

September 3<sup>rd</sup> 2021 - 7:00 PM - MS Teams

# TMMSA EXECUTIVE MEETING AGENDA

Finalized by Mays on September 3rd

**Present:** Mays, Maryam, Stephanie, Erika, David, Rama

**Absent:** Tamara, Dalia, Bryan, Marah, Maya, Yasmine

## 1. Motion to start the meeting

- a. Second: David
- b. Time: 7:09 PM

## 2. Approval of previous meeting's meeting minutes

- a. Second: Erika

## 3. Updates

### a. VP Bilingual (Maryam)

- i. Up to date on translating all documents.

### b. VP External (David)

- i. Getting ready for new semester; had meetings with most coordinators. Goal is to create events so TMM students feel that TMMSA is active and enriches student life.
- ii. Corresponding with Jlee & coordinating for Sept. 7<sup>th</sup> orientation.
- iii. After action report for August 30<sup>th</sup> can happen next meeting
- iv. If you have any suggestions for activities, please
- v. Formal

### c. VP Internal (Marah)

- i. N/A

### d. VP Finance (Rama)

- i. Faculty of Med + Jlee approved budget up to 2000\$ and 500\$ from Jlee personally for class composite
- ii. Rama and Mays will meet to go over budget and redistribute funds in light of approved budget.
  1. We should look into finding a different place for the class composite since the option we have now is too expensive.

**e. VP Academics (Tamara)**

- i. Went to first awards committee meeting - went great

**f. Outreach Coordinator (Dalia)**

- i. N/A

**g. Promotion Coordinator (Bryan)**

- i. N/A

**h. Recruitment Coordinator (Stephanie)**

- i. Got list of all first-year profs. Was going to talk about it with David tonight. Plan is to email profs, letting them know we're part of TMM and that we want to talk to their classes about TMM. Also going to get schedules from profs to get their availability for presenting.

**i. Social Media Coordinator (Erika)**

- i. N/A

**j. Research and Careers Coordinator (Maya)**

- i. Working on first coffee with alums event mid-September. Met with Dave to discuss.

**k. EDI Coordinator (Yasmine)**

- i. N/A

**l. English 3rd Year Representative (TBD)**

**m. French 3rd Year Representative (TBD)**

**n. President (Mays)**

- i. Going to discuss meeting points.

**4. Sep 7<sup>th</sup> Orientation (Mays & David)**

**a. Virtual Orientation plans**

- i. For presentation: Mays & Maryam will present the presentation together in both languages.
  - 1. At the beginning of the presentation, clarify that the presentation will be given in both English and French.
- ii. \*Showed orientation day schedule\*
  - 1. TMMSA members will be on site from 11 to after 3 to help out with BBQ.
  - 2. Video of tour of PMD will be posted on the 5<sup>th</sup> in addition to the post about orientation on instagram.

3. Backpack distribution is delayed to the 8<sup>th</sup> instead of the day of the BBQ. Mays is following up with Dr. Lee regarding this.

**b. BBQ plan + everyone's role**

- i. Table 3 (Registration): Mays
- ii. Table 4 (Registration): David
- iii. Table 5 (Name tags): Erika
- iv. Table 6 (Name tags): Yasmine
- v. BBQ: Maryam
- vi. Table 7 (burgers): Tamara
- vii. Table 8 (chips & snacks): Dalia
- viii. Table 9 (Drinks): Stephanie
- ix. Floaters: Bryan, Marah (go talk to 3<sup>rd</sup> years)

**5. After Action Report**

**a. August 30 Orientation**

- i. Discussion moved to next meeting.

**6. Varia**

**7. Motion to End Meeting**

- a. Second: David
- b. Time: 7:45 PM