

October 17, 2020 - 7 pm - Microsoft Teams

TMMSA EXECUTIVE MEETING AGENDA

*Confirmed by Hussein on 16/10/2020 at 3:06 PM

Present:

Absent:

1. Motion to start the meeting

- a. Second: David
- b. Time: 7:06

2. Updates

- a. VP Bilingual (Danika)** - none
- b. VP External (Mahdi)** - grad photos should be able to be done, will send email later tonight
- c. VP Internal (David)** - student connect has started, more interested due to promo. Check monthly checklist - will be asking mentors to meet mentees in the upcoming week.
- d. VP Finance (Radhika)**
 - i. Reimbursements, updating the form (check newest updated form - make sure same as VP finance folder)
 - ii. Bought checks, waiting for them
 - iii. Paid for research talks - waiting for confirmation email
 - iv. Two CC meetings - contacted student connect person.
- e. Outreach Coordinator (Casey)**
 - i. Nothing for outreach
 - ii. Contacted new SC mentees
- f. Promotion Coordinator (Sneha)**
 - i. Finished october newsletter
 - ii. Promo mentorship
 - iii. Meeting w/ John from Topline for apparel
 - iv. Request promo sheet
- g. Recruitment Coordinator (Priya)**
 - i. No new updates
 - ii. Working on doc for prelim ideas for "winter coffee house"

- iii. Hussein: coffee house deserves its own meeting to talk about it (1st week in december)

h. Social Media Coordinator (Stephanie)

- i. No important updates
- ii. Social media posts went well, more reach + engagement - 1.1k jump in page reach
- iii. Huss: shared by FoM insta

i. Research and Careers Coordinator (Gapisha)

- i. Professional talk update for alter

j. English 3rd Year Representative (Mays)

- i. Included all due dates for 3rd year classes

k. French 3rd Year Representative (Yasmine)

- i. Same for updates in french

l. President (Hussein)

- i. Meeting w/ new 3rd year reps (drive, team up)
- ii. Received info that goodlife fitness discount ends
- iii. Emails for opportunities for 4th years - masters, graduates opportunities. Will talk w/ Casey
- iv. Registered with Community engagement navigator - TMMSA council members - hopefully confirmation for next week, if not will follow-up.

3. Research Talk (Gapisha)

- a. Professional talk feedback: Reminder email on day event, invite TMM alumni, one more speaker.
- b. Radhika: awesome job, more time for questions, more question time is better than less. Could have gone longer, but 2h straight is good, if longer would need break
- c. Mays: a few people enjoyed speakers but for 1st speaker wanted to know how they could get involved, disappointing that they can't get in his lab. Not sure if possible to get in his lab.
- d. Yasmine: That prof is looking for UROP students, could have been mentioned. Was the 1st speaker longer? Yes.
- e. Casey: Follow up with Mays point: in terms of outreach there are opportunities for students to get involved in COVID research. In

terms of future talks, ask speakers how TMM students can get involved. Have them mention actionable points.

- f. Hussein: liked talk. Didn't like no face to face interaction. Would have liked to show faces during Q&A.
- g. Priya: would want to show faces in coffee house.
- h. Gapisha: based on interest form, most people are interested in health professional programs. Feeling that many are interested in learning more from an MD - thoughts? Will stick to format, speakers from 2 different health professional programs. Contact me about speakers, first come for serve basis. Update in email.

4. TMM Alumni Event (Mahdi + Gapisha)

- a. Interest in holding alumni event to speak to students - emails requesting this. Hosting event specifically for alumni. Feedback/ideas? Workshops that could be registered for, breakout rooms, group alumni based on where they are at. Government, private, grad school, professional school, etc. Would allow students to join 2/4 breakout rooms - more personal. Annual event. Help establish alumni network. Challenging to plan, but possible and probably worth it.
- b. Priya: student connect, dont want to be repetitive.
- c. Gapisha: could use student connect groups to make list, but independent.
- d. Mahdi: build off of SC and present all 4 paths.
- e. Huss: annual event - at some point will be in person, same concept in future years? Mahdi: 100% next semester, need to reach out etc. February/March. Future - haven't yet thought about much, will go into the handover package.
- f. David: how to split students into groups? 4 breakout rooms, if same format at large networking event. Can register for 2/4 sessions. Cap for how many people can go into one workshop.
- g. Mahdi: 1st step is to reach out to alumni and see how the representation is.
- h. David: why limiting alumni? More breakout rooms, level groups out. Mahdi: could explore this idea.

