

Thursday, June 27th, 2024 – 7:00pm on Zoom

TMMSA EXECUTIVE MEETING AGENDA

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

Absent: Ayesha, Sahib

1. Motion to start the meeting
 - a. Second: Josh
 - b. Time: 7:08
2. Approval of previous meeting's meeting minutes
 - Nothing to add.
3. Updates
 - a. VP Bilingual (Julianne)
 - No big updates.
 - Received transition documents but has not had a meeting.
 - b. VP External (Jordan)
 - Went to meeting with SSA for BBQ, more information to come soon.
 - Has not had the transition meeting yet but has been in contact with Madeeha.
 - c. VP Internal (Maryam)
 - d. VP Finance (Josh)
 - i. Budget proposal to the FoM
 - ii. Expecting \$2,000
 - iii. Hoping to loop Jordan in soon
 - e. VP Academic (Abha)
 - i. Meeting done with Helly
 - ii. Received Handover package
 - iii. Need to get in contact with Dr.Lee to get email account info
 - iv. Training done for the awards committee; package for that will be handed soon
 - f. Outreach Coordinator (Serena)
 - i. Transition meeting done with Siyona
 - ii. Handover package received
 - iii. Email login not working
 1. Will check in with Siyona
 - iv. Meeting with Jordan and Lia, and SSA to discuss the BBQ
 - v. Figuring out the sponsors for the BBQ
 - g. Promotion Coordinator (Tracy)
 - i. Has been emailing Simon (middleman for merch)
 - ii. Green light!!!
 - iii. Email Maryam for follow up
 - iv. Made more posts for IG
 - h. Recruitment Coordinator (Daniel)
 - i. Transition meeting done

- ii. Can't login to email
 - iii. Maryam emailed IT (no response yet)
 - i. Social Media Coordinator (Emily)
 - i. Updating website
 - ii. Waiting on a couple more
 - 1. Maryam and Abha fill out the link
 - j. Research and Careers Coordinator (Sahib)
 - i. Absent
 - ii. Went to meeting for Event with Dr.Mah with Lia
 - k. EDI Coordinator (Omar)
 - i. Not much to update
 - ii. Reached out to Lilian
 - iii. Waiting on transition documents
 - l. Senior Advisor (Ayesha)
 - i. Absent
 - m. English Third Year Representatives (TBD)
 - n. French Third Year Representatives (TBD)
 - o. President (Lia)
 - i. SSA BBQ in August
 - ii. BMI and CMM grad student associations want to collaborate on a BBQ
 - 1. Want us to contribute to the cost (terrace and cleaning), waiting on a quote
 - iii. BBQ likely next Friday (wait to hear more updates)
 - iv. Dr. Lee received all the names for committee meetings
- 4. Updates
 - a. Microsoft Teams, TMMSA email access
 - i. Everyone has access
 - ii. Abha, Serena and Daniel not able to access their TMMSA email
 - b. Interim President
 - i. Jordan has volunteered
 - ii. Jordan official Interim President!
 - c. Merch supplier
 - i. Tracy will be in contact with Maryam
 - ii. Simon approved, green light
- 5. Translation, Promotion, Reimbursement Forms
 - a. We want to make our own version of this
 - b. Tracy, share it with Emily to ease the streamline process
- 6. Reminders
 - a. Coordinator and VP Presentations
- Everyone needs to prepare a short presentation (2-3 mins) except for Internal and Finance.
 - o Propose one activity that's related to your portfolio
 - o One idea of a fundraiser that we can do as well
 - o Ideally, we can do this sometime in July

- b. Reminder to fill out website form Emily sent
 - i. Remember to fill out her form!
 - ii. Missing profiles at time of meeting: Lia, Julianne, Serena Abha and Maryam
 - 7. Longer Planning Meeting
 - o Ideally fill out Master Calendar afterwards
 - Ideally July 11th or 25th.
 - No need for a dedicated meeting, will fill out calendar as we go.
 - 8. Welcome Week Planning
 - Current ideas for Welcome Week: Picture Scavenger hunt, karaoke, sports games (soccer, volleyball, badminton), trivia, tell-all
 - o We need to decide what we want to do for the week
 - o Dr. Lee asked if we want to use RGN for some of the welcome week events
 - o We can do a separate meeting for this, as well as discuss it now
 - o Last year: BBQ, orientation and Amazing Race, Academic Tell All, potluck and field day
 - We might have to do something similar
 - o First day of school Sept. 4, which will be the BBQ Day
 - o It's the middle of the week; so, we could do Sept 3 or focus on 4,5,6th
 - "Orientation-type activity" the day before (Sept 3) courses start
 - Sept 4 is the big BBQ (with the TMM profs)
 - Time in the afternoon around 1:30 for us to do something
 - We will do 3rd, 4th, 5th and the 6th
 - o Order of events (suggested by team):
 - Will depend on the weather as well but hard to tell now
 - Academic first, by the end of the week we can do more "fun"/sports activities
 - "Tell All" on the 3rd or 4th
 - We can vote on the dates once we have confirmed activities
 - Email to book room in RGN on either the 3rd or the 4th
 - o Four events: Tell All (classes), Sports Games, Trivia (TMM theme)/Game Night – can be third and fourth years/some type of Family Feud game, "wellness" themed event (Wellness Committee)
 - Discuss the order and days at the next meeting
 - Email for at least two days of room bookings at RGN
9. TMMSA Bonding Event! ☺
 - a. Current ideas: Pottery painting, bowling and dinner, laser tag
 - b. New suggestions: Go Karting
 - c. Laser Tag + Dinner wins**
 - d. Next meeting July 11 then we can go and play**
 - i. Laser Tag first then we can go to dinner**
 - ii. Probably around 5pm**
10. Varia
11. Motion to end meeting:

- a. Second: Tracy
- b. Time: 7:57 pm