

Sep 30<sup>th</sup> 2021 – 7:30PM – MS Teams

# TMMSA EXECUTIVE MEETING MINUTES

Finalized by Mays

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

**Absent:**

**1. Motion to start the meeting**

- a. Second: Maryam
- b. Time: 7:30

**2. Approval of previous meeting's meeting minutes**

- a. Second: Maryam

**3. Updates**

**a. VP Bilingual (Maryam)**

i. BMI meeting updates:

1. Presentation on UROP given by Julie Vaillancourt, head of the UROP program.
  - a. The centre for research opportunities offers research opportunities abroad as well (could be an interesting thing to let students know about this).
  - b. Profs can have up to 4 UROP students (the prof gets 500\$ for every student)
  - c. Prof should commit to at least 2 meeting per month with their UROP student.
2. Hiring for new positions is difficult due to the limited space in RGN.
  - a. This extends to buying new equipment as well
3. National Truth and Reconciliation Week - from September 27<sup>th</sup> to October 1<sup>st</sup> - activities planned for this throughout the week.
4. October 2<sup>nd</sup>, 2021 is the FoM medicine gala.

5. Bench, Biz and Beyond will be available starting next week - organized by the center for innovation. An email about this could be sent to students (webinars starting Oct. 5<sup>th</sup>) Could be a networking opportunity for 4<sup>th</sup> years??
6. Some profs expressed concern that social distancing isn't being respected by TMM students in PMD buildings (classrooms,

**b. VP External (David)**

- i. Has been working on class composite for previous cohort - only some students from ~ half the students
  1. They got a two week extension for students to get their photos taken
- ii. Class composite for our cohort - David is working on booking a TMM photoshoot session
- iii. Events: working on game night in November at the loft + potential ski trip

**c. VP Internal (Marah)**

- i. Elections:
  1. 4 English, 2 French candidates
  2. Only 2 English candidates submitted posters and campaigned fully
  3. Voting started today and results will be out on October 5<sup>th</sup>

**d. VP Finance (Rama)**

- i. Reached out to faculty for cheque - we're expecting \$2,000 of approved money
  1. Delay is due to administrative reasons
  2. Our contact is communicating with finance department to find out why
- ii. Please don't make purchases unless they're urgent - until we get the money!

**e. VP Academics (Tamara)**

- i. Planning events for 3<sup>rd</sup> and 4<sup>th</sup> years

1. Academics tinder - come study with me type-event
- ii. Working on plans to update the lounge
  1. Will reach out to group chat to ask if anyone on the council (or TMM student body) wants to donate anything
  2. We have \$100 for lounge maintenance in the budget
- f. Outreach Coordinator (Dalia)**
  - i. Sports tournament
    1. Raised ~\$340 for tournament, more to come
    2. Sending an email tomorrow with team info and colors
    3. Purchased cones and trying to acquire all equipment at the moment
    4. Need 1 more person to sign up to have even number of teams
  - ii. Holiday cards coming in November
- g. Promotion Coordinator (Bryan)**
  - i. Working on apparel
  - ii. Has been working on Newsletter
    1. A word limit will be introduced for next newsletter
- h. Recruitment Coordinator (Stephanie)**
  - i. Next Thursday will be informal meeting about coffee house
  - ii. Emails will be sent out Monday October 11<sup>th</sup> to prof to speak in their classes
    1. Will let us know when council members are needed to speak
- i. Social Media Coordinator (Erika)**
  - i. Waiting on responses on forms but will give more updates next meeting
- j. Research and Careers Coordinator (Maya)**
  - i. N/A
- k. EDI Coordinator (Yasmine)**
  - i. Meeting with Indigenous-led organization (NACN) last week
    1. Great connection! Will collaborate with them in the future

- ii. EDI Faculty of Med Newsletters - Yasmine is volunteering to help with newsletter
- iii. EDI Committee meeting

**l. President (Mays)**

- i. See section 4

**4. Communication and Planning (Mays)**

**a. Meeting Date**

- i. Now that we're 4 weeks into September, we have a more stable schedule
- ii. New meeting time survey will be sent out
  - 1. Need to make sure that we are putting ALL available time, not just preferred. Unfortunately, we can't afford to only put down what we prefer because it will inevitably cost us a team member.
  - 2. This time, I expect that everyone can provide more leeway when it comes to availability so that we don't have to exclude anyone from our meetings or make anyone choose between commitments, and that everyone will accommodate for the council rather than expect the council to accommodate for them.
  - 3.

