July 9th 2021 – 7:00 pm – MS Teams

TMMSA EXECUTIVE MEETING AGENDA

Finalized by Mays on July 9th, 9:23am

Present: Mays, Marah, David, Maryam, Maya, Dalia, Bryan, Erika, Rama, Yasmine, Tamara

Absent: Stephanie

1. **Motion to start the meeting**
   a. Second: Maryam
   b. Time: 7:03PM
2. **Approval of previous meeting's meeting minutes** – Approved
   a. Second – Maryam
3. **Updates**
   a. **VP Bilingual (Maryam)**
      i. Backlog on meeting minutes translation – no laptop at the moment but will get back to it asap!
   b. **VP External (David)**
      i. N/A
   c. **VP Internal (Marah)**
      i. N/A
   d. **VP Finance (Rama)**
      i. N/A
   e. **VP Academics (Tamara)**
      i. N/A
   f. **Outreach Coordinator (Dalia)**
      i. Points system for the whole year is cancelled! – too difficult. Events will run as is without points.
      ii. We will have teams for tournaments only – we will not pre-make the teams but will stipulate that there is a mix of 3rd and 4th years
   g. **Promotion Coordinator (Bryan)**
      i. N/A
   h. **Recruitment Coordinator (Stephanie)**

        i. N/A
- **i. Social Media Coordinator (Erika)**
  - i. Layout of meet the team page on website updated
- **j. Research and Careers Coordinator (Maya)**
  - i. N/A
- **k. EDI Coordinator (Yasmine)**
  - i. Went to EDI meeting recently. Vice Dean of EDI was appointed recently – good connection!
- **l. President (Mays)**
  - i. Health and wellness meeting Cata and David
    1. Discussed TMMSA health and wellness committee structure/idea
  - ii. July 16th – will have a meeting Dr. Mah
    1. Epi department asked about orientation plans, Dr. Mah asked to be put in contact with TMMSA re plans
    2. Orientation plan will be adjusted as per stage 3 regulations then presented to Dr. Mah
  - iii. Re: program improvement request to Dr. Lee
    1. Created a file for us called "program improvement" and one file for general TMM students and alumni – will set deadline and let us know
    2. Files can be found in President's folder

4. **Motion re: event prizes (Marah)**
   a. Suggested that TMMSA council members not get prizes in TMMSA-run events based on how the pride event went (most of those in attendance were TMMSA council members + 2/3 winners were TMMSA council members)
      - i. Maryam – only those who ran the event shouldn't get prizes
      - ii. Mays – feels uncomfortable to receive monetary prizes since we submit budget proposal that outlines those monetary prizes; wouldn't want it to look like we're asking for money to give ourselves
      - iii. Dalia – consider how it might look to general TMM students if most students receiving prizes are TMMSA council members

      iv.   Tamara and Maryam – TMMSA events are intended to improve the TMM student experience. Council members are students too and if they weren't involved in the planning, they deserve to enjoy and fully participate in events!

      v.   Marah – Agreed; though prizes do not necessarily impact full participation in events and activities

      vi.   **Motion**: TMMSA council members who were specifically involved in planning the event are not eligible to receive prizes, other TMMSA members are eligible and may accept/reject prize based on their own discretion

          1. If majority vote yes → motion passed. If majority vote no → all TMMSA members are not eligible to receive prizes from TMMSA-planned events

          2. **Vote**: 6 votes – majority

          3. **Decision**: TMMSA council members who were involved in planning events are not eligible to receive prizes for the events. Other TMMSA members can accept prizes (up their own discretion).

5. **Calendars (Marah)**

    a. **Check in re: team up calendar**

      i.   Some people have been able to access the calendar, most haven't tried yet

      ii.   Calendar can be accessed from: General > Administration > Teamup Calendar

          1. There is a link for TMMSA council members – can view and edit all calendars

          2. There is a link for general TMM students – can view TMMSA events calendar only

          3. There is a link with a tutorial on how to add any or all calendars to your personal calendar apps

    b. **Motion to share events calendar with general TMM students**

      i.   **Vote**: 10 votes – unanimous

      ii.   **Decision**: TMMSA Events calendar will be shared with all TMM students once third year mailing list is received

6. Orientation Day Planning (DJ | 30 mins)

    a. All council members - need to let Dave and Mays know if you will be absent/unavailable during august (trips, MCAT, etc.)

        i. Still must attend biweekly official meetings

    b. *went through orientation planning document*

        i. Orientation day: September 7th

        ii. How to make teams on orientation day?

            1. We shouldn't let people make their own teams - defeats the purpose of meeting new people

            2. Issue: some people might be uncomfortable with in-person, people might not show up for both days, etc.

            3. Suggestion - we can make teams when people come to register by assigning each student a colour/number to form teams

        iii. 1 vs. 2 vs. 3 day events

            1. Why 2 day? Because day 1 of orientation has 1.5 hours of fun

            2. Plan: picnic + fun activities like soccer, frisbee

            3. For second day - ideas for in-person and online social activities in orientation day doc

        iv. Timeline of distribution of care packages is TBD but general plan is in orientation doc

        v. No objections to photo scavenger hunt!

        vi. Role distributions - deadline for following tasks: July 30th

            1. Maryam, Dalia, Bryan - scavenger hunt

            2. Dalia - recruiting 4th year volunteers for orientation (David will help with sending emails)

            3. Rama - ensuring we have supplies + budget for care package

                a. Tamara and Erika will help with getting supplies

            4. Yasmine, Marah, Maryam - Powerpoint for welcoming remarks, include land acknowledgement (obviously)

        vii. Campus tour

1. Volunteers to give detailed notes about campus and study spaces
2. Mays – maybe a make a video and make it available to both cohorts
3. Tamara – we can offer video + in-person tour for 3rd years
4. Logistics – TMMSA members + 4th year volunteers will lead groups
   a. More details to come over the next week as we incorporate stage 3 regulations

7. **RNC events (Maya)**
   a. Wants to present ideas and wants feedback. Some of the following events will require volunteers; council can assist with recruitment.
   b. Research Day – September
      i. Emailed Kristin; she said that we can connect the science communication course and research day (optional)
      ii. Wants to look into 3rd year students attending research day just for the experience – will bring it up at next research day meeting
   c. Career Day – March
      i. Has attended career day meetings
      ii. Main role is to recruit speakers for the event
         1. Excel sheet (in RNC folder on teams) for council members to add names of possible speakers to contact
   d. Coffee chat with alumni
      i. Goal: connect current TMM students with alumni in different fields; casual events
   e. Wine and Cheese (January)
      i. Good time because we'll be close to graduating; want to look for NSERC profs, future paths, etc.
      ii. We can start planning now who we want to invite (excel sheet in RNC folder on teams)
   f. Coop as an option for TMM

        i. Would be for summer before 4th year

      ii. We have NSERC, WiBR, et. – she's unsure if coop will have any added benefit but might be good to have the choice anyway

  g. Budget concerns

        i. Maya – we have budget for zoom + gift cards on proposal

      ii. Rama – we currently only have budget for one event

    iii. Tamara – conversation with TMM is something the faculty budgets for

8. Motion to End Meeting

  a. Second: Maya

  b. Time: 9:10PM