

January 31st 2021 - 7:00pm – MS Teams

TMMSA EXECUTIVE MEETING AGENDA

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

Absent:

1. Motion to start the meeting

- a. Second: Maryam
- b. Time: 7:01 PM

2. Approval of previous meeting's meeting minutes

- a. Second: Maryam

3. Updates

a. VP Bilingual (Maryam)

i. BMI meeting

1. TMM

- a. Accepted addition of French Immersion inclusion on graduation paper
- b. This was already approved in 2018 and got lost in central administration so process was much quicker this time around

2. Discussion surrounding increasing scholarships for grad students

3. Convocation

- a. No set date yet
- b. If it happens in person, all FoM learners will graduate together

4. Course numbers are being modified (e.g. TMM 3300 courses are many different courses with one course code; now they will all have different codes)

- a. Will not be applied retroactively and will not apply to our cohort

5. Some discussion around subsidizing formal

6. New committee working on creating resources for new professors (e.g. brightspace, SASS, rubrics, etc.)
 - a. Committee has students that are providing input; they were chosen on a first come/first serve basis
 - b. VP Academics was expected to be included in these meetings; will get in contact with Lisa to find out more info

b. VP External (David)

- i. See discussion points below
- ii. Class composite is approved

c. VP Internal (Marah)

- i. Office hours
 1. Doodle is made
 2. Less appointments than council members (9 vs. 14)
 - a. No requirement for which members have to do office hours; just please sign up if you're able to
 3. Same zoom link as before will be used (already on the website)
 4. PDF of schedule will be sent to Erika to update the website
 5. New rule: if nobody comes to office hours within first 30 minutes, council members are allowed to leave the call
 - a. This is to be mentioned on website as well^
- ii. Locker rentals
 1. Form is updated and email is ready to go, will be sent this week
 2. \$10 for winter only, \$20 for winter and summer
- iii. Honour's workshop
 1. Feb 3rd from 4 to 5:30pm
 2. Tamara and Marah will give presentation from 4-5pm

3. 5-5:30pm volunteers will talk about their labs and projects

4. Platform

a. Discussed with Rama and zoom through our membership is not an option

b. Teams may be an option but need to try breakout room function

d. VP Finance (Rama)

i. Class composite was ~\$148 more than we expected because we didn't account for HST in budget; we have less bonus money to play around with now

ii. Non-profit bank account with RBC is \$375 per month

iii. If we have to do refunds for formal, we can sign up for a business account for 1 month to get free unlimited transfers

1. Cost of account would be less than total cost of refund e-transfers

e. VP Academics (Tamara)

i. CMM meeting

1. Course modifications that were proposed by Dr. Lee were not approved

a. Modifications: changes to course names from 3300 to individual course codes

2. CMM committee suggested that Dr. Lee rewrite and re-pitch everything with Dr. Carnegie

3. Changes will not be approved in time for our cohort

ii. Working with Marah on Honour's workshop

f. Outreach Coordinator (Dalia)

i. Send formal videos to Dalia by Feb 6th

g. Promotion Coordinator (Bryan)

i. Working on promo requests

ii. Will send Yasmine canva poster she requested after meeting

h. Recruitment Coordinator (Stephanie)

i. Open house (March 2nd 6-8pm on zoom)

1. Met with Lisa about open house

- 2. Everyone who wanted to help was separated into 3 teams
 - a. Team 1: flipagram (3 mins)
 - b. Team 2: testimonials
 - c. Team 3: put everything together into a video
 - 3. Waiting on Lisa to confirm registration link
 - 4. Will submit promo/social media requests soon
 - 5. Maryam translated agenda
 - ii. Coffee house
 - 1. Some delays but updates will come soon
 - i. **Social Media Coordinator (Erika)**
 - i. N/A
 - j. **Research and Careers Coordinator (Maya)**
 - i. N/A
 - k. **EDI Coordinator (Yasmine)**
 - i. BHM plans are coming along well
 - 1. First post coming up tomorrow
 - 2. There will be a contest for supporting black-owned businesses, attending BHM TMMSA events, etc.
 - a. there will be a prize in the end for the first-place winner
 - ii. President's award for EDI doesn't come with money (no money for teams categories)
 - l. **English 3rd Year Representative (Michelle)**
 - i. Working on 3rd year event - skating on the canal
 - ii. Wellness form results being analyzed
 - m. **French 3rd Year Representative (Walid)**
 - i. Working wellness form results with Michelle; will meet with Dr. Lee to discuss main points
 - ii. Working on skating event with Michelle; waiting on approval from
 - n. **President (Mays)**
 - i. See below
4. **Events + projects (Mays)**
 - a. **BHM Budget**

