

Thursday, July 25th, 2024 – 7:00pm on Microsoft Teams

TMMSA EXECUTIVE MEETING AGENDA

Present: Julianne, Maryam, Josh, Abha, Serena, Tracy, Lia, Ayesha, Daniel, Emily, Sahib, Omar

Absent: Jordan

1. Motion to start the meeting
 - a. Second: Josh
 - b. Time: 7:03
2. Approval of previous meeting's meeting minutes
3. Updates
 - a. VP Bilingual (Julianne)
 - i. No updates
 - b. ~~VP External (Jordan)~~
 - c. VP Internal (Maryam)
 - i. Collecting email info to send to Dr. Lee for Medtech for those who can't access their TMMSA emails
 - d. VP Finance (Josh)
 - i. Trying to contact BMI for the BBQ in terms of sharing funds
 - e. VP Academic (Abha)
 - i. Waiting on meeting info for Mid-August
 - f. Outreach Coordinator (Serena)
 - i. Compiled list of organizations we can reach out to TMM BBQ sponsorships
 - ii. Sent out mass emails
 - g. Promotion Coordinator (Tracy)
 - i. Looked into public park booking (city of Ottawa)
 1. Just waiting on dates
 2. Rental rates posted on the website
 3. \$32/hour rental rate for adults
 - h. Recruitment Coordinator (Daniel)
 - i. Presentation at the next team meeting
 - ii. Daniel and Sahib acquired Let's Talk Science positions for recruitment
 - i. Social Media Coordinator (Emily)
 - i. Reposting other club posts on stories
 - j. Research and Careers Coordinator (Sahib)
 - i. No updates
 - k. EDI Coordinator (Omar)
 - i. Waiting on transition document approval from Lilian
 1. Approval no longer required
 - l. Senior Advisor (Ayesha)
 - i. Emailed Dr. Lee for the Senior Advisor email

- ii. Will be working with Adela and Kieran with the Mentorship program
 - 1. Would like more promotion to acquire more mentors and mentees
 - 2. Brainstorm some ideas to reach out to TMM alumni who are now medical students
 - iii. Organize third year mentees with fourth year mentors for another mentorship program (aiming for early October)
 - iv. Overall looking into ways, we can promote the program a little bit more
 - m. ~~English Third Year Representatives (TBD)~~
 - n. ~~French Third Year Representatives (TBD)~~
 - o. President (Lia)
 - i. Investigating TMM and SSA BBQ logistics
 - ii. Meeting with Studio44 for the formal with Jordan
 - 1. General idea of a date (tentative date would be the first Saturday of March)
 - 2. Looking into the NAC for March 8
 - 3. Will investigate some other venue options
 - 4. Ramadan starting around the end of February may pose some challenges
 - a. Looking into alternatives or having food come out at the time of breaking fast
 - b. Potentially before reading week
 - c. February 8th or 15th are potential dates
 - i. Lia will email Trevor for availability
4. VP and Coordinator Presentations
 - a. VP Bilingual (Julianne)
 - i. Event ideas for Bilingualism:
 - 1. Kahoot (French to English Translations)
 - a. In groups with prizes
 - 2. Bilingual Bingo
 - a. Customize cards with French words and reading words aloud in English
 - 3. Bilingual Karaoke
 - 4. Baking (crepes) in French and English
 - ii. Other fundraising events:
 - 1. Game night with entry fee
 - b. VP Finance (Josh)
 - i. Role: make sure TMMSA stays within budget
 - ii. We have slightly less than 11k in our bank account
 - 1. Shouldn't be too constraint when it comes to budget
 - iii. Essential that we fill out reimbursement form (show receipt) if we spend our own money on TMMSA
 - iv. We will collaborate on Budgets for our future events
 - c. VP Academic (Abha)
 - i. Event ideas (academic)

