

November 20th 2021 – 6:00 PM - MS Teams

TMSA EXECUTIVE MEETING AGENDA

Finalized by Mays

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

Absent: Walid

1. Motion to start the meeting

- a. Second: Maryam
- b. Time: 6:02PM

2. Approval of previous meeting's meeting minutes

- a. Second: Maryam

3. Updates

a. VP Bilingual (Maryam)

- i. FoM Grad studies committee – nothing of importance to us was mentioned

b. VP External (David)

i. Portraits now

- 1. We booked 2 days off – March 3rd and 4th – for TMM 4th year students to get their grad photos
 - a. We can have March 5th (Saturday) as well if needed
- 2. Email is prepared and will go out in December

ii. CUVO

- 1. We can't register as a club but we can register as a student association through UOSU to get funding
- 2. Will look into whether this would affect faculty funding

iii. Newsletter

- 1. Reminder: it's due Sunday Nov 21st night!

c. VP Internal (Marah)

- i. Notices for unpaid lockers have been posted
- ii. Student connect

1. Around 24 pairs/groups - 28 third years supported
2. An announcement was sent in the group chat to encourage more 4th years to sign up as mentors since we were getting more and more 3rd years signing up
 - a. 3rd year sign ups have plateaued for now

d. VP Finance (Rama)

- i. Waiting for Bryan to get confirmation from MedStore re: apparel payment
- ii. No direct deposit with our funding yet - will send another email to follow up

e. VP Academics (Tamara)

- i. Situation with 3rd years
 1. A week and a half ago, students approached her regarding a midterm where the professor gave only 2 days' notice regarding administration of test (closed book, and proctored using respondus)
 2. Previous midterm was open book
 3. Tamara emailed professor & met with him. She brought up students concerns in an anonymous fashion. They came to the conclusion that nothing will change since professor followed university procedure.
 4. Students were updated accordingly
- ii. Situation made it clear that the VP academics role is vague - Mays and Tamara to clarify Tamara's role as per the constitution
 1. Mays and Tamara came to the conclusion that emailing professors on behalf of students may not be the best way to approach the situation
 2. Potential change to role: VP academics will advise students who approach them, rather than act on their behalf
 3. Changes to the constitution will be approved by the entire council - changes will be emailed to everyone

- iii. Through this process a major concern with regards to students mental health and wellbeing came up
 - 1. Tamara, Yasmine, David had a meeting with 3rd year reps – very fruitful conversations
 - 2. Rethought some future events for Health and Wellness to better suit students' stress levels at the moment
- iv. Future steps:
 - 1. Tamara will go to 3rd year classes with a short, printed form to get anonymous feedback from students + promote/explain student connect
 - a. Form will be mainly about academics
 - b. This way they'll know who Tamara is and that they can approach her with concerns re: academics
 - c. Plan is to do this on a quarterly basis – right before midterms and right before finals
 - 2. Upcoming meeting with Dr. Lee to discuss wellbeing of students – will happen after survey is administered and reviewed
- v. Tamara motion to go in camera: 6:24pm – 6:35
 - 1. Second: Marah

f. Outreach Coordinator (Dalia)

i. Holiday cards next week

- 1. Document with all details will be written up and sent to us – please read carefully!!
- 2. Still needs message templates (especially French ones)

ii. Movember

- 1. We surpassed our goal of 600 KM!

g. Promotion Coordinator (Bryan)

i. Apparel

- 1. We were expecting faculty to release check to John last Wednesday – Bryan contacted them but still no response
- 2. Apparel manufacturing is going well

h. Recruitment Coordinator (Stephanie)

- i.** Issue with lack of French students
 - 1.** She emailed coordinators of French courses
 - 2.** French ANP course coordinator requested a video to post on brightspace - will reach over 500 French students
 - 3.** Wants to do an informal live Q&A on Instagram (insta live)
 - a.** Q&A will be mentioned in the video to be sent to French students
 - b.** Suggestions:
 - i.** Could go live with uottawa or uottawafuture instagram accounts because they have a larger following
 - ii.** Can also reach out to research peers on instagram for promo

i. Social Media Coordinator (Erika)

- i.** If you have a post and story that you want to go up on the different days but they're the same content, no need to submit separate responses on the form

j. Research and Careers Coordinator (Maya)

- i.** Working on same events since last meeting

k. EDI Coordinator (Yasmine)

- i.** We got the EDI award!
 - 1.** Event is Dec 9th at 9am - must register to attend event, Yasmine will resend link the chat if you missed it
 - 2.** We received \$1000 as part of the award (it's taxable)
 - a.** Would like to use some of this money for EDI committee/initiatives - exactly how much can be voted on
- ii.** EDI committee
 - 1.** Still being prepared

