

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

TMSA EXECUTIVE MEETING AGENDA

Finalized by Mays

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

Absent: David, Tamara

1. Motion to start the meeting

- a. Second: Maryam
- b. Time: 6:04PM

2. Approval of previous meeting's meeting minutes

- a. Second: Maryam

3. Updates

a. VP Bilingual (Maryam)

i. BMI meeting

1. New core facility opening up (Genome Engineering and Molecular Biology core)
2. Trying to recruit new TMM profs
3. They're going to implement combined TMM BSc + Masters or BSc + PhD – details are TBD and goal is to have it for next year or year after
4. Rotations for next semester
 - a. They need profs to host 80 positions – only 50 so far
 - b. If they don't get to 80 positions, they will cancel rotations and find something else so it's fair for everyone
 - c. Rotations concept needs to be re-thought for future years because our cohorts are much larger than before
 - d. The lack of positions is because some people don't want 3rd year students in their lab.

- i. Potential solution – Masters and PhD students to receive compensation (not confirmed)

b. VP External (David)

- i. Contacted CUVO for more funding. JLee said we could apply and try to get more money to host events.
- ii. JLee also mentioned that as long as there is a venue that will take 160 students and we develop a safety plan, we can go ahead and plan for a TMM formal. I will try to secure a venue place by the end of the month. Saturday March 12 is when I'm thinking of hosting this.
- iii. Board Game Night will most likely happen. uOttawa is about to get rid of indoor capacity limits. Safety plan has been submitted. Will get back to us soon hopefully. Planning to host this event on Thursday Nov 18th from 6-10pm at PMD 233. I understand this conflicts with one lab section. They could join us after they are done.
- iv. Secured March 3rd, 4th and maybe Saturday 5th for Grad photos. 4th years can take their pictures on those days. They will be reserved for TMM students only
- v. Class composite of 2021 is almost ready only 5 students from the graduated cohort have not taken their pictures yet. I will give them 1 more week and if they still haven't taken their photos, we will go ahead with it anyway.
- vi. Any questions or concern, you can always message or call me

c. VP Internal (Marah)

- i. Student connect – students are being paired on a rolling basis as 3rd years sign up
- ii. office hours – I would like updates at the end of each office hours (how many ppl came, technical difficulties, general feedback)
 - 1. I will monitor how things are going to see if the system we have is working okay.

2. We will stick with the current scheduling for the rest of the month + December
3. depending on how things go, we may continue the same way for Winter or we may reduce hours to 1 hour per month per council member

d. VP Finance (Rama)

- i. Potentially more money coming in from CVUO if that works out
- ii. Our cheque from the faculty was lost
 1. We filled out a form and sent them a void cheque for direct deposit

e. VP Academics (Tamara)

- i. Making a video to send to 3rd and 4th year students asking students
- ii. Biweekly meetings with 3rd year reps to discuss general academics for 3rd year cohort
- iii. CMM meetings – no TMM matters discussed
- iv. Will meet with David re: game night, grad photos, etc.
- v. Preparing a SASS case to be sent to Dr. Lee and will request to join faculty meetings to present her case

f. Outreach Coordinator (Dalia)

- i. Movember
 1. Plans are written out, promo request is sent, emails are prepared; post will go up on Monday
 2. We will have an overall TMM goal of 600 KM
 3. Leaderboard and trivia questions will be on Insta Stories
- ii. Holiday cards
 1. 5 homes have requested cards (580 residents)
 2. Cards are ordered and in TMMSA office
 3. Reached out BMI and CMM student associations (BMI backed out, waiting to hear back from CMM)
 4. Dates: Nov 22nd to Dec 3rd

g. Promotion Coordinator (Bryan)

- i. Apparel

1. Refunded people who wanted refund
2. Order has been placed for everyone else
3. We're waiting for Medi-store to finalize everything + pay the vendor
 - a. last communication with them was on Friday Nov 5th; they approved graphic design

h. Recruitment Coordinator (Stephanie)

- i. High school presentations went well – done in French and English
 1. Presentation was at Holy Trinity HS in Kanata
- ii. Started reaching out to uOttawa profs to present to undergrads
 1. Once they start getting back to me, will update you guys with presentation times

i. Social Media Coordinator (Erika)