1. Rotation information session for third years
 - a. Fourth years giving lab advice and insight on their experiences
 - b. Need interest from fourth years to share their experiences
 - c. Include a Q&A
 2. Graduate programs information session
 - a. Last year focused on the new programs
 - b. Can also be old programs
 3. Lunch and Learns
 - a. Dr. Mah already organizing one
 - b. Could be beneficial to have one every month/two month
 - c. Show students that there is more than just Medicine and Research
 - d. Might be boring if students must provide their own lunch
 - e. Could attract more people if we provide food, even something small
- ii. Fundraising:
1. Jeopardy themed Trivia (with entrance fee)
 - a. Could be a multitude of questions
 2. Could repeat Candy Grams from last year
- d. Outreach Coordinator (Serena)
- i. Outreach Ideas:
1. Holiday Cards
 - a. Last year donated to CHEO
 - b. Could partner up with Queensway
 - c. Friends run a club called CardsforComfort (partnered with CHEO)
 - i. Could partner with them to take the load off us
 2. Volunteering Fair
 - a. Connect students with volunteering services
 - b. Booths around the atrium for third and fourth years to connect with volunteering organizations
 3. Volunteer opportunities in the newsletter and website wasn't accessed often by TMM students
 - a. Sharing these directly to third and fourth years would be more beneficial
- ii. Fundraising:
1. Bake Sale, can be meshed with another event that we run
 2. Valentine's Day: Match Making
 - a. Might be done through an organization
 3. Board Game night (Level One potentially)
- e. Promotion Coordinator (Tracy)
- i. Role: promote our program
- ii. Events:

1. Spirit Week run as a competition between the third and fourth years (win points for your cohort)
 - a. Students send in their stories with our Instagram and a hashtag of their year
 - b. Winning cohort can get a prize or incentive
 - c. Ex. In the fall we can line it up with Halloween!
 2. Celebrate our peer's achievements (both cohorts) in a "wrapped format"
 - a. Important to highlight achievements outside of academics and research as well
- iii. Fundraisers:
1. Walk or run-a-thon: entrance fee and sponsorships
 - a. Can collaborate with uOttawa Health and Fitness club
 2. Bake sale
 3. SPINCO Ottawa Charity event
 - a. Spin event where there is a minimum \$15 donation
 - b. We can find a yoga studio or a spin studio willing to collaborate with us
- f. Social Media Coordinator (Emily)
- i. Events:
 1. Tiktok Account (new account since we don't have the password for the previous account)
 - a. Day in the Life videos!
 2. Photobooth at an event
 - a. Backdrop with TMM or Faculty of Medicine
 - b. Props
 - c. Fun for the first day of classes or other events such as the formal
 - ii. Fundraising
 1. Cooking or baking competition night
 - a. Fee to participate in the competition
 - b. Judges for the Food
 - c. Dinner party afterwards
- g. Research and Careers Coordinator (Sahib)
- i. Events: Will collaborate with Abha
 1. Career Fair for careers beyond Med school and Grad school
 2. Explanation of elective courses offered by TMM
 3. Informal "Get-to-Know" different types of research opportunities/labs for third year students
 - a. Provides ideas for what students can go into
 - ii. Looking into scholarships available to our students would be a good thing to promote as well.
 - iii. Fundraising
 1. Bake sale with a raffle (creates incentive)

- h. EDI Coordinator (Omar)
 - i. Events:
 - 1. EDI workshop
 - a. Educate students on certain EDI topics we choose
 - b. Can be combined with Julianne's idea
 - 2. Multicultural Night
 - a. Extra touch of educational info
 - 3. EDI learning circle
 - a. Students come to share/listen about EDI issues that are important to them
 - ii. Fundraising
 - 1. Bake sale integrated with an event we run
 - 2. Arts and Crafts auction
 - a. Students donate their art
 - 3. Sports event with an entry fee
 - a. Trophy at the end
 - 4. Raffle
 - a. Giveaway TMM merch
- 5. Committees for Welcome Week
 - a. Plan: Sports day on Friday, Academic-Tell-All on Thursday, Room booked on Wednesday after the BBQ – ideally an event for third and fourth years
 - i. Split into organizing committees to get these planned
 - 1. * **Bold is the event leader**
 - 2. Sports (Sept 6): **Tracy**, Sahib, Omar
 - a. Maybe plan an alternative in case the weather is bad
 - 3. Academic-Tell-All Sept 5: **Abha**, Josh, Serena, Maryam
 - 4. Trivia (in big room) Sept 4: Emily, Julianne, **Lia**
 - 5. Daniel will help with all
 - ii. Try to have a general idea of what will occur at your event for the next meeting
 - 1. Figure out logistics and supplies
- 6. Varia
- 7. Motion to end meeting:
 - a. Second: Josh
 - b. Time: 8:04

Jordan & Daniel will complete their presentations at the next meeting