- i.** Budget was supposed to come from President's award
- ii.** \$100 budget needed
 - 1.** \$40 trivia night prizes
 - 2.** \$60 for person who gets the highest number of points
- iii.** Discussed this with Rama; we have some extra money to allocate to BHM but we need to
- iv.** Tamara: there was money allocated for redecorating TMM lounge but we don't need that anymore since the room turned out not to be ours alone (shared with other departments)
 - 1.** Mays: we're technically not allowed to re-allocate, we would have to ask Dr. Lee and it might take a while to get a response
 - 2.** Rama: FoM doesn't follow up on how we spend our money
 - 3.** Yasmine: we can update the budget on the website to be transparent on how spent the money
 - 4.** Stephanie: might look bad if we do it without asking; might put us in a bad
 - 5.** Marah: We can ask Dr. Lee and take the money out of the surplus in the meantime; if he gives us the okay, we can reallocate the money from redecorations to BHM
- v.** Motion to take \$100 from our surplus money to fund BHM activities
 - 1.** Results: 14 yes

b. Doolys

- i.** Booking with Dooley's is not yet confirmed; they said we can book Feb 8th but we need to make sure our school is okay with us hosting this event
- ii.** Safety plan was sent to Dr. Lee - no response yet
- iii.** Everything including posters is ready - just waiting on approval from Dr. Lee
 - 1.** If we get approval by tomorrow, event is a go
 - 2.** If not, event may have to be moved
- iv.** Price details

1. Hourly rate is \$48.13/hr + tax (50% off for students on Tuesdays)
 2. Deposit of \$100; we can't get it back if we cancel after Friday Feb 4th
 3. Tickets to be sold at \$10
 - a. Only need 22 students to attend to break-even
 - b. If 50-100 students attend, net profit is \$282-782
 4. Fireplace lounge is intended for ~100 people
 - a. If by Thursday night, we don't have close to 50 students signed up, we will change our booking to just a few tables near each other
- v. Event details:
1. Pool tournament
 2. 5 tables for tournament, 2 tables for casual play
 3. Can redistribute based on how many people want to play in tournament vs. casually
 4. People can sign up for the event in teams of 2 or we can assign them

c. Yearbook

- i. Proposed format: digital yearbook
 1. Template: standardized template for everyone with photos from different in-person and virtual events
 2. Personalizations: we will have a form for people to submit messages and photos for specific people
 3. Goal is to make it more accessible (no cost, don't need to coordinator with people in person to get personalizations, etc.)
- ii. Concern:
 1. What happens if people don't get personalization? It might upset some people
 - a. Mays: council members will write messages to everyone

2. Dalia: why don't we make the same yearbook for everyone without personalization?
3. Tamara: most people who care about having a yearbook will want to buy a physical copy; we're giving ourselves more work than we need to; people won't necessarily want their personal messages read by the whole council
4. Marah: agree with Tamara, we can make the same yearbook for everyone, distribute digital copies for free and print for those who want a physical copy; people can arrange to personalize their copies on their own
 - a. Mays: what if some people want to submit a message that's not super personal?
 - b. Marah: we can have an optional form for people to submit a non-personal message to every yearbook
5. Michelle: can we have people submit personalizations themselves to a specific person, without going through the council?
6. Marah: If the yearbook is designed on canva, we send everyone a view-only version that they can make a copy of to send to our friends for personalizations. This takes the work off our plates and allows people to personalize each other's yearbooks privately.

d. End of Year video

- i. TMM achievements video
 1. similar to last year but also include photos from different events so we can highlight more of the student body
- ii. Form for nominations for "best x/worst x/most likely to x" will be sent before formal and announcements will be done at formal

5. Formal (David)

a. Proposed general schedule

- i. Arrival - 6:00pm
 - 1. Take photos, have drinks
- ii. Dinner period - 7:00pm
- iii. Speeches and award ceremony (e.g. most likely to) - 8:00pm
 - 1. In previous years, recipients won a "birthday girl" sash
- iv. Dancing - 8:30pm to 11:55pm

b. Update on funding

- i. Dr. Lee got unofficial approval to help with funding
- ii. We are hoping to get at least \$3000-4000 from them
- iii. If we don't get this subsidy, we could consider subsidizing cost for TMM students only, rather than all guests
 - 1. We would need only \$2400 to subsidize TMM tickets to \$65 and \$80 for all plus 1s and other guests

c. In camera (motioned by David): 8:05pm - 8:44pm

- i. Second: Marah

6. Bottle Drive (Marah)

- a. Event plan document shared on screen (can be found in Internal folder)
- b. Dates - rushed timeline or give 2 weeks:
 - i. Dalia: may need to do rushed timeline because we will need money by Feb 14th to know if we can subsidize TMM student tickets
 - ii. Concern: bottle drive will likely not raise that much money to make a significant impact on formal tickets
 - 1. Mays: Feb is really busy with events; if drive won't make a significant impact, we can push it to March and do it as part of earth week
 - a. Also correspondence timeline is really busy for Feb, not a lot of room for emails but we can move things around
 - 2. Stephanie: \$300-400 that we raise from the drive is still better than nothing

- iii. Dalia: compromise for correspondence timeline
 - 1. Send bottle drive announcement email to be sent to researchers rather than TMM students
 - 2. Advertise to TMM students via instagram and unofficial group chats
- c. Posters - who to ask?
 - i. Mays: can ask secretary on third floor; will send info to Marah
- d. Final decisions:
 - i. Will collect bottles a few times, starting Feb 10th
 - ii. Email advertisement will be to professors and researchers; Instagram and unofficial group chats for students
 - iii. Will need some volunteers with cars to help move the bottles around
 - iv. Modifications to plan can be found in the plan document in Internal folder

7. Motion to End Meeting

- a. Second: Marah
- b. Time: 9:07pm