Nov 3rd 2022 – 8:00 pm – Microsoft Teams

TMMSA EXECUTIVE MEETING AGENDA



**Finalized by Michelle on November 2nd 8:00 pm**

**Present: Michelle, Ragav, Chantal, Marcelle, Amanie, Alyanna, Sara, Alicia, Zeynep**

**Absent:** Kieran, Melanie

1. **Motion to start the meeting**
	1. Second: Alicia
	2. Time: 8:03pm
2. **Approval of previous meeting’s meeting minutes**
	1. **Second: Sarah**
3. **Updates**
	1. **VP Bilingual (Sarah)**
		1. **No updates**
	2. **VP External (Zeynep)**
		1. Need to follow up with Trevor
		2. Sent email to Bernie about grad photos
	3. **VP Internal (Chantal)**
		1. **Elections are running, voting period is happening now**
		2. **Office Hour Zoom Link will be created soon**
			1. **Ragav: Should offer services during office hours, might improve engagement**
	4. **VP Finance (Nik)**
		1. **Working with Gen to get faculty funds and composite funds**
		2. **Were approved for October for CVUO but haven’t received the funds yet**
		3. **Putting together December and January funding apps**
		4. **Attended EDI working group meeting**
	5. **VP Academics (Amanie)**
		1. No news on grad photos, emailed faculty about this
		2. BMI meeting over reading week
	6. **Outreach Coordinator (Alicia)**
		1. **Halloween movie night tomorrow**
		2. **Can we use funding for field that we got to book it in advance?**
			1. **Nik: Funding is for November-April, should be able to when they give us funding**
		3. **Want to meet with Marcelle about talent show**
			1. **Nik: Send info about events within the next few days so I can get it submitted ASAP**
			2. **Will charge admission for this to raise money for formal**
			3. **Will be in January/February**
			4. **Could also have recruitment portion to this, invite non-TMM students**
			5. **Ragav: Could combine with BMI/GSA to open it to a more Faculty of Med wide event**
				1. **Marcelle: Brought this up with them, they’re bringing it up tomorrow at their meeting**
				2. **Zeynep: Should think about how this changes ticket funds etc., who’s getting what percentage of ticket sales**
		4. **Will start reaching out to long-term care homes for cards, want to have people do some at Cocoa and Cram as well**
		5. **Want to also do Dooley’s at some point to raise money for formal**
			1. **Ragav: Could do bake sale**
		6. **Formal update: Ticket price would be $100 for the Shaw Centre**
			1. **Trevor is also looking at the horticulture building in Landsdowne**
	7. **Promotion Coordinator (Melanie)**
		1. **Working on newsletter and movember posts**
		2. **Talking to faculty of med to get sweaters ready**
	8. **Recruitment Coordinator (Marcelle)**
		1. Got Halloween decorations
		2. Will be stopping recruitment presentations for now and sending videos to remaining classes
	9. **Social Media Coordinator (Alyanna)**
		1. **Posting Day in the Life of the lab on Tuesday, filmed it today**
		2. **TMM grad students will graduate from their undergrad with everyone else**
	10. **Research and Careers Coordinator (Ragav)**
		1. **Updates from BMI meeting**
			1. **New AML lab called Proteonomics**
			2. **Getting new social media manager**
			3. **New student positions for help with social media**
			4. **Going to get sci comm students to do assignments to promote Faculty of med research in the future**
			5. **Planning on opening 5000 and 8000 chemistry courses**
			6. **New grant of $10k**
			7. **Self-defense workshop in the works**
			8. **BMI poster day is happening in February**
			9. **Thinking of having a student focused EDI group**
	11. **EDI Coordinator (Kieran)**
		1. **Sorting out money with contractor for lab**
		2. **Working on starting to recruit for EDI committee**
	12. **English 3rd Year Representative (TBD)**
	13. **French 3rd Year Representative (TBD)**
	14. **President (Michelle)**
		1. Movember Walk (participation)
			1. Starting next week (November 7th)
			2. Will give prizes at the end of the month
			3. Want to make a trend this year (hastag etc.)
				1. Please participate!
		2. **Had meeting with Dr. Mah about self-defense workshop**
			1. **Friday and Saturday event with 18 spots**
		3. **Got email from CVUO about club dodgeball game**
4. **Discussion**
	1. Holiday Cards and Upcoming Events (Michele & Alicia)
		1. Already discussed mostly in updates
		2. Holiday cards
