

MMSC General Council Meeting: October 9 2018

0800 - 0900 hrs

Attendance:

Present - Eilish, Dimitra, Charlotte, Sophie, Ramana, Sam, Rina, Raphaelle, Naomi

Absent - Maroof

Agenda

Discussing individual roles on the council

- VP Finance (Charlotte)
 - Developing annual MMSC budget for committee's approval
 - Coordinating finance request paperwork from students and IGs, bringing this paperwork to MMSC for approval, getting cheques to students
- VP External (Sophie)
 - Liaise with external organizations, and sit on larger committees representing larger communities in Ontario and Canada
 - Represent us on the OMSA, CFMS
 - Canadian Armed Forces Luncheon, MD Finances
- VP Internal Hamilton (Ramana)
 - Interest Groups and Committees (Lottery to decide who's on each committee)
 - Sit on some committees (to discuss)
 - Work with admins to see how curriculum develops
- President (Naomi)
 - Chair MMSC meetings and draft agendas - get everybody's input by Sunday; present Monday
 - Sit on President's Round Table with other schools
 - Represent our student body and interests
 - Attend MD Executive meetings
 - Support other members in their roles
- VP Communications (Sam)
 - Manage the MMSC Website (**photos for website*)
 - Send out a weekly newsletter Wednesdays at 0800 hrs
 - Communication within the group: Slack
 - Manage the class Facebook group and create a private class group
- VP Internal Waterloo (Rina)
 - Main liaison between Waterloo admin and students, and Waterloo/Hamilton campus
 - Help with lottery
 - Social committee
 - To plan for IT training for video conferences *VP Niagara (Maroof) as well
- VP Student Affairs (Raphaelle)
 - Identify student needs - advocacy, interest group meetings, wellness portfolio

- Work with administration within student affairs
- Global Health Liaison (Eilish)
 - Conference - collaborate with GHs from other schools
 - Advocating for global health curriculum
 - Liaise between interest groups and MMSC
- VP Academic (Dimitra)
 - Represent concern about education and curriculum to Faculty and Administration
 - Represent at CFMS
 - Academic Round Tables with CFMS

(Naomi): Focus on collaborating roles within the council; don't feel like you need to take on tasks alone

Committee Lottery (VP Internal)

- Several committees: O-week committee, Admissions committee
- Most committees are chosen by lottery (very few are based on applications) and are determined by the administration
- Rank-based lottery to apply for committees
- Some have required MMSC participation
- Send out a list of committees (VP Hamilton) - time sensitive!

Facebook group (VP Communication)

Tour of Slack (VP Communication)

What other committees do members on the council sit on?Why? (VP Internals)

- MMSC members sit on committees as "elected members" to represent the class concerns

Finance/risk management meeting October 16 (VP Finance and VP Internal Hamilton x2)

- Meeting with representatives from each IG next Tuesday at 0800 hrs
- How to request funding
- Risk management (ensure its filled out)
- Diligence with scheduling and booking events so that they can be approved
- IG groups will submit proposed budgets

Budget planning for the MMSC

- Budget starts running November 1st
- Recall the purposes of our budget: *enhance the student experience and education*
- Recommends hosting a meeting on budget approval and decision guides before November 1st

OMSW transportation (VP External)

- Scheduling buses to leave at a single time on November 2 or at two different times on November 2nd to accommodate students who have tutorial late on Fridays? Choices are Friday at 3 PM or 4 PM. Need to attend social event at 9 PM.

Points of Action:

- Look into scheduling IT training for VP Internals at satellite campuses; President; VP Communications
- Schedule a general council meeting before November 1st to discuss budget planning and approval
- Send out a list of committees (VP Hamilton) - time sensitive!
 - Pair it with which MMSC members are on which committees
 - Thought for the future: sending an email out to the future classes about different responsibilities available in medical school to help students plan their agendas and commitments
- Email for each member?