

Thursday, August 22nd, 2024 – 7:00pm on Microsoft Teams

TMMSA EXECUTIVE MEETING AGENDA

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

Absent: Daniel, Sahib, Ayesha, Serena

1. Motion to start the meeting
 - a. Second: Emily
 - b. Time: 7:02pm
2. Land Acknowledgement
3. Approval of previous meeting's meeting minutes
4. Updates
 - a. VP Bilingual (Julianne)
 - i. Helping with Trivia Night – Almost done!
 - b. VP External (Jordan)
 - i. SSA-TMMSA BBQ
 1. Will happen next week on Tuesday (10am-3pm)
 2. Tear Down at 2pm
 3. Set up at 10 am
 4. Negotiating burger patties and hotdogs from BMI
 5. Put buns in the freezer
 - ii. Working on welcome to TMM form for the Third-Year students
 - iii. Worked on Academic Tell All
 - iv. Coordinator meeting on Monday
 - c. VP Internal (Maryam)
 - i. Check in with Dr.Lee for email access
 - ii. Fall Meetings will be Sundays @ 6**
 - iii. Make another WIG for second week of September for Dr. Lee meeting
 - iv. Working on Academic Tell All
 - d. VP Finance (Josh)
 - i. Waiting on BMI response for our share of the BBQ
 - ii. Worked on the Tell-All
 - e. VP Academic (Abha)
 - i. Waiting on response from Leila for Academic Tell All room booking
 1. She confirmed the room booking
 - ii. Working on Academic Tell All
 - iii. Joined FMA meeting & learned lots!
 - f. Outreach Coordinator (Serena)
 - i. Absent
 - ii. Helping with SSA BBQ
 - iii. Retrieved sponsor gifts
 - g. Promotion Coordinator (Tracy)
 - i. Met with Omar and Sahib for the Sports Day

- ii. Picked two dates based on the Instagram poll
 - iii. Booked Linda Lane parks for both dates (waiting on response)
 - iv. Met with Maryam for Merch
 - v. Kyle (FoM graphic designer) is creating a new *official* TMM logo that we will be able to use for the Merch
 - vi. Will get back to Abha for the Academic Tell All
 - h. Recruitment Coordinator (Daniel)
 - i. Absent
 - ii. Working on the Academic Tell All
 - i. Social Media Coordinator (Emily)
 - i. Posted SSAXTMMSA BBQ
 - ii. Finalized Trivia Night
 - j. Research and Careers Coordinator (Sahib)
 - i. Absent
 - ii. Working on sports day with Omar and Tracy
 - k. EDI Coordinator (Omar)
 - i. Working on sports day
 - ii. Ideas to implement into the TMMSA for EDI purposes:
 - 1. Company Review – purchasing from companies that align with our values (exploitation, child labour, inequitable practices)
 - 2. Audio version of the Newsletter – for those who prefer listening to the newsletter or are unable to read large quantities of text (dyslexia, etc.)
 - a. Makes the newsletter more accessible
 - b. Can upload the audio file to youtube or spotify so it can be played like a podcast
 - c. Julianne is open to translating it as well for those who prefer it in French
 - l. Senior Advisor (Ayesha)
 - i. Absent
 - m. ~~English Third Year Representatives (TBD)~~
 - n. ~~French Third Year Representatives (TBD)~~
 - o. President (Lia)
 - i. Working on TMMSA x SSA BBQ
 - ii. Emailing with BMI GSA for BBQ food
 - iii. Grad student meeting this month (Jordan went)
 - 1. Gave us a schedule for the Orientation
 - 2. Orientation on Tuesday September 3rd
 - 3. First Day is the Fourth
 - 4. We are interested in helping with the welcome week BBQ
5. Welcome Week Plans
- a. Trivia
 - i. Emily got the prizes
 - ii. Working on script

- b. Academic Tell All
 - i. Daniel will put our information into the slides
 - ii. Thought about bringing snacks (might meet again to decide on snacks)
 - 1. If its within budget it should be fine
 - iii. Rest of the work should be done
 - iv. Julianne and Lia will attend to do the French classes
 - v. Meet need someone in Precision Med for information on that class (Ren, Celina, Aaron – text anyone you know who took the class & ask for help!)
 - c. Sports day
 - i. Sept 6 from 3-5
 - ii. Will bring spike ball, soccer ball, nets, pilons,
 - iii. Thinking of light refreshments
 - iv. Need to get: Larger pilons and a scoreboard as well as getting the food
 - v. Omar and Sahib will set up, Tracy will join in mid event and for tear down
 - vi. Need someone to referee spike ball
 - vii. Thinking of having prizes (not for winning), for people who sign up and attend (raffle style to get people to come to the event)
 - viii. Will create a sign up sheet and get people to referee
 - d. General:
 - i. Will post the graphics on social media first and Jordan will follow up with an Email
 - e. We don't have an event on Sep 4 (the first day of classes)
 - i. Do we set up something or leave it?
 - ii. We have two events on the 3rd
 - iii. We can put more energy into the current events and give them a rest day on their first day (to take it in and relax)
6. TMMSA x SSA BBQ
- a. Abha and Tracy will volunteer at our recruitment table
 - b. Volunteer if you're free! (August 27 11-2, 10-3 for set up and tear down)
7. Back to School!
- a. Fall Meeting Time and September meeting with Dr. Lee
 - i. Results of whenisgood: there is no time that works for everyone.
 - ii. However, there was one time when everyone was free except for Julianne.
Sunday at 6pm.
 - 1. **Will start Sep 8th**
 - iii. **Maryam** will send out another whenisgood for the second week of September to figure out when is good for everyone.
 - b. Maryam and Lia will set up our Community Engagement Navigator
 - c. Lunch and Learn with Dr. Mah
 - i. Sep 11!
 - d. September Newsletter
 - i. Tracy has been focusing on the Graphics, newsletter is in the works
 - ii. Won't take us too long if you'd like to contribute (around 30 minutes)
 - iii. Aiming to send it out Sep 9 so we can add some welcome week graphics

- e. Volunteering at Orientation Day BBQ?
 - i. Grad students will send us a volunteering link
 - f. Dr. Lee will give us an opportunity to speak at the Orientation
 - i. We can introduce ourselves so we can be familiar faces, they will be more inclined to reach out for help and more likely to attend our welcome week events
 - ii. Lia will let Dr. Lee know we're interested – we can do it at the end of their orientation so that we can attend the entirety of ours
 - iii. We can also introduce ourselves to fourth years to ask if they're interested in mentoring third years
 - iv. We can add a QR code for the Fourth Years to share input on what we can implement this school year
 - g. Third year election
 - i. May be beneficial if we do the election end of September
 - ii. Will allow them to join us early on and contribute more
 - iii. May be hectic for them and us but we will figure it out!
8. Varia
- a. We can refilm/remake the RGN tour (like the one pinned on our instagram)
 - i. We can add FAQ after the third years settle in
 - b. Picture consent
 - i. Message Ayesha to see what she did last year
 - ii. We can send out a consent form
 - 1. Can be added to welcome week form
 - 2. Can use stickers for “no photos” identification while we wait for forms to be filled
 - c. Try to come to as many events as you can & attend meetings
 - i. Things get busy, just make sure to communicate when you need extra support/can't make meetings
9. Motion to end meeting:
- a. Second: Emily
 - b. Time: 7:59pm