

January 2, 2021 - 5:30 pm - Microsoft Teams

# TMMSA EXECUTIVE MEETING MINUTES

\*Confirmed by Hussein on 1/1/2021 @ 17h38

**Present:** Mahdi, Hussein, Priya, Mays, David, Gapisha, Danika, Stephanie, Radhika, Yasmine, Sneha, Casey

**Absent:**

**1. Motion to start the meeting**

- a. Second: Mahdi
- b. Time: 5:40pm

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

- a. Second: Radhika

**3. Approval of the agenda**

- a. Second: David

**4. Updates**

- a. **VP Bilingual (Danika)** -
- b. **VP External (Mahdi)**
  - i. Meeting w/ Coords in progress: two more to go
- c. **VP Internal (David)** - none
- d. **VP Finance (Radhika)** - constitution committee is progressing
- e. **Outreach Coordinator (Casey)** - none
- f. **Promotion Coordinator (Sneha)**
  - i. Apparel changes: need to switch to new FoM logo – in progress with John (should be getting more info from him when he is back from holiday on January 8<sup>th</sup>) - FoM is migrating to globe logo, will have to make new apparel designs following new guidelines – about February
- g. **Recruitment Coordinator (Priya)** - in the past goes to classes to give talks to promote TMM, last year they made presentations with a powerpoint. This year will make a new powerpoint to share.
- h. **Social Media Coordinator (Stephanie)** - none
- i. **Research and Careers Coordinator (Gapisha)** - none
- j. **English 3rd Year Representative (Mays)** - planning a wellness chat before the semester. Valerie from wellness committee will join to lead it.
- k. **French 3rd Year Representative (Yasmine)** - none
- l. **President (Hussein)** - FoM will hold a diversity and equity talk, no more details as of now. Going through community navigator - confus

## 5. Progress topics

### a. Social media

- i. Stephanie: promotions request sheet is making things better for preparing the material and following deadlines. Also have been using a “game plan” for posts, helping with the organization. Almost ready to start the day in the lab stories on Instagram.
- ii. Hussein: LinkedIn? Not sure how to access it, might have to make a new one.
- iii. Sneha: Content for January newsletter is due soon – tomorrow.

### b. Website

- i. Hussein: meeting minutes are now on the website as well as volunteering opportunities. 3<sup>rd</sup> year reps want to get involved to spread the awareness to their classmates – they could collaborate on this. Some links need passwords – not open to the public. Missing health and wellness section – under construction.
- ii. Radhika: who on the council is on the health and wellness committee? David.
- iii. Mays: could help by working with David to develop the health and wellness page on website.
- iv. Hussein: missing budget and financing documents, add for transparency. Format must remain consistent in the future.
- v. Radhika: adding a section with the finance email if people have questions about the budget.
- vi. Mahdi: official documents should be uploaded as PDFs
- vii. Feedback form – couldn’t find one on the website, could be specific for health and wellness or for the TMMSA. Important to add. Not sure of the format for now, but priority to have a form for the council itself for people to share their thoughts/comments.
- viii. Stephanie – in the contact page or a separate page?
  1. Hussein: Could add a feedback tab.
  2. Radhika: Contact tab – suggestion box, how can we improve.
  3. Sneha: link to google form.
  4. Stephanie: could also have a form directly on the site. Hussein – would be helpful to have them in a document.
- ix. Events calendar – is this being updated? Should also promote it.
  1. Internal can be responsible for updating this section. Transferring what’s on team up.
  2. Sneha: can we put the team up calendar directly onto it?
  3. Hussein: Team up has info about deadlines.

