

September 2, 2020 - 5 pm - Microsoft Teams

TMMSA EXECUTIVE MEETING AGENDA

*Confirmed by Hussein on 9/1/2020 at 5:54

Present: Husseinein, Mahdi, Radhika, Gapisha, Casey, David, Priya (left 1745), Sneha

Absent: Danika, Stephanie

1. Motion to start the meeting

- a. Second: David
- b. Time: 1706

2. Updates

a. VP Bilingual (Danika)

b. VP External (Mahdi)

- i. Waiting on video with EN subtitles to be finalized. Will inform David and Priya once complete to update the intro PPTs.

c. VP Internal (David)

- i. Casey has been taking over SC so will give updates on that. So far so good. Phase 3 soon; virtual game nights. Will help better understand how to organize these in the future.

d. VP Finance (Radhika)

- i. The Constitution Committee met yesterday.
- ii. Still haven't gotten the money from the Faculty. So we're still missing \$2100.
 1. Emailed Dr. Lee. Request form completed. Should go through Vice-Dean. More to follow. Will add to the Hand-over Package.
- iii. Meeting with RBC about alternate solutions to online purchases. Can only do e-transfers and preauthorized payments. RBC doesn't recognize Wix as a payee. Will work on other alternatives. They have an e-gift card app to send cash.

e. Outreach Coordinator (Casey)

- i. Helping David with Student Connect. Made Mentors gc on FB. Hosting virtual game night on Sat. Send text on gc and sign

up on GDoc if you're interested in joining. More to follow on Friday.

- ii. If you host some on your own, post the date and # of spots available.

f. Promotion Coordinator (Sneha)

- i. Logo survey sent out a while ago. Deadline this week; 5Sep. Will send out an email to inform all of the winning logo.

- 1. Send reminder in FB page and gc. Ask 3rd years we know to remind others.

g. Recruitment Coordinator (Priya)

- i. Compiling Qs from students for TMM survival guide. Will filter and answer soon.

h. Social Media Coordinator (Stephanie)

i. Research and Careers Coordinator (Gapisha)

- i. Video shared. Double check by tomorrow.

j. President (Hussein)

- i. Working on finding out what happened about the Faculty Welcome event this past Mon. GradMed will send a link to a video of the Dean welcoming all students.

- ii. TMM Admin OD: 1400-1515 just for 3rd years. Will send a schedule to group chat very soon. Got it today via Dr. Mah. LTS, Dr. Lee, Keith and Lisa. 1500-1600: just for 4th years. Dr. Ge and Dr. Mah will talk about Honours and future directions for TMM.

- 1. David Q: About LTS, who is the rep?

- a. Cata. She is LTS TMM Rep.

- 2. David Q: Some 4th years also wanna be involved. Will we get the speech too?

- a. No bc we got it last year. Since it's more virtual this year, Hussein will talk to JLee and Cata to figure out how to integrate 4th years.

3. Gift Card Ideas and Distribution (Radhika)

- a. Last meeting we decided gift cards will be prizes.
- b. Looking for ways to use our accounts for online payments. No way. As of now, will have to pay personally.

- i. Will update reimbursement form.

- c. Few options: Paypal or giftcards.ca
 - i. These were the ones offering the most amount of gift cards
- d. Need to limit ~\$10. Want to give 3 options, List some ideas. Will give them an option between 3; TBD via poll.
 - i. Cineplex, GAP, Google, Old Navy, Nintendo, Spotify, The Keg, Ultimate Dining Car, Uber, TJX (Winners, Home Sense, Marshalls), Only on giftcards.ca (Indigo, uber eats)
 - 1. Will make a list and GForm for this.
 - ii. Other option to give them cash via RBC eGiftCard. Only way to do that through TMSA account directly.
 - 1. Not favoured.
 - iii. ~200\$ was initially allocated for OD. ~100 for care packages and ~100 for prize.
 - 1. Will look more into specific quote for photos for care packages
 - iv. Priya: We could make the photos like postcards. Put our new logo on it somehow (stamp, sticker, etc).

4. Professional Talk (Gapisha)

- a. Pro Talk event: Sat, 10 Oct, 1100-1300
- b. Format: Presentation from speaker and Q/A
 - i. Speaker 1: Dr. Marc-Andre Langlois, COVID-19 research
 - ii. Speaker 2: Ghadi Antoun, MD/PhD, Plastic surgery resident
 - 1. Will give info about MD/PhD, POV, experience
 - iii. Both speakers confirmed
 - iv. Itinerary:
 - 1. 10mins intro
 - 2. 40mins speaker 1 (30min presentation + 10min Q/A)
 - 3. 10min break
 - 4. 40mins speaker 2 (30min presentation + 10min Q/A)
- c. Want to send out schedule to speaker by 2nd week Sep
- d. Possible platforms: MS Teams
 - i. David: Are you planning on recording it? Long weekend so people may not be available.
 - 1. Need to talk to presenters first.
 - ii. Looking into MS Teams Live. Need admin access.
 - 1. Mahdi: will look into it after OD.