- i. Radhika: themes for events - overall general theme or specific theme for each breakout room. Gives alumni guidelines, and talk more of a direction.
 - j. Mahdi: idea is to show TMM students what they can do w/ TMM? What can you do?
 - k. Radhika: boring/stressful question. Better to give answers than questions. Worth pursuing
 - l. Casey: great initiative, 4 areas everyone wants to hear about, important to allow students to rotate between more alumni to rotate between four sectors. Carleton Med night - like speed dating. 15 min to talk to speaker then after 15 minutes must rotate. Can send link to this event.
 - m. David: open this to prospective students?
 - n. Mahdi: possible recruiting event, showing success of TMM students could lure in new students. Consensus in liking this idea. Google doc w/ ideas.
5. 3rd Year Social Event (Mays/Yasmine)
- a. Online, microsoft teams. 3rd years only. To distress & get to know each other. Organize Kahoot w/ students fun facts and winners will win gift cards.
 - b. Huss: can send out email also.
 - c. Radhika: for form for gift cards, trust to figure it out. Can do it separately from giftcard.ca, just let me know to organize it.
 - d. David: another way to get to know each other is to actually talk together. How is this getting people to know each other?
 - e. Will talk about fun facts either, convo starter.
 - f. David: 80 fun facts if everyone joins.
 - g. Will pick most interesting - won't get through 80, don't expect 80 people to join.
 - h. David: fell off 10 foot wall - how does that facilitate convo? There is timers.
 - i. Timer to answer, but then can choose to move on to next or not again. Will be there to mediate convo.

- j. Gapisha: can set it up so the host has the ability to wait between the questions.
 - k. Danika: would keep with same account -easier.
 - l. Radhika: more personal, still45\$ budget just go with reimbursement.
 - m. Mays - like personal
6. Procedure for requesting promotional content (Sneha + Steph)
- a. Thanks for all feedback on promo content!
 - b. Address issues w/ promo content
 - i. Want to stress fact that making content takes time, resources, effort & research
 - ii. All promo content is being requested last minute, limits time we can put into it, need content that needs to be posted on time and in advance. Unfair/stressful to do so last minute
 - iii. Procedure for requesting promo content: in promotions folder, if ever you want promo content. When, description (caption) and what is wanted on the picture post. 5 day advance, no last minute changes, FR & EN. Very stressful, need strict deadline. No longer will be accommodating last minute things.
 - iv. Steph: difficult with last minute things, form for promo with all info to get started on content
 - v. Awesome content for newsletter
 - 1. Finalized content by deadline - not looking for mistakes.
 - 2. Future newsletters - always hyperlink the word
 - vi. Casey: hyperlink? For example don't say here's the link for this. Hyperlink it ourselves.
7. Updates on apparel (Sneha)
- a. Last year we had apparel - we went through med purch which then went through multiple different groups, problems