- i. Some updates have been done to the website
- ii. Office of professionalism reached out to us
 1. Inappropriate exchanges in a group chat between TMM students
 2. They assumed that TMMSA created the 3rd year group chat
 3. Meeting to happen between Erika, Mays, Manager of office of professionalism, and Vice dean of graduate and post graduate studies to discuss the matter

j. Research and Careers Coordinator (Maya)

- i. First conversations with TMM – December 8th
 1. Working on promotional material requests
 2. In contact with guests about the event

k. EDI Coordinator (Yasmine)

- i. Meeting with Dr. Lee re: grant for tech for accessibility
 1. Dr. Lee gave green light for grant submission – will be submitted in the next few days

l. English 3rd Year Representative (Michelle)

- i. Students are requesting a coffee machine

1. 3rd years are working on pooling money to pay it for it
2. We will reach out to 4th years to see if any are interested in pooling money for it as well

m. French 3rd Year Representative (Walid)

- i. See item 4 in the meeting minutes

n. President (Mays)

- i. Went SAC meeting two nights ago
 1. initiatives discussed:
 - a. Reusable menstrual products
 - b. Carpooling for students
 - c. Earth day initiative: battery recycling, tree planting, etc.
 - d. Nathan is working on a research project
 2. If interested, we can join next meeting
 - a. Mays can put us in contact with Harry (club co-president)

4. 3rd year event - Jeopardy (Michelle & Walid)

- a. In person, will may popcorn, create groups based on lab groups
- b. Date conflicts with David's event and Third year deadlines
 - i. Friday 26th after 8pm - not ideal due to deadline
 - ii. Saturday 20th - better time for 3rd years but conflict with David's event
 - iii. Can be pushed till January so we don't have two similar events so close together
- c. Room booking - PMD or RGN
 - i. Room 233 in PMD
 1. Yasmine: There may be pushback from administration about doing it after hours when the building is technically closed
 2. Marah: we can book a large room in RGN (e.g. auditorium) through events booking office on Main Campus - official, no concerns about building hours

a. May be booked up though since we're close to the date

d. 3rd years requirement to plan 1 event per semester

i. Event does not have to be large scale and doesn't have to be a social event (last year wellness talks were hosted)

ii. Any event organized can count towards this requirement

iii. So, the jeopardy event can be moved to next semester if necessary

e. Movie night was considered as an event option

f. In camera - 6:42 - 6:45pm

i. Requested by: Mays

ii. Second: Marah

5. **November (Dalia)**

a. Please participate and send in your kilometers!

b. Maryam: can we consider other forms of moving/fitness (e.g. swimming)?

i. Mays: any form of fitness that requires crossing a distance

1. Treadmill walking is okay too!

6. **Apparel feedback from emergency meeting (Bryan)**

a. What happened:

i. Bryan contact vendor and he offered us a certain number of colours

ii. When we submitted the form with our order, we were notified that they were out of Lavender - supply is unreliable due to the pandemic

iii. We contacted people who chose lavender as their first AND second option - we gave them the option to ask for another color/item or for a refund

iv. Concern was raised that we should give those who chose lavender as their first option only the opportunity to change their mind as well - so we emailed them with the same info and options

- v. Vendor told Bryan that there's a risk that more colors may be unavailable. Bryan submitted form/order asap to avoid the risk of more colors running out of stock.

b. Feedback

- i. New stuff learned this year
 - 1. Ask provider for guarantee of stock before offering one color to the TMM people
- ii. Improvements
 - 1. Add option to do not place order in case the first option is not available
 - 2. Maintain an open conversation with the rest of the council though out the whole process
 - 3. More than 24 h for contacting students when supply changes
- iii. What went right:
 - 1. Two weeks for people to place their order
- iv. Maryam: could we have offered another light colour to those who wanted Lavender and couldn't get it anymore?
 - 1. Bryan: it wouldn't have been fair to only give the option to those people and not everyone else (others might've wanted that colour but not lavender)
- v. Consideration: Two apparel orders a year
 - 1. Pros: people may have money to buy later in the year, people may want to order twice
 - 2. Cons: it's a lot of work on the promo coordinator (takes away time from other initiatives and responsibilities)

7. Motion to End Meeting

- a. Second: Dalia
- b. Time: 7:10PM