TMMSA EXECUTIVE MEETING AGENDA

*Confirmed by Hussein on 7/7/2020 at 23:00

Present:

Absent: Radhika

1. **Welcome (Hussein)**
2. **Motion to start the meeting** – focus on brochure
   a. Second: Mahdi
   b. Time: 5:02pm
3. **Updates**
   a. **VP Bilingual (Danika)** – been translating
   b. **VP External (Mahdi)** – no update from JLee, working on orientation day
   c. **VP Internal (David)** – intro powerpoint is almost done
   d. **VP Finance (Radhika)**
      i. **Covered by Hussein** – Radhika has been working on the wishlist, section on positions is being worked on, TMMSA/SSA wellness committee (setting up a meeting to discuss tasks)
   e. **Outreach Coordinator (Casey)**
      i. **Translation request form (Danika may cover this)**
   f. **Promotion Coordinator (Sneha)** – working on brochure, response from Kyle must tweak one of logos
   g. **Recruitment Coordinator (Priya)**
      i. **David & I are basically done with the intro powerpoint slides, except we'll still need the info & photos from the volunteers + TMMSA (deadline for this is July 9, pls check email sent by Priya!)**
      ii. **The final powerpoint slides won't take long, but most of it is winner announcements so we're just waiting for that to be figured out**
      iii. **Priya's 'Incoming Student Suggestion Survey' to hopefully be sent to the 3rd years**
         - Fill out fun fact/previous program of study/bilingual
   h. **Social Media Coordinator (Stephanie)**

- 2 replies for meet the prof
- Question chart, we can put in our own answer and will merge them to make one big answer

i. Research and Careers Coordinator (Gapisha)
- Working on Kahoot, need 5 more questions
- First edit of video by July 18th → needs french subtitles

j. President (Hussein)
- Display names on emails: not simple to change, hopefully this week
- Draft email for incoming students by hopefully next week (deadline is this week)
- Welcome email with info, link to FB page (48 people rn), link to Priya's, link to form to see who can pick up their packages for orientation day and set up package sending
- Hanging out in a park (distancing), hand out packages, etc.

4. Orientation Day Prizes/ Incentives (Mahdi)
- Tight race in between the teams, incentive to contribute
- We should offer a prize for the winners (ie last year winners get fed first)
- Group incentive: not feasible to give away free lockers, looking for a reasonable and fair incentive that is not over budget
- David: contact Keith or Lisa to see if they would want to have a breakfast with the winning team
- Hussein: wants something more tangible (Covid, breakfast may not happen)
- Mahdi: leftover FoM shirts, 2 extra boxes → must check sizes
- Hussein: FoM water bottles (CMM department)
- Add suggestions + ideas onto the doc

5. Orientation day Brochure updates/suggestions for appearance (Sneha)
- Basic draft is complete
- Danika → do the translation by 18th
- What do we want it to look like? Design, format, etc
- Casey: one side english, the other flip side french.
- Sneha: hard to do, will try to figure it out
- Hussein: agrees with Casey, french takes up 1.5X
- Sneha: separate English/French use results from Priya's survey

- Hussein: French/Immersion stream gets French pamphlet
- Mahdi: Save on space (and money) if separate brochures
- Sneha: booklet → 4 pages in total
- Priya: orientation google form from David. Put language preference in this form. Form is in the orientation day folder.
- Sneha: consent for pics in the collage
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6. **VP academic in the works for next year (Hussein)**
    - VP internal is more focused on academics (job description in constitution)
    - Should create a new position VP academic, work on it this year to hold election for the role next year
    - Attend department meetings, focus on academics in TMM
    - VP internal: poster, elections, lockers, emails
    - Long term this position is needed
    - If ideas propose to Constitution committee

7. **Stand up against Respondus (Hussein)**
    a. **First step : get a petition with signatures going before JLee's meeting with Dean's office.**
    b. **See how we can join with other student associations**
        - First step: get signatures to present to JLee
        - Science is working on a proposal against this
        - Mahdi: must come up with a proposal with alternative methods first (group work, application based methods, etc) Doesn't see value in cooperating with SSA, we should focus on faculty/program level
        - Google forms could be good → name & email address (Mahdi will do this)

8. **Next Meeting**
    - Brochure done, intro pp done

9. **Varia**
- Priya: showed intro pp, survey for incoming students
- Mahdi: Briefing doc, these pp should be screenshared by MC
- Priya: 2 presentations at the same time, bilingual people in French presentation
- Mahdi: 2 meetings on a single channel = possible

- David: final ppt presentation? Follow us, kahoot points, thank you. Bilingual presentation.
- Virtual campus walk through is a part of the intro (35 min for intro including walk through)
- Map included in brochure, same as what will be put in ppt
- Casey: document translation request form (google forms) can be found in bilingualism folder on the drive
- Sneha: brochure doc → no times yet. Radhika printing brochures? She is taking charge of this.

10. Motion to End Meeting
      a. Second: Mahdi
      b. Time: 6:210m