

July 2<sup>nd</sup> 2020 – 5:00 pm – Microsoft Teams

# TMMSA EXECUTIVE MEETING AGENDA

“If everyone is moving forward together, then success takes care of itself” – Henry Ford

**Present:**

**Absent:**

1. **Motion to start the meeting**
  - a. Second:
  - b. Time:
2. **Approval of previous meeting’s meeting minutes**
3. **Updates**
  - a. **VP Bilingual (Nour)**
  - b. **VP External (Sabrina)**
  - c. **VP Internal (Hoda)**
  - d. **VP Finance (Anna)**
  - e. **VP Academics (Helly)**
  - f. **Outreach Coordinator (Siyona)**
  - g. **Promotion Coordinator (Jenny)**
  - h. **Recruitment Coordinator (Amy)**
  - i. **Social Media Coordinator (Ayesha)**
  - j. **Research and Careers Coordinator (Bella)**
  - k. **EDI Coordinator (Lilian)**
  - l. **English 3rd Year Representative (TBD)**
  - m. **French 3rd Year Representative (TBD)**
  - n. **President (Xeius)**
5. **Welcome VP External**
6. **Budget**
7. **Plans (SMC, promotion, research, academic)**
8. **Video tour discussion**
9. **Merch discussion**
10. **Event Discussion**
  - a. Formal Updates
  - b. TMMSA X SSA Summer BBQ
8. **Varia**
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**Present:** Jenny, Ayesha, Nour, Helly, Amy, Siyona, Xeius, Madeeha

**Absent:** Lilian, Hoda, Bella, Anna

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- b. Time:
  2. **Approval of previous meeting's meeting minutes**
  3. **Updates**
    - a. **VP Bilingual (Nour)**
      - a. Translated emails and promotion post for VP external re-election
    - b. **VP External (Madeeha)**
    - c. **VP Internal (Hoda)**
      - a. Running elections, community navigation work
    - d. **VP Finance (Anna)**
      - a. Worked on budget (posted on discord)
      - b. If we need more money, let the team know

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- c. Find more from Anna by Monday
- e. **VP Academics (Helly)**
    - a. Made slide show posted on discord (event ideas such as academic tell-all; would like it during welcome week and virtual like last year)
      - i. Reach out to council or general TMM students for the academic tell-all
    - b. Other events: honor projects and thesis Q&A during winter (start planning during fall term)
    - c. Make TST document and accelerated documents done by January or February of 2023

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- f. **Outreach Coordinator (Siyona)**
    - a. Will make a philanthropic plan for next meeting
    - b. Will make a survey/google form regarding TMM formal date (after reading week or after exams)
  - g. **Promotion Coordinator (Jenny)**
    - a. Made slideshow action plan presentation
    - b. Designed merch
  - h. **Recruitment Coordinator (Amy)**
  - i. **Social Media Coordinator (Ayesha)**
    - a. Made slide show and present action plan for 2023-2024 school year
  - j. **Research and Careers Coordinator (Bella)**

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- k. **EDI Coordinator (Lilian)**
    - a. Looked over budget and agrees with it
  - l. **English 3rd Year Representative (TBD)**
  - m. **French 3rd Year Representative (TBD)**
  - n. **President (Xeius)**
    - a. Summer BBQ work and community engagement navigator, elections
5. **Welcome VP External**
    - a. Congrats Madeeha, happy to have you on the team!
  6. **Budget**
    - a. May be adjusted as we plan the events
  7. **Plans (SMC, promotion, research, academic)**

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- a. **Ayesha (SMC):**
    - i. Link the 2023-2024 action plan presentation here:
  - b. **Helly (Vp of academic)**
    - i. Link the 2023-2024 action plan presentation here:
  - c. **Jenny (promotion):**
    - i. Link the 2023-2024 action plan presentation here:
- 
8. **Merch discussion**
    - a. Keep the same format as last year, but add the large DNA icon on the back
    - b. Contact supplier about cost and FoM

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9. **Event Discussion**
    - a. Formal Updates
    - b. TMMSA X SSA Summer BBQ
      - a. In the process of reaching out to sponsors
      - b. Jamaican patties 😊
      - c. Outreach (Siyona) will help SSA to reach out to sponsors
      - d. Team up SSA – recruitment opportunity (Amy)
      - e. Brainstorm some fun activities (bring some balls, skipping ropes etc)
  8. **Varia**

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**9. Motion to End Meeting**

- a. Second: 6 minutes 31 seconds
- b. Time:

-Update website (“How to”, “Q&A” etc.)

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