

June 11<sup>th</sup> 2021 – 7:00pm – MS Teams

# TMMSA EXECUTIVE MEETING AGENDA

**Finalized by Mays on June 10<sup>th</sup> 5:58pm**

**Present:**

**Absent:**

**1. Motion to start the meeting**

- a. Second: Marah
- b. Time: 7:05

**2. Approval of previous meeting's meeting minutes**

- a. Second: David

**3. Updates**

**a. VP Bilingual (Maryam)**

- i. N/A

**b. VP External (David)**

- i. Has been working on class composite for graduating class
- ii. Things are starting to open up except for portraits
  - 1. whoever wants to go in, they can go in without an appointment when phase 2 happens
  - 2. David recommends that we sign up for that as early as possible

**c. VP Internal (Marah)**

- i. Community engagement navigator is up "TMMSA Council Members 2021-2022"
- ii. Deadline: Nov 30<sup>th</sup>
- iii. Placement valid till end of April 2022 - need to reselect placement for fall and winter semesters

**d. VP Finance (Rama)**

- i. Shopping around for yearbook
  - 1. Staples can print memory book; they partner with Canva (we can create it through Canva and submit to Staples to print) - really good templates on Canva!
  - 2. Starting to plan an outline of how yearbook team should look

### 3. Will discuss budget later

#### e. VP Academics (Tamara)

- i. Has taken over TMMSA rep role in awards committee officially
- ii. Wanted to be involved in educator and mentor of the year award
- iii. Encourage TMM students to nominate an education - Marah to send an email to remind cohort
- iv. David: rep might get removed from award if there's a connection to an educator

#### f. Outreach Coordinator (Dalia)

- i. Met with David, came up with plan, will discuss more later

#### g. Promotion Coordinator (Bryan)

- i. N/A

#### h. Recruitment Coordinator (Stephanie)

- i. N/A

#### i. Social Media Coordinator (Erika)

- i. Updating website (Meet the team section)
- ii. Won't be doing much till later in the summer but wants to start updating the website, especially "meet the team section"
- iii. Mays: format to be discussed by council
- iv. Erika: we can change photos now and leave "fav technique, and fav course" blank for now till TBD
- v. Bryan: suggestion - he can take photos of us so we can have photos with the same background/vibe, quality, etc.
  - 1. Can do appointments to ensure social distancing
  - 2. Tamara can help out if Bryan can't make an appointment
  - 3. Concern: some people can't make it due to pandemic + living situation
  - 4. Erika: can change names for now and leave photo empty. Whoever wants to send in a photo for now, can.
  - 5. Maya: we can make it uniform by choosing similar backgrounds (e.g. nature/greenery) and taking our own photos

6. Bryan: those who can come for photos can get their photos taken by Bryan, others can try to recreate

**j. Research and Careers Coordinator (Maya)**

- i. Was able to log into email!
- ii. Working on a plan for events of the year to submit to David

**k. EDI Coordinator (Yasmine)**

- i. Will discuss later

**l. President (Mays)**

- i. Dr. Nadine reached out to her re: graduating class video
- ii. She wanted a video from TMMSA congratulating the graduating class - will discuss more later

**4. Maryam**

**a. Health and wellness committee proposal draft**

- i. \*went through draft document - can be found in "Health and Wellness" folder\*
- ii. Everything is not set in stone, we may discuss and give feedback
- iii. Differentiate physical and mental health officer roles so it is less overwhelming for one person to take on
- iv. Intended to be a collaborative committee
- v. Roles are intertwined - may be confusing?
- vi. Committee head, physical/mental health officers will be TMMSA members; voted on by council
- vii. 3<sup>rd</sup> and 4<sup>th</sup> year advisors to be interviewed to make sure they're committed
- viii. Will there be a for 3<sup>rd</sup>/4<sup>th</sup> year advisors will there be french/english advisor? No because committee should be small for now as we're just starting out
  1. We can enforce that one of the TMMSA members in the team must be bilingual
  2. Team also has access to VP bilingualism to help with translations if necessary

- ix. Yasmine: consider adding an outreach position that represents in other committees (instead of that being the committee head's role)
  - 1. Maryam: this structure can be fluid and change as needed
  - 2. Marah: May not be necessary just yet because there is only one other committee that our representative would need to go to
- x. Yasmine: Will this be in the constitution?
  - 1. Yes, but more towards the end of the year
- xi. Tamara: how will we handle health and wellness newsletter?
  - 1. Mays: we can include a section for it in the TMMSA newsletter
- xii. Vote on approving draft for committee: 12 votes – unanimous!

