

February 14th 2022 - 7:00pm - MS Teams

TMMSA EXECUTIVE MEETING AGENDA

Finalized by Mays

Present: Maryam, David, Marah, Rama, Tamara, Dalia, Bryan, Stephanie, Michelle, Walid, Mays

Absent: Yasmine, Erika, Maya

1. Motion to start the meeting

- a. Second: David
- b. Time: 7:03pm

2. Approval of previous meeting's meeting minutes

- a. Second: Maryam

3. Updates

a. VP Bilingual (Maryam)

- i. Just working on translating stuff!

b. VP External (David)

- i. Newsletter template for March is up – will sent on March 7th
 1. Deadline for English submissions is Monday Feb 21st
 2. Theme is TBD

c. VP Internal (Marah)

- i. Reminder to please sign up for an office hour shift if you haven't yet – the responsibility for office hours is shared by all of us!
- ii. Honour's workshop went well; turn-out of 14-16 students. We recorded the presentation portion and sent it to those who requested it. PowerPoint was sent to all 3rd year students.
- iii. Would like to get an update from constitution committee regarding campaigning rules and VP academic role
 1. Need to know asap because I'm planning to hold presidential election early March, followed by general election mid-March
- iv. I will not be there next meeting (Feb 28th) – If anyone is able to take meeting minutes, please let me know!

d. VP Finance (Rama)

- i. N/A

e. VP Academics (Tamara)

- i. Helped out with formal – secured a photobooth
- ii. Helped Marah with Honour’s workshop – good turnout from both cohorts and good questions!

f. Outreach Coordinator (Dalia)

- i. N/A

g. Promotion Coordinator (Bryan)

- i. N/A

h. Recruitment Coordinator (Stephanie)

- i. Follow ups re: posting TMM info video has been sent to profs who have not responded
- ii. Emails to post sign-ups for open house were sent to prof who have already posted TMM info vid on their brightspace
- iii. Insta posts for open house will be posted Friday Feb 18th and Friday 25th
 - 1. captions have been translated
 - 2. Bryan and Erika’s forms have been filled out
- iv. Open house testimonials + flipagram are done and in my folder.
 - 1. Team 3 (Bryan, Erika, Marah, Tamara) will put it all together into a bigger ppt/video for open house day (due Feb21)

i. Social Media Coordinator (Erika) – Absent

j. Research and Careers Coordinator (Maya) – Absent

k. EDI Coordinator (Yasmine) – Absent

l. English 3rd Year Representative (Michelle)

- i. Canal skating event was cancelled because it was closed; it was not rescheduled due to low interest
- ii. Working with a club to secure funding for another event – they offered to fund an event in exchange for exposure

m. French 3rd Year Representative (Walid)

- i. See Michelle’s update

n. President (Mays)

- i. Meeting with Robyn on Wednesday at 11am
 - 1. Whoever wants to join is welcome to
 - 2. Wants to know more about us, her expectations are vague so far
 - 3. Will update the council after meeting

4. Formal

a. Budget amendments for formal subsidy (Rama)

- i. PPT with update was shared – can be found in Finance folder
 - 1. Breakdown of budget reallocation proposal was explained
- ii. Questions
 - 1. We had >\$1800 left over from past TMMSA councils; don't we have to leave next year's council some money?
 - a. We will be leaving them \$600 of emergency funds
 - 2. Why haven't we asked Dr. Lee for the class composite money?
 - a. He is going to help us pay for it; but he will not give us the money and hope that we use it for the composite
 - 3. How are we on the other avenues of funding?
 - a. We're going to hear back from CVUO around the week of the 20th
 - 4. What guarantees that we get the money in spring/fall, if we're not guaranteed this year?
 - a. Our budget went out very rushed this year
 - i. Also, this year, they got more budget requests worth \$150,000 and they only have \$50,000 to distribute
 - b. If next year's council puts more time into their budget proposal, they have a better chance of securing funding
 - i. We've also already established ourselves as an association; fewer steps next year

c. However, there are no guarantees on funding

5. Can we subsidize tickets to \$70 or \$75 instead?

a. TBD

iii. Discussion

1. Amendments to funding of all items besides class composite - No objections

2. Amendment to class composite funding:

a. Tamara: objection; this composite is for the 4th year cohort; if we were to ask people to raise funds for formal, both cohorts would help; if we ask people to help raise funds for the composite, only 4th years would be helping; subsidizing the remaining tickets is not worth losing our class composite

