meeting**

- a. Second: Marah
- b. Time: 7:05pm

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

- a. Second: Maryam

**3. Updates**

**a. VP Bilingual (Maryam)**

- i. Finished translating last semester's meeting minutes!

**b. VP External (David)**

- i. Currently no in person events due to COVID
- ii. Booked new date with Portraits for grad photos in case already booked dates can't happen
- iii. Class composite for last year's cohort should be done by the end of this or next month

**c. VP Internal (Marah)**

- i. I've started working with Tamara on the Honour's workshop; we had a bit of a delay with the planning so Wednesday the 19<sup>th</sup> won't be possible
- ii. Michelle mentioned that next week is a bad week for the 3<sup>rd</sup> years except for Friday, but Friday doesn't really work for us so we've proposed some options for the first week of February (that's when most people last year started contacting professors)

- 1. Is this an issue with Mays's Trivia event? Mays: No, event has been moved.

**iii.** Proposed times:

1. Tuesday Feb 1<sup>st</sup> - evening any time
2. Wednesday Feb 2<sup>nd</sup> - 5pm
3. Thursday Feb 3<sup>rd</sup> - 4pm
4. Input from 3<sup>rd</sup> year reps:
  - a. Michelle: Any day that week is fine

**iv.** Proposed event format (1 to 1.5 hours)

1. We will use the powerpoint from last year with credit to Nha-Thi and Casey - I got permission from both of them to use it
2. We will invite 4 volunteers from the 4<sup>th</sup> year cohort to speak about their labs and their projects at the end of the presentation

**d. VP Finance (Rama)**

- i. In process of looking into different options for registering for a not-for-profit bank account
- ii. CVUO funding application has been submitted!

**e. VP Academics (Tamara)**

**i.** Awards

1. 2 new TMM awards have been approved
  - a. Outstanding TA award - for TA-ing any TMM course
    - i. Nomination: course professor
    - ii. Decision: TMM awards committee
  - b. TMM Student involvement award - student who contributed to mental or physical health of student; independent of GPA
    - i. Nomination: student body
    - ii. Decision: TMM awards committee
2. No new awards for this year
  - a. Tried to get an extra TMM student of the year for English and French cohorts but it was rejected; reason being that awards are given in December and that has already passed

3. TMM awards committee will be created for these awards, instead of using FoM awards committee, because FoM is not as involved with TMM so they are not as familiar with our program and students

**ii.** acatmmsa@uottawa.ca email is down

1. It was linked to Tamara's work email, which is no longer valid
2. All important emails to be sent to Tamara' student email for now

**f. Outreach Coordinator (Dalia)**

- i.** Had a meeting with Trevor to discuss the formal – TBD later in the meeting
- ii.** Got an email today from someone who wants to do a collaboration for earth week in April
  1. We would help them plan and promote events
  2. This will be delegated to Mays as she is on the Sustainability committee but if anyone else wants to help with this, you can!

**g. Promotion Coordinator (Bryan)**

- i.** N/A

**h. Recruitment Coordinator (Stephanie)**

- i.** All winter first year class have been contacted, and majority of 2<sup>nd</sup> year classes
  1. A powerpoint in both French and English is posted on brightspace
  2. Profs suggested this instead of a presentation because attendance is usually low
- ii.** Remaining updates have to do with points 5 and 6 on the agenda

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

- i.** Meet the team page will be finalized soon
- ii.** Thinking about doing another Lab-Life-With event
  1. Reach out to her if interested!

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

- i. Working with David on planning different events

**k. EDI Coordinator (Yasmine)**

- i. Faculty of Med is writing an article about us winning the EDI award and it will be released on January 27<sup>th</sup>
- ii. Money from EDI award - still haven't heard back about it despite emailing twice
- iii. Grant that we applied for - haven't heard back since we made the modifications they asked for

**l. English 3rd Year Representative (Michelle)**

- i. Going to close wellness form on the 23<sup>rd</sup> and will starting looking into data after

**m. French 3rd Year Representative (Walid) - Absent**

**n. President (Mays)**

- i. UOHS offered discounted event tickets for our TMMSA team
  1. Offer: 5+2 promotional deal
    - a. 5 tickets for \$5, if we buy all 5, we get 2 for free
    - b. We have until the 22<sup>nd</sup> to do this - After the 22<sup>nd</sup>, the offer is available but tickets are at \$10
- ii. Trivia Night event will now be specific to Black history month, and will be pushed to February