2. Will officially launch in January after current exam stress subsides

iii. Accessibility grant/fund

1. Application was submitted
2. They got back to Yasmine with some revisions - she's working on making the edits right now
 - a. Tamara is helping with this because she has experience as an AV tech - instead of using MedTech because they over-charged us last time

l. English 3rd Year Representative (Michelle)

- i. Event yesterday went really well
- ii. Will be working on and sending out a wellness form in the near future

m. French 3rd Year Representative (Walid) - Absent

n. President (Mays)

- i. Planning on meeting constitution committee to discuss reducing office hours weekly requirement
 1. we need to increase advertising the office hours as well so we're not cutting off communication with students

4. TMSA Events (David)

a. Board Game Night

- i. Approved by faculty - will host in person, no capacity limit
- ii. Room still to be reserved - he reached out to admin but no confirmation yet
 1. May use the same room that was used for Trivia Night
- iii. We need 2 volunteer screeners for contact tracing for everyone coming
- iv. If anyone on the council can bring board games or video games, please do
- v. Open to faculty as well! Keith is coming and bringing games
- vi. In camera: 6:57pm - 7:09pm
 1. Motion: David
 2. Second: Marah

vii. Event is this Thursday at 6:00 PM

b. Pool Night

- i.** Dec 4th, 7pm-12am (5 hours), Saturday at Dooly's fireplace lounge (50-100 people)
- ii.** Suggestion from Tamara: ugly Christmas sweater costume contest
- iii.** There will be an optional pool tournament
 - 1.** Special game: third years vs. fourth years
 - 2.** 7 tables - 5 for tournament, 2 for casual games
 - 3.** Tournament to start at 7:30pm or 8pm
- iv.** Price for reservation = \$533.93
 - 1.** To breakeven
 - a.** \$15 per ticket, 36 people
 - b.** \$12 per ticket, 45 people
 - c.** \$10 per ticket, 54 people
- v.** Prize:
 - 1.** \$40 prize - too much money, people really enjoyed fake dollar store trophies at the sports tournament
 - 2.** Tamara: we can ask a student to 3D print small trophy; we could give him a a shoutout in the email/newsletter
 - a.** David: doesn't feel comfortable since student wants to make profit of this side business.
 - b.** Maryam: we should not ask an artist to make something for free, most artist
- vi.** Should we make a profit for the event?
 - 1.** Previous Dooly's event: \$10, 40 fourth years came (with plus 1s), we can reasonably estimate 80 to attend
 - 2.** How will we use the profit:
 - a.** Since formal hasn't been approved yet, the email will say that "all profits will be used to subsidize future events"
- vii.** Motion to make a profit off this is event to subsidize
 - 1.** Results: 8 yes, 1 no, 0 abstain

c. Formal

- i.** Contacted a lot of venues (rental fee, catering fee, AV fee)
 - 1.** Tamara: it's cheaper to rent from a venue that has in-house catering and AV - Try AY center
- ii.** Will host an informal meeting next week to discuss this
 - 1.** Marah and Maryam to help David prepare for meeting

5. PMD Study Room (Marah)

a. Booking options

- i.** Email me
- ii.** Form
- iii.** Physical signup sheet on the door of the room
- iv.** Mays: can we have availability of the room on the website and have people sign up through there?
 - 1.** Erika: we don't have the ability to do this with current Wix membership
 - 2.** Bryan: we can have a link to a google calendar on the website

b. Is this worthwhile?

- i.** We cannot keep the door to the room open - it only opens with the key
- ii.** Maryam: very inconvenient, if someone books at 9am and someone books at 2pm, would we have someone open the door at 9 and then again 2? This is a big inconvenience to put on someone
- iii.** People also spend most of their time at RGN or open class rooms at PMD - there's not a lot of demand for this room to be used as a study space.
 - 1.** Tamara: we shouldn't require students to book the room - a lot of students know about RGN library rooms that are rarely book up - no reason to have booking for this room
 - 2.** In camera: 7:44pm - 7:46
- iv.** Suggestion: it would be helpful if multiple had a copy of the key, we would be able to meet people in RGN or PMD

1. We are not allowed to have multiple copies of the keys
- v. David:
 1. In previous years, there was no booking system - keys were in the hands of Keith who is usually at PMD
 2. Students who wanted to use the room asked Keith for the keys and returned them to him when done
- vi. Marah will contact Keith to ask if he is okay with managing the key. Otherwise, we will not offer the room for booking as it is too logistically complicated and not worthwhile given existing options.

6. Motion to End Meeting

- a. Second: Marah
- b. Time: 7:49PM