

November 14, 2020 - 5:30 pm - Microsoft Teams

TMMSA EXECUTIVE MEETING AGENDA

*Confirmed by Hussein on 14/11/2020 at 12:30 AM

Present: David, Hussein, Danika,

Absent:

1. Motion to start the meeting

- a. Second: Mahdi
- b. Time: 5:35

2. Previous meeting's meeting minutes

3. Confirm agenda

4. Updates

a. VP Bilingual (Danika)

- i. Nothing

b. VP External (Mahdi)

- i. In association with MD student association - new connection, will work together on the coffee house
- ii. More meetings with faculty and external relations teams - current talks to get us involved in homecoming. Every milestone year specific contact with faculty.
- iii. In collaboration with the faculty one way to receive donations is to create fund for TMMSA - would get tax receipt. Need to create terms of references for TMMSA - more to come in following months.

iv. ASoc VP Philanthropy

v. FOM Homecoming and TMM Alumni

vi. Tax receipt donations to TMMSA

c. VP Internal (David)

- i. **BMI updates (new logo, coffee break, mentorship program, research tower, postdoc mentoring program)**
 - Look at what they use as a supplier

- December 4th = Coffee break, students + faculty members collaborate. Hoping to have this every two weeks to eliminate divide between
- Mentorship - post doc = mentors to TMM students
- Research tower - ready by 2022

ii. Student Connect Speaker

1. Lisheng Wang as guest speaker - reach out if have interested students

iii. Lockers

1. Available for winter 2020 at discounted price

iv. Houseparty and among us

1. Hold activities twice a month
2. Huss: transition to discord

d. VP Finance (Radhika)

- i. Going to health and wellness committee meeting - wants to stay in loop with budgeting and finance

e. Outreach Coordinator (Casey) - none

f. Promotion Coordinator (Sneha)

- i. Apparel update later on.

g. Recruitment Coordinator (Priya)

- i. Attending meeting with epi committee for coffee house

h. Social Media Coordinator (Stephanie)

- i. Got a post retweeted from FoM on twitter for our housparty event and event page for TMM convo has reached 133 page clicks with 87 interested

i. Research and Careers Coordinator (Gapisha)

- i. Started Marketing for Conversations with TMM Episode II: Healthcare Professional Programs
- ii. Event will be this Friday (Nov 20th) from 4pm-6pm
- iii. Open to everyone this time around -- Zoom link will be on FB event and instagram bio for attendees
- iv. People who have access to the meeting before: Mahdi, Priya, Danika

- v. Will make a powerpoint for the MC (Danika) - presenting in both English/French

j. English 3rd Year Representative (Mays)

- i. Wellness Survey - anonymous sent to 3rd year students. 26 responses. Meeting with Cata to discuss the responses we got and presented ideas. Cata will talk to committee members to get ideas and will reach out to us with ideas.
- ii. Huss: set up meeting to talk about what they discussed

k. French 3rd Year Representative (Yasmine)

- i. Feedback from Spill the Tea - 10 people. Want to incorporate more people. Positive feedback, spread the word more in group chats, etc.

l. President (Hussein)

- i. Volunteer placement on community navigator has been expected. Will talk to David/Mahdi for putting in community navigator - put in hours that must be approved (by me or David) official document with hours.
- ii. Looking at adding TMM events (ie orientation day) so students can have their hours recognized
- iii. Scholarship workshop - meeting was recorded
- iv. Open house - virtual format. Went smoothly.
- v. Health & Wellness committee with Cata
- vi. Budget - have not received yet. Pushing to have meet with vice-dean directly. Money is there but proposal has not yet been approved

5. Sponsorship Package (Hussein)

- a. For TMMSA because our budget is low and will give us some breathing room for finances. Not expecting it to be distributed this year.
 - i. Sections include: President's letter, section about TMMSA, etc.
- b. Under president folder on drive. Trying to display why people should sponsor us.

- c. Different levels of sponsorship - can get promoted on our social media, in promotional material, networking events, etc.
 - d. Open to comments.
 - e. Casey - coffee house idea for sponsorship program. Do we as a student association, are we allowed to be sponsored by businesses?
Mahdi - will bring up with faculty liaison
6. Apparel update (Sneha)
- a. Managed to convince FoM to let us split the Logo from the full program name for apparel! [Samples of current design in accordance with their approval is on drive](#) under "Promotion → Apparel"
 - i. Approved design.
 - b. We have 2 options for design - we need to pick one today.
 - i. Option 1 is ideal - reasonable for goals as program. Wanted TMM logo in front to draw attention to it.
 - ii. Option 2: less stuff - personally believe not great idea (hides logo)
 - iii. Majority prefers option 1
 - c. Prepared a survey to send out to students to get an idea of what is wanted/gauge general interest. Issues - should we send a [survey out](#)? Suggestions for what else to add to form? (will be including the pic of the design option we choose + updated prices - am confirming with John rn)
 - i. Prices from John
 - ii. Can add a line of personalization (12 letters long - extra 8\$) on the sleeve. Option of capital or lowercase letters
 - iii. True to size.
 - iv. Huss: what happens if we get 30 hoodies and 30 ¼ zips. Will clarify with John - he will try to match us so we don't have to pay the difference.
 - v. Casey: could we use some of this profit to subsidize future events? All money goes to supplier - would have to increase prices if we wanted to make profit

- vi. Last year: they sent out original survey to students to see what colours they wanted and what products. Made survey for this year.
- vii. Mahdi: can only order two colours? We have 3 colour options but can only sell 2. To gauge interest of students - not their actual order
- viii. Mahdi: possible to send out survey that would act as student order form? No, need to narrow down colours first.
- ix. Gapisha: think it is good idea to send out survey first.
- x. Mays: make option in survey to pick multiple products (Casey same comment)
- xi. Mahdi: good idea to send survey.
- xii. Sneha: When? Wants to get orders in by end of December - could receive by end of February. Send survey on Sunday - deadline would be the 21st. Don't need everyone to reply - not official order, 30 replies is good for colour options.
- xiii. Hussein will write email draft.

7. Rotations & Honours prof summary sheet for 3rd years (Priya)

- a. Skipped.
- b. Trying to start google form where 4th years can write the prof they worked with and this will be forwarded to 3rd years so students can get an idea of which supervisor
- c. Mahdi: good idea, like tell-all last year - liability issue, will have to think about it further
- d. Casey: have to be careful how this event is run. Not much of a risk if only a doc with a list of profs and contact - but we wouldn't have permanent things to be written down.
- e. Mahdi: Excel file with PI and who's worked with them, could be something that we could add to in further years and have it accessible to students.
- f.

8. Outlook Transition (Mahdi)

- a. Will be creating google doc/excel to check if we have completed our transition to outlook before transitioning to one drive.

- b. Mahdi: we will be losing access to google drive eventually
9. New Social Media Segment (Stephanie)
- a. Lab Life with ... Concept would be a 4th year doing an honours projet take over our insta stories for the day. They would have access to the account and show case what they go through in a day
 - b. 3rd years don't have rotations so they might find it harder to find a PI for honours project and may not know what they want - gives them the chance to see. Question box option.
 - c. Huss: could also use to recruit - could also have students say why they like TMM. Could happen throughout year.
 - d. Start with people in TMMSA, then could reach out to other students. Huss: start with council members
 - e. Casey: loves idea. Cool as 4th year too. Youtube also from Waterloo - will send link.

10. Varia

11. Motion to End Meeting

- a. Second: Mahdi
- b. Time: 6:36pm