**4. Constitution edit Motion (Mays)**

**a. Voting on the constitution edits**

- i. Change 1: Presidential election separate from general election
  1. Yes: 13, No: 0, Abstain: 1
  2. **Result: change approved**
- ii. Change 2: VP Academic Role
  1. Vote did not take place; David made suggestions that will be used to revise this change and we will vote on it later
- iii. Change 3: 3<sup>rd</sup> Year representative - number of roles, nomination, and election

1. Dalia, Yasmine: why do we need to have signatures supporting the nomination? Maryam, Mays: Most other associations have this signature process, new process should hopefully show the amount of effort this person will put into their role on the TMMSA
2. David: Wants to hear 3<sup>rd</sup> year reps input
  - a. Michelle: I think it's good because coming into this role as rep I didn't know the role of president comes with. I think 10% signatures makes sense.
  - b. Walid: I like the increase in number of reps with minimum 1 rep from each cohort. Why the prompts; this might make it more stressful and deter people from applying?
    - i. Tamara: it's important to make it clear that those who hold the representative position are the only ones eligible to become president (besides anyone who stays for an extra year). This makes sure that candidates AND student body know that they're nominating the potential president. Prompts will also allow everyone to have a level-playing field by ensuring that all students are giving the same information (i.e. answers to the same questions) and the only difference is in their ideas, effort and creativity
    - ii. Maryam: if the prompts deter someone from going for the rep position, this shows that they might not be a good fit for the role (esp. president)
3. David: What's the point of changing the process? TMM will be a 4 year program in the future and there will

be more people eligible to become president that just the 3<sup>rd</sup> year reps

a. Maryam: that's happening in the future but it doesn't reflect what's happening now; the change in the process is to improve elections right now. Future councils may elect to change this process once the program expands to 3 or 4 years.

4. Marah: How are reps going to be chosen in the election if number of reps from each cohort is ambiguous?

a. Mays: before the election, the council will decide the # of reps they need from each cohort

**5. Result: Vote will be done at a later date**

iv. Change 4: Office hours

1. Yes: 13, No: 0, Abstain: 0

**2. Result: change approved**

v. Change 5: Campaigning

1. Proposed change: One account where all promotional material is going to be posted to allow everyone to have equal exposure, regardless of number of followers and social media presence

2. Concerns:

a. Can people repost the posts from the account to their own accounts? If yes, then they would still be getting more exposure than others regardless

i. Constitution committee: having a primary account where all promotional material is posted will allow everyone to have the same amount of basic equal exposure because this where students will primarily go to see different campaigning platforms. If anyone reposts and they get additional exposure from followers, that doesn't take

away from the exposure we give everyone by posting their promo material in the same place. This change ensures that no one is left behind just because they don't have a specific social media account.

**ii.** Stephanie: most people's followers are not in TMM so follower count doesn't have a huge impact

**b.** Does this include all different social media platforms?

**i.** Constitution committee: the change to the constitution is left intentionally vague without mentioning specific social media platforms to leave it up to each council to decide which ones they will use and how they will manage it. For this year, we will use instagram primarily.

**3. Result: Vote will be done at a later date**

**vi.** Future votes will be done via email since we already discussed

**5. Open house (Steph)**

**a.** Had a call with Lisa and Dr. Lee regarding open house

**b.** It will be on March 2<sup>nd</sup> at 6pm - 2 hours long

**i.** First hour is for Lisa and Keith to speak

**ii.** Second hour is for student perspective. Suggestions:

**1.** Flipagram - photos from labs, events, etc.

**2.** Student ~45 seconds

**a.** Talk about research, opportunities we wouldn't have had without TMM, etc.

**c.** Stephanie shared agenda on screen (can find in Recruitment folder on teams)

**d.** Feedback:

**i.** Tamara: flipagram/video feels too market-y/advertisement-like, I wouldn't believe it if I was a student seeing it

1. Having a panel with lots of students would be better
  2. We can make the video and send video with the brochure or play it at the end while Q&A is happening
- ii.** Maryam: I would like to see more French inclusion, maybe have a breakout room for French students; don't have a strong opinion on the flipagram video (it's cute but not super necessary); panel shouldn't be too big because if every person answers every question, we won't be able to get to a lot of questions
1. We should do the Q&A on instagram after the Open House so that we can answer any missed questions
- iii.** Yasmine: I like the video idea, I would fall for it. Last year's open house was messy; everyone wanted to answer even if the question was straightforward; we should cap the number of people answering each question; if the video is at the end, people will likely miss it because they will be leaving as it plays
- e. Conclusions:**
- i.** Keep video short
  - ii.** Cap the number of people answering each question
  - iii.** Stephanie will make a group chat with everyone interested in helping out - will have 1 main meeting to split up tasks