			1. We will have some of us take shifts in the lounges to get people to make cards
			2. Will be asking TAs to bring cards
			3. Bring cards to Cocoa and Cram and Office Hours
			4. Will go to retirement homes and also maybe
	2. Travel Fund Brainstorming (Ragav & Marcelle & Michelle & Amanie & Kieran)
		1. Lee said travel fund as to be used toward something science-related, he did say it could be used toward something social (e.g., a speaker + a dinner afterwards at honours presentation)
		2. Amanie: Could make it more like research day at a convention or something to keep engagement
		3. Ragav: Lee also was onboard with the idea of having the 3rd years come and participate, also said that he would need us to come up with a plan soon
		4. Michelle: He also said another option would be paying for all of us to attend a conference
		5. Zeynep: Another option could be a team project event/Hack a thon, teams make a project on the spot
		6. Amanie: I don’t think we fully decided whether we should have a speaker, if it’s someone coming from further away, more funding would be necessary, he also mentioned someone from within uOttawa could go
		7. Zeynep: At BMI retreat, speaker talked about her life as well as Science, might be good to have this kind of approach rather than just another scientific presentation
		8. Michelle: Bringing in an external speaker would cost a lot (like 3 grand), so it might take away from the rest of our event, might be better to not have a speaker or have a more internal speaker
		9. Alyanna: Also might be difficult for students to give their full attention to speaker after poster presentations
5. **Varia**
	1. **Elevator Pitch**
		1. **When do we want to do this?**
			1. **Was thinking January, don’t want it to conflict with the talent show though**
			2. **Amanie: Also, will probably have honours project workshop event in Jan/Feb, so need to work around that**
			3. **Michelle: Could try to do talent show early Jan and elevator pitch later Jan/early Feb, and then honours workshop around early Feb/mid Feb**
		2. **Need captivating title for this event**
		3. **Plan for event**
			1. **Will have talks from US med students, grad students, also potentially influencers**
			2. **3rd year competition and 4th year competition for pitch**
		4. **Let me know if you’re interested in helping to plan this event!**
	2. **Life in the Lab Videos**
		1. **Want to make videos accessible for both english and french cohorts, should we alternate french and english weeks or should we do subtitles?**
			1. **Zeynep: Alternating is a good idea, but I think we should do subtitles either way**
			2. **Michelle: Would that take too long to do?**
				1. **Alyanna: Will discuss with Sarah to make a plan to see if we can do this**
		2. **Will be posting biweekly**
	3. **Office Hour Engagement**
		1. **Alyanna: Could promote office hours in classes**
		2. **Marcelle: Promote what we can offer at Office Hours**
		3. **Amanie: For academic things, if they’re feeling stressed, need academic resources etc., put more in the office related to resources that will encourage them to come in and talk to us**
		4. **Alyanna: Could talk about French Immersion as well, many don’t know about it**
		5. **Marcelle: Could include what languages we speak on website; 3rd year reps also encourage 3rd years to come**
		6. **Michelle: Could encourage them to talk to us about their event ideas**
		7. **Amanie: Treats in office could be fun around holidays like Christmas or Valentine’s Day**
		8. **Ragav: Could get brainstorming doc started for this**
			1. **Chantal: I’ll put it in my folder**
	4. **Wellness Week**
		1. Spoke to Adela and Rachel sbout dance class, they both confirmed
		2. Ragav is good for the cooking segment
		3. Zeynep: We were thinking of replacing boxing with something, did we decide on that?
			1. Alyanna: We are waiting on Rohan to see if boxing can happen or not
		4. Zeynep: For cocoa and cram, is RGN lounge bookable?
			1. Michelle: Got confirmation that we have lounge booked in RGN for all events
		5. Schedule: Danc, Boxing, Paint Night, Cocoa and Cram, Recipe
		6. Also doing Wellness challenge on Instagram
		7. Marcelle: Ask about colouring boxes Francophone Affairs gives out
			1. Chantal: I can do this!
6. **Motion to End Meeting**
	1. Second: Alyanna
	2. Time:  **9:45pm**