4. Radhika: I think that people should know when we have our meetings and such. If we can upload just the TMMSA calendar that would be ideal. Shows that the student association meets every two weeks, etc.
  5. Mahdi: Accountability and transparency. Team up provides separate links for different calendars could upload TMMSA calendar and not 3<sup>rd</sup> and 4<sup>th</sup> year calendars.
  6. Mays: could put deadlines, will help 3<sup>rd</sup> years and show the course load to the public.
  7. Hussein: have a general calendar that englobes everything and can choose what they want to see (events, deadlines, etc.)
- c. Rebranding
- i. Hussein: successful transition, new logo, consistent broadcasting. Motivation was for apparel and merchandise. Could take it a step further with the way we send out emails using MailChimp – goes by subscription. Will check if this fits in our budget. Makes emails more appealing.
- d. Online events – last semester had events about twice a month. Varying levels of success depending on deadlines, promotion, etc. Specifically, social events.
- i. Game nights – Jeopardy idea. Could include a prize.
  - ii. Health and wellness talks – 3<sup>rd</sup> year Mays and Yasmine are managing these talks.
  - iii. Feedback, ideas?
    1. David: never too much events, having them there gives us the opportunity to socialize. People can attend if they wish.
    2. Hussein: must have promotion ready ahead of time.
- e. Research and Careers – new position this year.
- i. Conversations with TMM: two talks were held last semester.
  - ii. Gaphisha: good planning and marketing. Planning on having one more next semester but can also have a second. Priya's event is end of January, would have talk mid-February and formal in March/April. If we stay with zoom could do during the weekday before 4pm, could choose a time that would work for most.
  - iii. Mahdi: coordinating with Site, no invoice or recording yet from the last event.
  - iv. Gapisha: feedback forms structure and time is good, improved bilingualism for second talk. Any ideas for second talk, let me know.
- f. Mentorship program – started this year, managed by David.
- i. David: want to create a feedback form – has been going good so far. Less of a need for the 3<sup>rd</sup> years (no presentations or rotations). Will message mentors to see how its going.

Initiatives from Nha-Thi and Casey for workshops, but waiting to meet with Lisa and Keith.

- ii. Hussein: goal for next semester is to have these workshops.
  - iii. Casey: Believe the mentors have been helpful for the 3<sup>rd</sup> years, very useful!
  - iv. Sneha: Great initiative, issue is that being asked for past notes don't feel comfortable sharing these notes. Has this happened to other people?
  - v. Priya: one of the students messaged for information on a past assignment – should add guidelines to avoid being taken advantage of.
  - vi. David: have had these concerns also. Could expand in guidelines.
  - vii. Casey: emphasize on goal to share our experience and guide but will not look over assignments/reports but giving general advice.
  - viii. Mays: could send a reminder/announcement to people to make sure everyone is on the same page.
  - ix. Priya: the mentor program is meant to supplement time, provide feedback and advice – not a tutoring service
  - x. Casey: send a message to mentors – its ok to say no.
- g. Newsletters – started this year. Last year had Monday email – we refined this idea.
- i. Feedback/comments
    1. Radhika: document with sign up for newsletter.
    2. Mahdi: template that is copied for each month, used to know who to refer to. Can add yourself to a section you want.
    3. Sneha: timeline works well. Feedback on visuals? Looks great!
    4. David: are these being posted anywhere else? So far no. Style looks great – did you have other styles in mind? Sneha – not really, went with a clean and professional aesthetic.
    5. Mays: Not everyone is seeing it, could advertise it more – get it out there more. Sneha: could post pictures of newsletter or put on Facebook?
    6. Hussein: add pictures of events we are doing. Sneha – could add pictures of students or zoom screenshots. Throwback pictures.
    7. Casey: could post with link to newsletter so people could click on it. Sneha: people can edit using the Canva link
    8. Priya: could put onto website.
    9. Stephanie: likes idea of making a post to promote, could download newsletter and post it there (without a link)