- iii. Radhika: Are we settled on date? Just concerned about what David mentioned.
 - 1. Research Day on 25Sep. Before Reading week. No classes on Sat. Best date so far.
- iv. Hussein: Will speak w SS to promote it. Does MS Tema hold 100+?
 - 1. Live events can hold upto 300.
 - 2. Mahdi: Will strategize promo plan w coords and present to Hussein.
- v. Hussein: Method of sign up?
 - 1. GForm. Will also include a place to let us know what they wanna hear about in the future.

5. First Reading of Section 2: Members of the Council (Radhika)

- a. First Reading: We, the Constitution Committee, motion to alter Section 2 of the current Constitution to better describe and outline each Member of Council's role and eligibility within the Council. These changes include alteration of the format to divide each Member subsection into "Overview", "Eligibility" and "Function", as well as a revision on each member's function. A new section outlining general rules of the Council has been created as the new Section 2.1, where the current section 2.1.4 Office Hours has been moved. Current sections 2.1.1 Eligibility for an executive position (with exception of the President) and 2.1.2 Eligibility of the President have been removed, so in the new document, each members eligibility is outlined in their own subsection. The new member, VP Academic, has been outlined in the new section 2.2.6. The current section 2.3 Extenuating Circumstances has been altered in the new section 2.4 Cohort Representatives, to better describe the role and eligibility of this member. Necessary changes to the numbering format have been made to maintain continuity of the document. For further information, please read both the files "TMMSA Constitution (2020)" as the original document, and "2. Members of the Council" as the altered document.
- b. Anyone have any Qs or concerns?
 - i. Priya said she had Qs but left early.

ii. Casey: Why age limit for eligibility?

1. Constitution written with 4yr program in mind. If we have 1st years, we may have 101 week. So need council members to be able to supervise events involving alcohol (ie. attain Smart Serve).
2. Casey: Point seen however, worried that some people skip grades. Could this be discriminatory towards them?
3. You can only get SS at 18 so maybe go as low as that. But at that point, you're barely an adult. Most of our events occurred in places that require 19 y/o.
4. Mahdi: more priority to allow supervision than to have an exceptional 18 year old on it
5. Casey: Have someone else supervise it?
6. Radhika: No event is supervised by one person. Everyone is responsible. Most students will turn 18 before 2nd year. This can always be changed later. Not comfortable with having an 18 year old there, it's a matter of liability for us, and they would not be able to attend.
7. Casey: Sure they cannot attend that one event, but should not bar them from contributing the rest.
8. Radhika: Fair.
9. Hussein: Mathematical way of seeing it. If you skip 1 year, you can still run for council by 3rd year. Very rare to skip more. The time as reps are necessary to be a better exec.
10. Radhika: Reps are not limited by age. So they are still open to that.
11. Casey: To clarify, there should not be anyone under 19 running for exec posns anyway so it would not be excluding anyone?
12. Radhika: Is the suggestion of removing age limit altogether?
13. Casey: Reduce or remove. Unless other reasons?

14.Radhika: This covers us from possible liabilities. The Constitution is a legal doc we have to follow. Reducing can be considered, will have to discuss with CC.

15.Hussein: Limit discussion bc 1800. Move on.

- iii. Vote to accept: 6 in favour, 1 abstain.
- iv. Second reading will open this Sat. Will email in vote and further comments.

6. Next Meeting

- a. Next time, varia will be used as follows:
 - i. If unable to send something in time. Motion to add to varia.
- b. Next meeting will be after OD. 16 Sep 2020. Following biweekly.
- c. Mahdi will inform when Post-OD meeting happens.

7. Varia

- a. David: VP Int responsible for distribution of locker? So who do students contact? Video says Fin.
 - i. R: Internal contacted to register. Finance transferred to receive payment.
 - ii. M: Edit video.
- b. David: What will happen to lockers that are not yet emptied?
 - i. Hussein: We have control over them in PMD, not RGN. For now, we will ask those in Ottawa to empty it unless they repay the annual fee. Worst case, we will cut the locks. For those out of Ottawa, we will determine case by case. Again, this is only for PMD. If you're concerned about your RGN locker, contact me and I will look into it.
- c. David: Hussein, do you have the list for locker distr from last year? Can't find it in last year's files.
 - i. Hussein: It should be on the Drive. Everyone should have access.
 - ii. David: Will talk with you about it later.
- d. Casey: If I have more Qs about constitution wording, how do I communicate that?
 - i. Radhika: Depends on Q. If you wanna talk to me about it, we can set up a time to call. Can also email. Not free this week but can do next week. Can also do voice notes. Or make

comments and highlight on the document and send it to me. If you still have concerns, you can vote no in the second reading.

e. Gapisha: Solution for email problem is a work in problems.

8. Motion to End Meeting

a. Second: Radhika

b. Time: 1813