

Jun 10, 2020 - 5 pm - Microsoft Teams

TMMSA EXECUTIVE MEETING AGENDA

*Confirmed by Hussein 6/9/2020 6:30 PM

- Meeting start at 5:02pm

Present: Hussein, Gapisha, Stephanie, Sneha, Casey, Radhika, David, Priya & Mahdi
(left 6:38pm)

Absent: None

1. Welcome (Hussein)

a. Attendance (Danika):

2. Updates:

a. VP Bilingual - No updates

b. VP External - No updates

c. VP Finance - TMMSA accounts didn't have access to teams (now they should except Gapisha)

d. VP Internal - Bank deposited money from last years bake sale (current 1291.64\$, 742.50\$ from bake sale), budget tracker will be updated. Updated format version of Constitution was sent out, next meeting Tuesday (time TBD)

e. Outreach Coordinator - No updates

f. Promotion Coordinator - Website foundation was updated (formatting, fonts, colours in website document)

g. Recruitment Coordinator - No updates

h. Social Media Coordinator - Worked on website, pictures & blurb were added

i. Research and Careers Coordinator - Document for graduate studies

3. Interim President vote (June 24th, 2020) (Hussein) - to have someone inside TMMSA to take over (if Hussein is absent, under member review, etc)

- Can be anyone on TMMSA

- Radhika: should be done through nominations and seconded by another member

- Nominations sent next week, vote on emails to have results by June 24 (second by replying all)

- Mahdi: the details of this can be sorted at the next constitution meeting

- David: Recommends that VP Bilingualism takes over the role of interim president as they must attend many meetings, must translate all documents, etc
- this will be looked at next meeting

4. Constitution Committee Format Changes (Radhika)

- Motion to accept all current changes in the Constitution (font, formatting)
- Second: Mahdi
- Everyone agrees with this motion
- Second reading will be going out tonight - formality

5. Request for clarification on Handover Packages (Priya)

- Is there a standard format to be followed?
- Mahdi: document was sent out earlier, not all the same. Personalized package to give whoever is taking over (insights, experience, etc.) Template will be put on Drive by Friday.
- Radhika: Handover packages will be added to Constitution, president will have to check over these packages (added to their role)

6. Orientation Day Agenda (Mahdi)

- No major concerns at the moment
- Mailing brochure + little gift → will look into this
- 5 groups for 75 students → 10 students
- Radhika: having more volunteers could be beneficial
- TMM Survival Guide (Priya: can be found on website and available to all)
- Mahdi: send something for a personal touch
- PDF or mailing → mailing will be nice & exciting considering they will not be there in person, plus we have the budget for this as there is no food involved.
- Document (mailing ideas) will be made under orientation day folder for ideas and such
- Main points (top 5 tips) on mailed out version with more details on website, science jokes
- Sneha: Can send lanyards? Stickers, small items.
- Send before orientation day with an outline of orientation day
- Time frame: right now, we have 3h → add more time to account for technical difficulties
- Radhika: 5-minute breaks, uneven smaller groups? No.
- Priya: 4h could be too long (forced, Casey agrees - maybe we should cut down on activities or have a designated activity that can be cut if needed)
- No schedule from faculty of Medicine yet - we will have to be flexible around this
- Radhika: don't have to do everything on orientation day, but can-do additional activities afterwards (ex: BLM kahoot)

- Priya: less games, more talk time? Questions they can ask us
- Radhika: How is the group switches going to go? Mahdi: you have a group and stick with them throughout the day (Hussein agrees - become more comfortable with their own guide)
- Break into groups: 30 min intro → 5 min break → activities (make groups before or after break)
- Priya: Right after the break could be best (no forgetting numbers or losing unenthusiastic student)
- Casey: What will we be using? Most likely Teams assigned by Mahdi
- Priya: Make group chat beforehand → consume less time
- Mahdi: This will be checked; Teams can handle up to ~100 people
- Priya: Have group chats as back up in case the channels don't work → contingency plan will be made by Mahdi
 - a. Orientation day for fourth years too? (David) → virtual meeting with 4th years J Lee, Lisa and Keith, to get a picture what is to come (honors, winter schedule, etc) 30-60 min, Q&A session.
- Radhika: Is this already organized → Steven Gee organizes this through honors class (?)
- Sign-up forms for honors project
- David: Interview results should be out this Friday (can be shared with us)
- Gapisha: When do they have to accept by? Not sure. (1 month about or less)