10. Mahdi: like website idea, could upload to website and use that link that instead. Could also increase traffic on our website.
  11. Sneha: the link option could work to just view.
  12. Mahdi: linking to our website is better than creating a link to Canva.
- h. Meetings – biweekly meetings, have improved efficiency of meetings.
- i. Meeting minutes public – already have them on the website.
  - ii. Timing, process, efficacy
    1. Danika: could look at other evenings? In mid-January will make a new poll for setting up a new date.
    2. Casey: thanks Hussein for leadership and facilitating the conversations, Mahdi for keeping us on track, Radhika for introducing Robert’s rules and Danika for taking meeting minutes.
- i. Budget (Radhika)
- i. Transition was not ideal
  - ii. Did not anticipate bank fees, event prizes. Ok with budget as of now, got 750\$ for previous years bake sale. Can’t depend on this every year. Will be implementing in the year to come. Will use this year’s info to guide next years VP finance for budget.
  - iii. Didn’t get money from Faculty until early December. Zoom did not get approved in the budget. Using Site is more organized, except that they have not given the second invoice yet.
  - iv. Class composite was approved, looking into donations. Will have money for at least the fourth years, will try to get money for 3<sup>rd</sup> years as well. Coffee house money was approved (for zoom)
  - v. About 1600\$ and with projected spending about 350\$ left over.
    1. David: Are we charging students in school fees? Still need to talk with Jonathan Lee to figure this out, he thinks it’s a good idea.
    2. Casey: 360\$ leftover? Radhika: If you don’t use it, we could put it towards the formal, etc.
    3. Hussein: bank fees? Radhika: 80\$, 35\$ for cheques, etransfers cost money.
    4. David: what bank are we with? Radhika: we are with RBC. Why? What we are already with, a lot of work to change banks, business account.
    5. Sneha: are we eligible to apply for club funding? Radhika: We are a student government, nut not registered with UOSU, would need to not get any money from the Faculty and do a referendum to change the way we get our money. Could be something for next years council to look into.

## 6. Winter 2021

- a. Wellness Week - January 18 to 22, 2021
  - i. Can promote the uOttawa events and can also make our own events. We have to start gathering ideas now. Will open a document and everyone is encouraged to share ideas. Deadline for January 6<sup>th</sup>.
  - ii. Will see with David to see if we want to collaborate with Health and Wellness committee.
  - iii. Sneha: have to make promo for university events? Hussein: no but will promote our own events.
  - iv. Mahdi: expectation for us to hold our own events or Health and Wellness committee – think its better for Health and Wellness committee to take charge.
  - v. Sneha: could ask Health and Wellness committee if they need help with promotion, don't mind helping. Clarify the expectations.
- b. TMM Formal
  - i. Mahdi: sent excel sheet for formal ideas. Couple of responses. Leaning towards red/orange. Options are grad only, separate 3<sup>rd</sup> and 4<sup>th</sup> year, large outdoor event. Leaning towards having a grad event only. Allow students to vote if there are multiple feasible options.
- c. Grad Photos (Mahdi)
  - i. Sent emails to 4<sup>th</sup> years – take your grad photo once it resumes. Encourage other 4<sup>th</sup> years to get their grad photos. Class composite was approved, catching up on past years composites as well. Gained approval to have them in PMD. Deadline is in February, if in touch with past cohorts encourage them to complete the form.
- d. TMMSA Donations Fund (Mahdi/ Radhika)
  - i. Carey – takes care of alumni events. Will be important next year. TMM is in with external office for the Faculty, people will be contacted for every milestone year. Setting up a fund where people can donate to uOttawa and gain a tax receipt. Carey is working on the terms of references which could be used to subsidize the class composites, can be used for conferences or bursaries.
  - ii. Radhika: we will help guide the 3<sup>rd</sup> year reps with this next year
  - iii. Hussein: conferences? Mahdi: Research conferences, can be expensive to attend, could use this fund towards that. This fund is specific to TMMSA, nothing is set in stone yet.
- e. Coffee House (Priya/ Mahdi)
  - i. Mahdi: intent is to do something Faculty wide, must bring all departments together and we successfully did so. Formed a committee with a rep from each council.

- ii. Priya: Audition promo material is ready and translated, will go out this week. In terms of dates, form open on Jan 4 closes on the 24<sup>th</sup>. The audition committee will discuss on auditions and next week will be finalized. Coffee house right before reading week, Feb 12<sup>th</sup>. Will have dress rehearsals a week before.
- iii. Casey: time? Priya: thinking 7pm.
- iv. Casey: Is it possible to incorporate that this coffee house will serve seniors as well in the promo material? Priya: yes, could be used in future promo.
- v. Priya: we are covering the cost, in charge of all the promo and we will be making the plan. All the other committees need to do is share with the students and help in selecting the performers.

**7. Varia**

**8. Motion to End Meeting**

- a. Second: Radhika.
- b. Time: 7:52