## **6. Coffee house (Steph)**

- a.** Made a detailed doc with deadlines, expectations, roles, places where people can volunteer (optional)
- b.** Document shared on screen (can be found in recruitment folder)
  - i.** Event planned for March - Spring coffee house
  - ii.** Will include grad students from CMM, NSC, BMI, Aesculapian society
  - iii.** Will give 1 month for auditions; will ideally accept everyone but need to cap at ~20 people
  - iv.** Maryam, Bryan, Erika - please find deadlines for translation, promotion, and instagram posts on the spreadsheet but Stephanie will also fill out request forms



- v. Event will be done on zoom – because COVID situation is unpredictable + we can then share with elderly homes that we worked with for Holiday cards
  - vi. Performances can be live or pre-recorded
  - vii. Tickets will be free but we will open donations for a particular charity
  - viii. MC-ing will be bilingual
- c. Feedback:
- i. Tamara:
    1. last year the acoustics were all very different from each act; solution – we can have a mic and set up for people who want to perform live to perform from the same place and Tamara can help with all AV-related things
    2. Suggestion: battle of the departments (CMM vs. BMI), we can mention it in faculty meetings to get people excited
  - ii. Maryam: if we want to donate to a charity, we could choose one that's related to an awareness thing that happens in March

## 7. Formal (Dalia)

- a. Our venue is booked!
  - i. How cancellation works:
    1. If government shuts us down, no penalty
    2. If we want to cancel, it has to be a month ahead of time
- b. Meeting with Trevor
  - i. They will give us (almost) all supplies
  - ii. We only pay service charge if tickets are bought through their website
  - iii. They are very accommodating with dietary restrictions
    1. 3 course meal is salad, chicken dish with veggies and potatoes, and dessert is chef's choice

- iv. Bar: If we don't sell enough drinks to get us to \$500, we will pay a \$100 penalty
- v. COVID-rules: you can only eat or drink while you're sitting down - we have to reinforce that this must be respected by everyone!
- vi. Dancing should be allowed
- vii. There will be staff and security
- viii. Parking is free!
- ix. AV company - it's their own company combined with another company; they only do sound and lighting
  - 1. To do 360 camera, we have to get that on our own
- x. We will give song requests for the DJ
- c. How pricing works:
  - i. Tickets at \$80
    - 1. If we raise \$3000, we subsidize tickets down \$65
- d. Ticket sale timeline can be found in teams
  - i. How to cap tickets:
    - 1. Maryam: Eventbrite
      - a. Problem: Charges a fee per ticket
    - 2. Marah: MS/Google form might have a way to cap the number of responses, I will look into it and update Dalia
- e. David: Please keep this lowkey, we still have a lot of hurdles to overcome

## **8. Black history Month Activities (Yasmine)**

- a. Document shared on screen (document can be found in EDI folder)
  - i. Goal is to educate!
  - ii. Trivia night
  - iii. 3 gift cards will be to black-owned businesses
    - 1. Winners can choose where the gift card is for as long as it's a black-owned business
  - iv. Advertising will be through reels and social media
  - v. Wants to post calendar with BHM events

**vi.** Points system will be done - similar to Movember (refer to document for details)

1. Wants to reward the top 1 or 2 people with free products from black-owned businesses - reward will depend on what we can get

**vii.** If funding is required, it will be taken out of EDI award money

**viii.** Social media - one post every Tuesday (see document for details)

**ix.** Donations will be collected but we need to figure out how to incentivize people since they will not be donating to participate in a particular event

**b.** Feedback:

- i.** Maryam: we shouldn't ask businesses that we're trying to help for free things; we should pay them for their products

#### **9. Fundraiser Roundtable (Mays)**

**a.** Ideas on Mays's document (President folder)

**b.** Will be discussed next meeting

#### **10. Motion to End Meeting**

**a.** Second: Marah

**b.** Time: 9:02PM