**b. Expectations when it comes to your position on the TMSA**

- i. We are still in September so there is lots of time for us to learn and improve
- ii. First and Most importantly: COME to the meetings.
  - 1. Put it in your calendars, put an alarm, whatever it takes because forgetting is not going to be an excuse that we will tolerate.
  - 2. Marah will be sending out new invites once the new meeting date/time is set.
  - 3. Reasons to miss a meeting has got to be a legitimate explanation as to why you can't be present (legitimacy of the reason will be up to [Mays's] discretion as per the constitution)

4. You need to also let Mays know in advance, but this obviously does not apply for emergencies.
  5. When you do show up, please do try to also turn your cameras on, contribute to the discussions and show interest.
- iii. Completing tasks.
1. If we have a meeting or discussion that ends with a delegation of tasks of any sort, please make the effort to complete them within the timeline we agree on, or communicate to Mays/other team members if that is no longer possible with a reasonable explanation.
  2. We're all super busy so it's totally normal if some things get delayed, but you must give a heads-up - communication is really important here so we don't leave anyone blindsided.
- iv. Consistency
1. consistency with our email formats, our email font and sizes, use of the correspondence sheet, is very important
  2. If you aren't sure about something, please just ask.
  3. There's also some info under the admin file on teams
- v. When it comes to making documents, files, Microsoft forms, ANYTHING TMSA related, please put it in teams so that everyone can look at it and have access to it.
- vi. The expectation to fulfill your role both to the students and to your team:
1. This can mean taking up initiatives related to your role, performing your tasks without constant reminder (everyone hates a micromanager and I don't want to be that), or overall just your contributions to the team.
  2. Whatever you feel like your role stands for, please do make the effort to fulfill it to the best of your abilities.

3. This also applies to me [Mays] so if someone ever feels like I could be doing better at a certain aspect of my duties, feel free to reach out and I'd be more than happy to discuss.

**c. Communication for events + team-up**

**i.** September was a hectic month for us - a huge contributor was everyone planning their own event without being aware of the events every other person is making.

**ii.** How to fix this in the future:

1. Discuss your event ideas/ timeline in the meetings.

a. we should avoid advertising any 2 events in the same week if we can help it, and avoid having events in the same week as well. than happy to hear them.

2. Use the correspondence sheet

a. If you want a post to go up, check correspondence sheet, choose a date where nothing is being sent, *then* send Erika the request.

b. If you want to advertise an event or send our an email, you need to put it in correspondence.

c. If you forget to put it on the correspondence sheet and you were planning on sending it out today or tomorrow, there are 2 possible outcomes:

**i.** You check the sheet and see that there is nothing being sent out within 2 days before/after the day you want to send it out: you can text me if you're a VP or David if you're a coordinator, and just let us know the situation, then add it to the sheet.

**ii.** You check the sheet and see that even though you planned your event more in

advance that the other things on the correspondence, there are other emails/advertisements being sent out around the time you wanted: you will most likely have to wait for a better time if the subject of matter is not time-sensitive.

1. Alternatively (and this is less ideal), if it makes sense to combine two emails, then we can do that.

1. Put your events in team-up calendar

- a. Before events are finalized, we can add them to TMMSA Council calendar (that way only council members see them and now they're being planned).
- b. Once an event is finalized, it can go on TMMSA Events calendar (so that all students can have access to them).

ii. Please give our VP bilingual, promo coordinator, and social media coordinator enough notice for their services, and please fill out the forms if you need them to do something since that's how they stayed organized.

1. Texting them to make you a poster or advertise something without going through the forms is not the right way to do it
2. Please make the effort to abide by the rules and use the appropriate forms.

## 2. Office Hours (Marah)

- a. Virtual/Hybrid

- i. Council members can choose to be in the office for office hours if they choose

- b. Constitution says minimum 5 hours per week to be shared by all council members

- c. I'm thinking 1 hour for each council member, biweekly

- d. I'll see if I can make an office hours meeting link that will be consistent for all calls
- e. I will make a schedule to publish on website - doodle coming soon

### **3. Planning Apparel distribution (Bryan)**

- a. More interest in apparel this year than last year
- b. Details for on survey results can be found in promotions folder
- c. Some concern regarding having colors besides maroon and black may misrepresent the program/may look unprofessional
  - i. Marah: colours are not unprofessional; if we have more options, we're more likely to wear them out and promote the program that way
  - ii. David: darker colours are more professional, think about suits that people wear to interview (usually dark/black)
  - iii. Maryam: professional colours are less important for the hoodies, especially since we're catering for our students, we should give them the colours that they want to buy
- d. Embroidery is white - this might be hard to see on lavender
- e. Colours vote: all in favour of limited colour choices (black, maroon, colour x, colour y)
  - i. Votes: 8 (majority) - motion passed
  - ii. Decision: Four colours available for quarter-zips and four colours available for hoodies - Brian will make final decisions on what the colours are
- f. Brian will need volunteers for distribution next month

### **4. Grant proposal (Yasmine)**

- a. Third year student pitched some ideas to apply for grant proposals to improve accessibility within TMM
- b. Goal: receive money to facilitate learning in TMM labs
- c. Accessibility issue:
  - i. More students in the lab, going more frequently (more difficult than last year)
  - ii. This is exacerbated for students with disabilities
- d. We want to apply to EAF to improve demonstrations in the lab to improve learning experience for students



