

June 4th 2023 – 5:00 pm – Zoom

TMMSA EXECUTIVE MEETING AGENDA

“Life is beautiful not because of the things we see or do. Life is beautiful because of the people we meet.”

- Simon Sinek

Present: Ayesha, Amy, Xeius, Lillian, Bella, Nour, Jenny, Siyona, Helly

Absent: Sabrina, Anna

1. **Motion to start the meeting**
 - a. Second: Nour
 - b. Time: 5:11pm
2. **Approval of previous meeting's meeting minutes**
3. **Updates + Icebreakers**
 - a. **VP Bilingual (Nour)**
 - a. Can log into outlook, but not teams
 - b. **VP External (Sabrina)**
 - b. Need a new VP external**
 - c. **VP Internal (Hoda)**
 - c. Able to log into all accounts
 - d. Needs to link inboxes for EDI, RNC, and ACA
 - d. **VP Finance (Anna)**
 - e. Need budget by mid June
 - f. Transferred signing rights of all TMMSA bank accounts
 - e. **VP Academics (Helly)**
 - g. Asked Dr. Lee to create documents outlining course sequences and information regarding masters/PHD
 - h. Honours workshop, Scholarship workshop
 - i. Issues with incoming 3rd years hearing back in time to pick their courses
 - f. **Outreach Coordinator (Siyona)**
 - j. Wants to focus on formal + welcome week over the summer
 - k. Present philanthropy plan to the entire council
 - g. **Promotion Coordinator (Jenny)**
 - l. Started making templates for Instagram accounts
 - m. Needs to start working on merch (last year it took 3-4 months)
 - n. Ayesha and Jenny need to figure out their dynamic
 - h. **Recruitment Coordinator (Amy)**
 - o. Figure out class schedules for presentations – will have up to 50 classes so needs assistance (especially French speakers) update scripts to include masters/phD streams
 - p. Wants to update FAQ on the TMMSA website
 - q. Does NOT like boba (smh)
 - i. **Social Media Coordinator (Ayesha)**
 - r. Will meet with Alyanna regarding the website
 - s. Having issues with share point email
 - t. Needs to meet with Jenny to decide posting schedule
 - u. At least a week in advance to be translated
 - v. Promo form to request posts

- j. **Research and Careers Coordinator (Bella)**
 - w. Needs access to shared inboxes (Hoda will take care of this)
 - x. Met with Ragav
- k. **EDI Coordinator (Lillian)**
 - y. Met with Kieran
 - z. New position, dynamic
 - aa. Accessibility initiative for phages lab
 - bb. Brainstorming ideas
 - cc. There is different committee meetings we need to attend
- l. English 3rd Year Representative (TBD)
- m. French 3rd Year Representative (TBD)
- n. **President (Xeius)**
 - dd. Went to RBC to get signing authority
 - ee. Met with event planners for formal
- 4. **Check-in**
 - a. Emails, discord, teams
 - ff. Helly, amy and Lillian do not have access to teams
 - gg. Keeping discord for now
 - hh. Quick rundown of teams/files
 - ii. Hoda will create folders for everyone
 - b. Committees
 - jj. BMI council – Helly, and Bella
 - kk. CMM council – Helly
 - ll. TMM operations – Nour and Helly
 - mm. EDI – Lillian and maybe VP finance?
 - nn. Climate change – Recruitment coordinator
 - oo. Faculty council meetings – Need someone
 - pp. Money Round table – Finance
 - qq. Studio 44 – Siyona and Xeius
 - c. Plans for the summer/academic year
 - rr. EDI, promotion, and outreach should have plans ready by next meeting or the meeting after
 - ss. Need to update website
 - tt. Office hours – Have officer hours at the same time every week so its consistent
 - i. Use social media to promote instead of the website
 - uu. Merch
 - ii. Green, blue, red, and black
 - iii. Jenny – work on new design, open to design ideas
 - iv. Instagram poll asking for input on clothing items
- 5. **Event discussion**
 - a. VP External re-election
 - wv. Post out by June 12 about re-election
 - ww. Host elections end of June beginning of July
 - b. Formal
 - xx. Pick a date – Tentative date: March 9th
 - yy. Maybe host formal after exams?
 - v. Connect with Anna and Trevor
 - vi. Siyona will email Anna and trevor with the date, inquiring about venues
 - c. Welcome week

- zz. Everyone come up with 1 event idea for welcome week
- d. Event Ideas
 - aaa. Everyone come up with 1 event, and how much it would cost within the week
- 6. Funding**
- a. Budget for Faculty of Medicine
- 7. Mode of communication**
- a. Discord
- 8. Varia**
- bbb. Jenny's q: Post for external election – By June 12
- ccc. Merch Logo: June 25th
- ddd. Hoda needs to get email address for all 4th years
- 8. Motion to End Meeting**
- a. Second:
- b. Time: 6:53pm**