October 16th 2021- 6:00 PM – MS Teams

TMMSA EXECUTIVE MEETING AGENDA

Finalized by Mays on Oct 15th 2021, 11:00 pm.

Present: Everyone

Absent:

1. **Motion to start the meeting**
   a. Second: Dalia
   b. Time: 6:03
2. **Approval of previous meeting's meeting minutes**
   a. Second: Rama
3. **Updates**
   a. **VP Bilingual (Maryam)**
      i. Translation of meeting minutes will be delayed this week
   b. **VP External (David)**
      i. November newsletter submissions are due tomorrow night.
      ii. Class composite for previous cohort
          1. Not everyone was able to get photos
          2. Deadline is extended for them to take photos
          3. TMMSA can host a photoshoot for this year's 4th year cohort to facilitate this problem for this year's cohort
             a. We will not cover costs for students photos
             b. We will just reserve and coordinate the photo session. Need to think of it in advance because it books up quickly
             c. Students can also take photos independently and submit them for the composite
                i. Tamara: We can have TMMSA members take photos and have multiple photo sessions throughout the year
                ii. Rama: makes more sense to have the professionals do it since they have gowns,

experience + it's too much work to put on TMMSA council. Maryam agrees.

      iii. November board games event in the planning
1. At the loft?
2. Can also include a trivia night for competition + to get people excited

c. **VP Internal (Marah)**
      i. Elections
1. French rep election was tied; we extended it for another 24 hours which broke the tie

      ii. Student connect
1. Forms are out!
2. Since pairing people will be a little bit more complicated this year since we're taking preferences into account, I've asked Maryam to help me.
3. Only Maryam and I have access to the form responses because we have to keep identity and preference information private

      iii. Office hours
1. Schedule for November is ready!
2. Every council member is only doing 1 hour every two weeks
3. I will send it in the group chat after the meeting, please take a look at it and react to the message if you're good with it!
4. I'm now working with Erika to figure out how to put it up on the website + possibly announcing on office hours on the website

d. **VP Finance (Rama)**
      i. Still trying to get cheque from faculty processed
      ii. Trying to work with previous VP finance for help/advice
      iii. Mays and Rama to meet with Dr. Lee to get the process going

e. **VP Academics (Tamara)**
      i. No faculty meetings recently

      ii. New awards announced; not sure if the award committee that she's on will be involved in the process

     iii. Been trying to work on events for 3rd and 4th years to help with academics

        1. 'Study with me' type event

        2. Possibly during reading week or week after

     iv. Revamping the lounge

        1. Prepared form + email to be sent to all students asking if they would like to donate any items to help with revamping the lounge in 600 PMD

        2. Please help get the word out!

        3. Logistics for drop off

           a. Whenever students have time but must let Tamara know

           b. If anyone's interested in helping, let Tamara know and she will delegate as necessary.

           c. May need people to help with driving students or carrying heavier items if necessary.

        4. Mays: we should get approval from JLee or Epi department because we share the lounge with them

f. Outreach Coordinator (Dalia)

      i. Sports tournament

        1. Happening tomorrow

        2. Would like some council members to arrive early at 12PM

        3. Snacks are bought!

        4. Please ake lots of photos and videos if you are on the sidelines or reffing.

        5. Can text Dalia if any questions!

      ii. Breast cancer awareness walk is approved but it's too late now

        1. Since plans are approved, we can change it to a Movember walk. Will discuss more and vote next week.

g. Promotion Coordinator (Bryan)

      i.   Photoshoot for apparel on Monday at 12PM in 850 PMD

     ii.   If you can't make it, PM Bryan on messenger to set up a different time

   iii.   Looking for providers for hats, cups, etc. for other merch

h. Recruitment Coordinator (Stephanie)

      i.   High school students

          1. Reached out to teaching consultant from catholic school board to come in and talk to high school students about TMM

          2. Will give 2 presentations during reading week; will start in Holy Trinity in Kanata

          3. Maryam can help Stephanie reach out to French schools

     ii.   Presentations for university students

          1. PPTs are done and translated

          2. Present now and in winter semester or just in winter semester?

              a. Considerations: doing it earlier will allow people to think about it, prepare for prerequisites, etc. Doing it later only may be better for keeping it fresh in their heads close to application time.

              b. Vote will be done via poll in the chat

i. Social Media Coordinator (Erika)

      i.   Email for lab life was sent earlier in September, deadline to submit was beginning of October

          1. Only Rama showed interest so far, she got approval from her supervisor and will be doing it on Oct 25th (tentatively)

j. Research and Careers Coordinator (Maya)

      i.   Working on getting speakers for our first Conversations with TMM. Goal is to do it in November.