- b. John - high school teacher who started this business, very accommodating and helpful. Will be going w/ him for all apparel (hoodies, ¼ zip, long sleeve)
- c. Meeting on Thursay
 - i. Will give quotes for all items, logos will be embroidered
 - ii. All promo items need TMM logo + FoM logo
 - iii. Didn't specify size - emphasis on TMM logo
 - iv. Has done apparel for FoM/SSA in past - will be good quality
 - v. Current designs different - big back TMM small med front - tacky. Want it to look more professional, design to incorporate both logos. Chest logo = TMM, FoM on arm (like personalized name area) - says it has looked good.
 - vi. David: love small logo idea - cheaper? No not necessarily. Based on how many, what is embroidered etc.
 - vii. Quotes out by Monday. Will do best to match last year - cheap for apparel. John is giving personalized option.
 - viii. Radhika: talked to john before about this. Will be sending out student interest form before hand? Told john about how it was done last year - what did people want? What colours? Max 2 colours per option.
 - ix. Will send out actual order form after for John to make orders after.
 - x. Options : garnet (maroon), sports grey, purple
 - xi. Missing 3 sweaters... want to go in person to shipping at RGN.
 - xii. Laura will take medium garnet if necessary, but wants what she ordered.
 - xiii. Radhika: want to keep this logo, should keep a stock of sweaters in the office (small stock)
 - 1. Assures good price
 - 2. More encouragement to keep our logo
 - xiv. Wrap up: apparel in the works, will ask John questions, also wrote meeting minutes in doc.

8. Handover Packages (Mahdi)

- a. Reminder: keep working on handover package.

- b. 3rd year reps: mandatory - to facilitate next years takeover and facilitate next years takeover.
 - c. Include:
 - i. Accomplished project
 - ii. Unaccomplished and reason for why
 - d. Whenever make a new contact - add it in!
9. End of year formal (Mahdi)
- a. Message sent for ideas for contingency plans - google doc.
 - b. Earlier ideas, more can assess feasibility.
10. Graduation Composite for Previous Years and Payment (Radhika)
- a. Involves Steph - wix site w/ paypal account linked to our bank account. Can add pay button on wix site. How should it look? Alumni need to make a donation/payment to have their composite on the wall. Can't pay for previous years. Where this donation button should be? Could start new page for alumni
 - b. Huss: strictly used for donations? Ex: to pay for merch.
 - c. Radhika: can't make website shopping website, paid 2 years premium - won't be able to convert to business website for 2 years. Limited word options (donation, subscription) app not made by wix. Can upgrade in 2 years to sell merch, can show merch online. Maybe not good idea, don't want anyone to buy this.
 - d. Sneha: main page just for intro - separate page for paypal
 - e. Steph: made alumni page with donate button (unpublished) didn't know what to write with it, need info to go along with donate button.
 - f. Mahdi: don't like the donate. (Radhika: can't change that) - perhaps just say that
 - i. Contribute to TMSA
 - ii. Embedding a google form where people could fill out what they are giving money for
11. First Reading of Constitution Section 3: Meetings (Radhika)
- a. Explication of 3rd section.
 - b. Quorum - 50%
 - c. Can postpone a motion

- d. In camera - private sessions
- e. Robert's rules of order - used in parliamentary procedure
- f. Varia - must add to this section in the beginning of meeting
- g. Motion to accept agenda - can modify agenda if needed, added topics go into varia
- h. Motion to accept minutes - confirm last meetings minutes
- i. Emergency meetings - must propose time/date and confirm with president
- j. CC meeting - 1st reading, 2nd reading to reread and confirm its how you like it. Confirm with yes/no email w/points of concern if needed. Discretion of CC meeting whether to take into account or not.
- k. Motion to pass the 1st reading:
 - i. 11 yes
 - ii. 0 no
 - iii. 1 abstain

12. TMM Formal (Mahdi)

13. Next meeting

- a. Emergency meeting @7pm for coffee house
- b. Could discuss potential speakers for next event
- c. Soley MDs not good choice for goals of TMM

14. Varia

a. Priya: coffee house

- i. Divided plan into logistics, entertainment, etc
- ii. Date planned: December 4th - will revise due to due dates
- iii. Have dress rehearsal - would have to pay for zoom again
- iv. Live stream? Getting sponsored - associated with fundraising purpose.
- v. Google form for registration, don't want to charge 3\$ by credit card
- vi. Partners - graduate student associations (and others from FoM). More base for sponsorship

15. Motion to End Meeting

- a. Second: Radhika

b. Time: 9:01pm