**b. Translation request form**

- i. How to access: Bilingualism > Excel sheet > form link > form to submit translation request
- ii. Can make document requiring translation in teams and create a link for it – this link is included in the form so that Maryam can access it
  - 1. Text to be translated must be submitted in the format of the template document in bilingualism folder
- iii. Must include word count so she knows how long it will take
- iv. Must text Maryam when a request is submitted because she doesn't get notified
- v. She explained how to create and send a document to her
  - 1. Must make sure to give editing access to Maryam so she can edit

**5. Dalia**

**a. Philanthropic events**

- i. Vote on idea from last meeting (12 teams competing, each headed by a council member and made up of 3<sup>rd</sup> and 4<sup>th</sup> year students): 12 votes

- ii. Maryam: teams can be established before orientation so they can be used then as well
- iii. Informal meeting next week to plan this!
  - 1. Perhaps combined with orientation planning

## 6. Yasmine

### a. Request a change to our signatures in emails

- i. Motion to include land acknowledgement at the end of our emails to promote inclusivity
  - 1. Second: David
  - 2. Votes: 11
- ii. Choosing acknowledgement:
  - 1. Option 1: short and sweet
  - 2. Option 3: very important message that we should try to include
  - 3. Maryam: we can shorten option 3 – shortened version is option 5
  - 4. Erika: people are more likely to read if it's shorter
  - 5. David: Not sure why the length is an issue if it's at the very end of the email anyway
  - 6. Mays: in the email, it won't be as long as it looks in the table
  - 7. Dalia: length shouldn't matter, we shouldn't make it shorter to encourage people to read it – they should take that initiative themselves.
  - 8. Yasmine: wants to make sure that integrity of message isn't compromised.
  - 9. Vote on Yasmine making a final decision: 11 votes!

## 7. Yasmine + Marah

### a. Pride event

- i. \*go over event draft in EDI folder\*
- ii. Tamara: suggest that we do all of the activities as separate events. If it's spread out, everyone will make an effort to attend at least one. Or if someone is not into one idea, they might not come at all.

- iii. Yasmine: we might have less people come to each event if we do it separate
- iv. Rama: take pictures of event for yearbook!
- v. Dalia: if we do it separately, will it be only 20 mins?  
Something to consider
- vi. Maryam: maybe do 2 out of 3 events at each event
- vii. Maryam re Indigenous people's month: free course through University of Alberta  
– can include in resources email
- viii. Marah and Yasmine will make a final decision on structure of event

## 8. Mays

### a. Voting on Interim President

- i. Voting is private – text Mays
- ii. Nominees:
  - 1. Yasmine (nominated by: herself) – Second: Mays
  - 2. Marah (nominated by: Tamara) – Second: Marah
  - 3. Maryam (nominated by: Rama ) – Second: Yasmine
- iii. Interim President: Maryam Abdelaal (Bilingualism)
- iv. In camera: 8:38-8:42pm

### b. Voting on the Constitution Committee third member

- i. Nominees:
  - 1. Tamara (nominated by: herself) – Second: Marah
- ii. Votes: 11 in favor of Tamara
- iii. Constitution Committee: Mays (president), Maryam (Bilingualism), Tamara (Academics)

### c. Short video congratulating the TMM graduating class of 2021

- i. Everyone to send a video saying congratulations by Sunday morning latest
  - 1. Must film video in landscape
  - 2. Stick to basics – do not call out any specific people
- ii. Bryan will help Marah with editing

### d. Correspondence form

- i. Can be found in administration folder
- ii. Used for emails sent to students - goal to make sure that we don't bombard students with too many emails

## 9. Rama

### a. Budget Proposal/“Wishlist”

- i. By Wednesday (June 16) morning, we must tell Rama what we would like to do and how much it will cost so that it can be included in the budget proposal to be submitted to J Lee
  1. Can include summer events
  2. If you think we need it, include it! The worst thing that can happen is they say no.
- ii. Cost of yearbook – estimate is about \$45 + shipping
  1. Dalia: are people going to be willing to pay that much for yearbook in addition to apparel?
  2. Mays: we can try to fundraise for it or do it on an order by order basis
  3. David: TMMSA can help subsidize the price for students
  4. Rama: we can bring the price down if a lot of people buy it (bulk price)
  5. Marah: willingness to buy it may depend on how the year goes (as long as it's not entirely online)
  6. Dalia: we can do an online yearbook to save money
  7. Mays: we can do best of both worlds – online and physical
    - a. Marah: we can do online available for everyone and printed version for people who want it
  8. Yasmine and Mays had yearbook ideas from last year that we can do (e.g. build a snowman competition, cooking competition)
- iii. We should include formal in budget proposal
- iv. Mays: if you're between two numbers, overshoot so that we are more likely to get the funding we need

#### **10.Varia**

- a. **Promotion request form (Bryan)** – moved to next meeting!

#### **11.Motion to End Meeting**

- a. Second: Maryam, Bryan, Marah
- b. Time: 9:09 PM