7. Online talks from professionals (Gapisha)

- Talks from professionals in the field (doctors, graduate studies, etc)
- Send out a survey to see what fields people are interested in → contact professionals in these fields to see if they would be available
- Timeline? Early September, early August for med? TMM only? Probably.
- Priya: open to new TMM students as well? Including 3rd years would be ideal, later in year so they can be part of the TMM community before the talks. First come for serve. Enhance interest, students will feel more obligation to attend if they did sign up
- David: Sign-up sheet as oppose to limit (gives an idea of attendance) for practicality reasons hold the talk later than earlier (not a big deal if third years do not know us yet)
- Priya: We cannot force the speaker to use a certain platform, still a TMMSA sanctioned event (not just a seminar, want people to feel like they can reach out to research coordinator)

- Sign-up to get number of people interested, timeline early September (deadline is October)
- What is the goal of these talks? Journey to medicine, application process, what its like being a doctor. This will impact the timeline.
- Priya: Have a doctor that has been on the admission committee → perhaps more beneficial
- Gapisha will create a doc with our ideas
- Radhika: concentrate on research aspect. Speaker - Doctor who also does research?
- Hussein: speaker with an MD/PHD (Mahdi has a connection to someone)
- Casey: Establish the goal of these talks and the targeted audience.
- Gapisha: Send out a survey to get an idea of the areas of interest. TMM alumni.

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8. Email signature standardization (Mahdi)

- Full email or short email?
- Priya: Gapisha = RMC → we should use the short emails
- Radhika: Full email → avoids confusion (like pretmmsa for president)
- Motion: To use the long form of the email in email signature.
- Second: Radhika
- Yes: 8/10

9. Logo update + questions about survey

- Draft of logo in folder (made using Adobe)
- Send after acceptances so the 3rd years can give their input
- Hussein: 5 max → to avoid large spread of votes
- Priya: 3 options to vote on
- Sneha: initial “vote” among us to narrow down our options (choose 3)
- Mahdi: Adding blurbs to explain the meeting?
- Suggestion box? Yes.
- Radhika: Include an abstention option - second: Mahdi
- Merch update: Must also include uOttawa logo, TMM logo on chest & uOttawa logo on arm
- Danika: What company for merch? Knows a company that does logos on chest, arm and back.
- Everything must be forwarded to med merch → they probably choose the supplier
- Windbreakers/shells? Could be a nice addition (pricey though)
- There must be enough demand for certain item for it to be ordered

10. Goals and Objectives Whiteboard

- a. Focus on social media - Mahdi's notes.
- Ideas: Student life, Instagram live, pictures of students in their lab, highlight posts, group pics of teams, health & wellness, reach out to Cata as an ambassador to try and gain more followers
- Wellness → position? Weekly/Bi-weekly wellness (Cata could feature blog style posts on the TMMSA website)
- Radhika: Blog posts → life of TMM students, how they deal with stress, etc (IG, website, etc)
- Priya: Add links of products to our wellness section (ex: well

11. Open discussion time, if needed

- Radhika: Format of upcoming meetings
- Motion to start the meeting (note time)
- Follow Robert's Rules (cheat sheet found in Meetings folder)
- Allow motions need to have second
- Motion to adapt the agenda → especially helpful if we must rearrange the meeting order
- Address past meeting minutes (question period)
- Varia instead of open discussion time
- Include information for next meeting
- Motion to go in camera - not shown in meeting minutes (including time out of camera)
- President abstains form motion to start and end meetings
- Implemented in next meeting
- David: Timed meetings? Radhika: Maximum time should be decided (on the whole meeting). President will guide conversation.
 - a. Weekly emails? Content? - not discussed
- Hussein: Should have interview results by next meeting.
- End of meeting: 7:20