b. Marah: objection; it doesn't feel like it's our place to make this decision about the class composite on behalf of the cohort; people expect a class composite when they graduate, it's more important than an optional formal

c. Maryam: neutral

i. We're already in a tough situation in terms of finances, I don't think we should be leaving next year's council in a more difficult situation than we are in

ii. On the other hand, it's ridiculous that we have to pay for the class composite to begin with. It should be covered by our tuition - we should push for this

iii. It's not fair that those who missed out on the first sale should pay \$80 - it's a lot of money, we're all students

1. We want to make sure that everyone has the opportunity to participate at a fair price

- d. Dalia: in favor; we don't have to choose between class composite and subsidizing formal; We can subsidize formal with this money now, and over the spring and the fall, next year's council can apply for CVUO funding; If we can raise the \$600 for the composite with CVUO funds or fundraising events before the year ends, then it works out perfectly
- e. Rama: I'm not comfortable with the idea of the class composite potentially not happening; we shouldn't leave the responsibility to raise the funds for our composite on next year's council (last year's council left us the money for theirs)

iv. Vote will be done at a later date via chat

v. In camera: 7:44pm-7:59pm

1. Motion: David

2. Second: Mays

b. Formal update + tasks (David)

i. Overview of event

1. 6:00pm - doors open

a. Venue will be open 2-3 hours before for us to set up

2. 6:00-7:00pm - cocktail hour

3. 7:00pm-8:00pm - Dinner

4. 8:00pm-8:30 - Speeches and award ceremony (Mays and Maryam will emcee)

a. Winners were given "birthday girl" sash in past years - we can do the same or something equally silly

5. 8:30-11:59 - Dancing

ii. Tickets will be electronic - they will be sent to each person

1. We will have staff scanning tickets

- iii. We will need to have seating arrangements
 - 1. We have round tables of 10 - they will only give us an exact amount of seats
 - a. Tables of 9 are okay but try to have up to 10 people if possible
 - 2. Seats will be assigned but we will give people the option to choose
 - a. We will send a form once registration closes to state who they want to sit with - we will accommodate people's requests and will choose seats for people who don't complete the form
- iv. Registration will close February 24th at 12pm - we need to give Trevor the numbers and dietary restrictions by Feb 26th
- v. They will give us menu options in the upcoming days/weeks
- vi. Bar - currently checking with the venue if shots are even an option; if they are, we will have to discuss/vote whether we want them served
- vii. Payment has to be made 24 hours before the event - will likely do a bank deposit or cheque
- viii. Dalia: Photographer and photobooth
 - 1. Dalia shared photo examples of booth and photographer's photos
 - 2. Tamara secured photobooth and someone will come to manage it
 - 3. We will have to make/buy props for photobooth and awards - we have set aside \$100 for this
 - a. Maybe we can get these props and awards covered by our connection to Robyn
 - 4. Motion to pay both the photographer and photobooth manager with a free ticket (dinner included)
 - a. Results: Yes: 10
 - b. Motion Passed**
- ix. Document with formal tasks presented on screen - located in External folder under formal

5. Varia

a. Bottle Drive (Marah)

- i. No lab sign-ups yet
 1. My PI agreed to let me sign up our lab
- ii. I created an option for independent donations in the form, in addition to the lab sign ups, and we only got one
- iii. Discussion on bottle drive process – how to increase sign ups
 1. Maryam: lack of sign-ups might be because not a lot of people know about TMMSA; maybe because profs get a lot of emails (missed it or forgot to respond)
 - a. Do more word of mouth promotions
 - b. Maryam and Tamara to mention it in CMM and BMI meetings
 2. Dalia: Mention it in 3rd and 4th year group chats again
 3. Mays: How can we say bottle drive is for formal if ticket sales end before we get the money?
 - a. Marah: we can use the money from this to recover areas that we're currently taking money out of
 - b. Dalia: it's still money we can use for formal (props, awards, etc.)
 4. Marah: Should we put up posters?
 - a. Pros: a lot of people would see them, helps with advertising
 - b. Cons: not environmentally friendly, we're tight in terms of finances right now

6. Motion to End Meeting

- a. Second: Marah
- b. Time: 8:25pm