

August 5, 2020 - 5 pm - Microsoft Teams

# TMMSA EXECUTIVE MEETING AGENDA

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\*Confirmed by Hussein on 8/18/2020 at 18:18

**Present: Radhika, Danika, Hussein, Priya, Casey, Gapisha, David, Mahdi, Stephanie (5:15pm)**

**Absent:** Sneha

## **1. Motion to start the meeting**

- a. Second:
- b. Time: 5:02pm

## **2. Updates**

### **a. VP Bilingual (Danika)**

### **b. VP External (Mahdi)**

- Safety plan was submitted to JLee for approval
- Alumni meeting
- Community engagement - waiting to hear back from people
- Email was sent out to with details for OD → read emails carefully, answers most questions

### **c. VP Internal (David)**

- Keep me updated
- Powerpoints are finished → ready for MC meeting

### **d. VP Finance (Radhika)**

- Working on constitution → sent out 2nd reading
- Care packages ideas in care package folder
- Talked to John for topline - not thinking about mugs for winners anymore (safety plan is not yet confirmed)
- Emailed print shop - no longer using them
- Reimbursement form in Finance folder - include receipts
- Scheduled student connect meeting

### **e. Outreach Coordinator (Casey)**

- None.

### **f. Promotion Coordinator (Sneha)**

- i. modified versions of the OD booklet are up on the drive (ready to be sent by email to the 3rd yrs!).

- ii. All 3 logos have been approved (YAY!). Survey has been sent for translation.
- iii. Once ready, send survey to 3rd yrs + 4th yrs + some of the profs (Keith, Lisa, JLee..etc.). Last day to send in choices = September 5th.
- iv. Few rules for logo use (as told by FoM - we HAVE to follow this): we can use the logo on socials and promotional materials but only if it's also accompanied by the FoM uOttawa logo too (in "Promotions" drive).
- v. Question from Radhika: social media - do we need to use the FoM logo too?

**g. Recruitment Coordinator (Priya)**

- Powerpoints done
- Kahoot reference powerpoints are done and transferred to PDF  
→ one slide has a grey line
- Shapes doc will be done by friday and sent for translation
- People have been sending me questions - thank you! Will compile for FAQ on website

**h. Social Media Coordinator (Stephanie) - none**

**i. Research and Careers Coordinator (Gapisha)**

- Kahoot is finalized → must figure out scoring
- English video will have subtitles too
- Profiles have been updated on website

**j. President (Hussein)**

- Do not accept requests for TMMSA fb group to allow for me/David to verify if they are really TMM students
- Wellness program committee - we now have a seat → there was a wellness session today
- Shapes - the titles in the powerpoint have been moved for more space for screenshots
- Trying to reach out to uOttawa student interdisciplinary → trying to open up clinical rotations
- Casey: What is the process to remove someone from the fb group? Check list and compare to cohort list, contact them if not in list and if not let them know the purpose of the group and remove them.

### **3. New care package after Virtual OD (Hussein and Mahdi)**

- No care package sent out before OD
- Only thing being sent out is email describing OD (drafted)
- Mahdi: hoping to send tomorrow after translation
- After OD will collaborate with Lisa/Keith to distribute backpacks, etc.
- Mahdi: coordination with JLee, after townhall - biggest challenge is that anything official needs to have a faculty approved safety plan - the original time frame was too short
- Keith mentioned that it would be difficult to distribute pack (would be over 3 weeks)
- Ideal distribution date: Thurs 17 sept 11am-2pm. Bag, lanyard, picture, lab manual.
- Casey: Is the safety plan submitted? Yes.
- Plan: each student will have a custom letter from their leader including a picture of them with their group making a shape with custom thank you note on the back from TMMSA.
- Danika: customized? Handwritten.

### **4. Prizes for winners (Radhika)**

- Originally mugs - no bc of safety plan → want to focus on care package distribution
- Mahdi: can include stuff ready 72h ahead of time
- E gift cards could be an option
- David: More detail on gift card? Many options (giftcards.ca) can't use credit cards (we only have debit), could also use someone's credit card then reimburse them for paypal. Lots of brand options. No starbucks. 10-15\$. Uber eats.
- Priya: JLee declined credit card. Radhika: he is concerned about abuse, stolen, etc.
- Will look into prizes for winners.
- David: mugs? Merch sales later.
- Priya: indigo? Yes. We could let them pick (top 3)

### **5. Figuring out GSuite + Domain stuff (Radhika)**

- Premium wix - hard to get domain bc everything goes on my account. Godaddy (maybe sketch), google (can delete whenever we want), Wix is currently under Radhika's name and Steph's email

- Everyone except the cohort representatives will get G Suite - more research to be done.
- Huss: When we have a credit card under TMMSA is the domain whoever registers or TMMSA? Our name is Translational and Molecular Medicine Student Association.
- Looking at getting a visa debit card → waiting for reply from JLee
- Huss: not pushing for G Suite this year but the domain. All for next year
- Huss: Wix site will not have proper url this year? Yes.
- David: Why waiting until next year? Pretty established in outlook this year

## **6. Professional Talks (Gapisha)**

- Made a doc in RNC file (ideas for professional talks) → just letting you guys know its there
- Firstly, getting to know what students want to hear, not sure when to send it.
- We would contact different professionals to see who wants to host this talk
- Form: what is the goal of this talk → must establish
- After contact - start sign ups for the talks
- Google form could be sent out at start of september and propose to professionals that they can reserve to talk between september and october
- Priya: can we also add pharmaceutical industry? Yes. Optometry, dentistry.
- Mahdi: might want to wait to 2-3rd week (things start slowing down) - can plan for later in october
- Priya: email people that people could be interested in (medicine)
  - plan the first one ahead of time
- Maybe focus on research : that is what the program is about. Mahdi agrees (masters, PhD)
- Gapisha: if you have anyone in mind let me know.

## **7. Next Meeting**

## **8. Varia**

- David: student connect → ask students what they want to see from the TMMSA.

**9. Motion to End Meeting**

- a. Second: Mahdi
- b. Time: 6:54pm