k. EDI Coordinator (Yasmine)

      i.   EDI Meeting

          1. First meeting this semester with Dr. Simpson

2. New EDI newsletters; first will be out in November

3. If you have ideas for articles that Yasmine can share with the EDI committee, let her know!

    ii. Grant Proposal – Lee

1. Accessibility funding proposal – details in last meeting minutes

2. Meeting with Dr. Lee on Monday to discuss application before submitting

    iii. Award nomination

1. TMMSA will be nominated for EDI category for President's award - Keith is nominating us!

2. Deadline is on Friday, Yasmine sent him info to help with the write up

3. Asking Dr. Lee to be another reference

l. English 3rd Year Representative (Michelle)

    i. Working on ideas for events for the third years with Walid

m. French 3rd Year Representative (Walid)

    i. Working on ideas for events for the third years with Michelle

1. Will be working on events that combine both cohorts

    ii. Tamara to have a meeting with Michelle and Walid to discuss academics for 3rd years

n. President (Mays)

    i. Would like to have a "meet the TMMSA" Instagram post (aside from promoting the merch)

    ii. SACC committee

1. In contact with Harry
2. Went to one meeting; it was just a meet and greet, discussed general ideas of what they want implemented this year
3. Mays is representing the TMMSA at SACC meetings
   a. will be working under someone and helping her with her project
4. Hopeful to create a big change for the TMM student body
5. Wants to implement environmentally-friendly practices within TMM
   a. E.g. mask recycling bin in PMD similar to the one in RGN

4. **Proposal (Yasmine)**

a. Proposal for an EDI committee
    i. Goal: promote EDI, plan events, apply for grants and funding opportunities
    ii. Members: EDI coordinator, VP Academics, 4 council members (optional: recruitment, bilingualism, 3rd year reps), 4 non-council members
        1. Unlimited guest seats
    iii. Vision for committee: create a space for people to share ideas about EDI so that they can use these ideas and implement them in their respective associations/clubs, etc.
        1. With the council being started by TMMSA students, this will help the TMM students/community first and foremost
    iv. What can this committee add that the TMMSA hasn't already accomplished?
        1. Provide a space for students to share issues related to EDI (e.g. SASS, Francophonie, etc. which are areas that have been lacking for a while)
        2. There are a lot of other issues that we don't know about because we don't have a space for students to share those issue
    v. How is this going to be different from the FoM EDI committee?
        1. FoM committee focuses on a larger scale
        2. This committee really wants to be close to the students and take their input and concerns into account
    vi. How are you going to make sure that you have representations from all the subpopulations form uottawa?
        1. There is space for everyone to join but people will only join if you want to make a change
        2. There is space for anyone to come in and share their concerns, even if they don't want to be part of the change

       vii.   How does this affect Yasmine's role as EDI coordinator?

1. EDI committee will not take away from her role; she will still be planning events and fulfilling her role.
2. It will lessen the load of addressing all aspects of EDI because Yasmine is only one person and cannot represent everyone
3. This committee will allow us to harness the skillsets within our community to do EDI justice

      viii.   Vote – Motion to allow this committee to proceed as presented

1. Results: 10 votes in favor, 1 vote against
2. Motion passed

5. **Budget 2021-2022 (Rama)**
   a. Budget can be found in Finance folder on Teams
      i. There is also money coming in from locker rentals
      ii. Apparel is being sold at a small profit – some money coming in from there as well
      iii. Rama will find a way to reflect these profits into the budget

6. **Varia**
   a. **Stemness Office (Tamara)**
      i. There are two offices beside the TMMSA Office**;** **t**hey are intended to be a study space that can be booked by students.
      ii. Tamara runs a not-for-profit called The Stemness View
         1. They reached out to Dr. Lee to request to use one of the offices for the Stemness view.
         2. He said the offices belong to the TMMSA; it is up to us as a council to give the space out.
      iii. Stemness view aims to showcase diversity within STEM. They do this by publishing magazines targeted at high school and early university students.
      iv. Office space is needed for team to work out of. By borrowing/leasing the office, it would belong to the stemness view for the year.

v. Two proposals:
   1. Rental (with $$): Stemness view pays to rent out space for the year; money extra profit that can be used by TMMSA
   2. Sponsorship (no payment): TMMSA would get a spot within the journal; way for us to promote TMM to prospective students
vi. Concerns about the space being given to a TMMSA council member (appearance of favoritism, Tamara has access to the TMMSA council and therefore has more information than the average student, etc.)
   1. Tamara approached Dr. Lee as a TMM student, not a TMMSA council members. If any other TMM student were to reach out to Dr. Lee, they could've also been redirected to discuss this with TMMSA
      a. We didn't know that these rooms belonged to us until Dr. Lee told us; after he was asked
   2. Maryam: to make this as fair as possible, we would need to let everyone that this space is available for rental and allow whoever wants it to apply
      a. Bryan agrees
   3. Walid: we could allow stemness view to store their belongings there, while allowing students to still book it
      a. Tamara has concerns about technology being stored there; needs to be secure
   4. Tamara: We still have one other room that can be presented to other clubs, or can be used as study room for students to book
   5. Main campus was considered but due to COVID-19, office spaces aren't being given out to new organizations
   6. Walid: We can vote on a conditional yes; if no other clubs come forth with objections, then we can proceed

with the yes; if someone objects, then we can revisit
the motion

    vii. Marah will write up a lease agreement to make everything
official – no payment involved

    viii. Vote – everyone in favor of the Stemness View to occupy one
of the office spaces owned by the TMMSA

        1. Results: 8 voted yes, 2 voted against, 2 vote abstain

        2. Motion passed

7. Motion to End Meeting

    a. Second: Maryam

    b. Time: 7:59 PM