

Meeting Minutes

12 / 10 / 2017 • 5:00 PM • Location: MSB105

ATTENDEES

President: Timothy Varghese	✓	Social Media Director: Robin Sawaya	✓
VP (Windsor): Aaron Wang	✓	LEW Rep (London): Sophia Moralis	✓
VP (London): Jonathan Hu	✓	LEW Rep (London): Katie Pezarro	✓
Secretary/Treasurer: Dominic Wang	✓	LEW Rep (Windsor): Crystal Leung	✓
Athletic Rep (London): Dillon Bowker	✓	Academic Director (London): Basmah El-Aloul	✓
Athletic Rep (London): Rachel McInnis	✓	Academic Director (Windsor): Connor Pepper	✓
Athletic Rep (Windsor): Jarrod Zytner	✓	BCOE Director: George Kitching	✓
Merry Maker (London): Jordan Ho	✓	Class Historian (London): Philip Stamov	✗
Merry Maker (London): Kiera Harden	✓	Class Historian (Windsor): Erika Haberfellner	✓
Merry Maker (Windsor): Felipe Teixeira	✓	Admissions Rep (London): Caroline Piccininni	✓
Merry Maker (Windsor): Jacob Im	✓	Admissions Rep (London): Meera Shah	✓
Social Rep (London): Heather Rotz	✓	Admissions Rep (Windsor): Amanda Stojcevski	✓
Social Rep (London): TBD lol		Community and Charity (Windsor): Alex Martin	✗
Social Conveners (Windsor): Michael Cameron	✓	Community and Charity (Windsor): Kawmadi Abeytunge	✓
Social Conveners (Windsor): Corey Parent	✓		

AGENDA

President

1. Introduction of members
2. Introduction of collaboration platforms
3. Future meeting schedule (Bi-Weekly?)

Secretary-Treasurer

1. Creating a class bank account - setting a time and deciding on number of signatures needed per transaction
2. Class charity
3. Meeting highlights for members - Action Items?

VP Windsor

1. Schulich Swag

Athletic Rep (Rachel, Dillon, & Jarrod)

1. Upcoming event: Goat Yoga
2. Reminder: Michigan Wolverines trip

Vice President London (Jonathan Hu?)

1. Budget (pretty sure we don't start with one...)
2. Charity Committee
3. Class charities to support
4. Events/fundraisers (Wonderland?!)

Admissions Rep

1. Discussion of the year's timeline
2. Goals for admission video
3. Budgetpenguin?

Social Conveners Windsor (Corey & Michael)

1. Possible Cedar Point Trip?
2. Discuss future event possibilities

Social Reps London (Heather and Alex)

1. Friday ITM end of block party
2. Apple-picking
3. Spring Break trip info
4. End of Blood party ideas

LEW Reps (Katie & Sophia & Crystal)

1. Budget?
2. Outline of duties: medical student wellness talks, monthly check-ins -> class culture*, small group mental health discussions

3. Mental health first aid training? Suicide intervention training?

Academic/BCOE (Basmah, Connor, George)

1. Overview of Academic/BCOE portfolios
2. ITM BCOE update

Charity Windsor (Kawmadi & Alex)

1. Collabing with 2020 to pick a Charity
2. Idea of downtown mission outreach days
3. Sponsoring a low-income family during Christmas time (either Windsor or up North)

Social Media Rep (Robin)

1. Facebook document for class/social groups (constantly updated)
2. Google Calendar for deadlines
3. Google form to collect submissions
4. Weekly email (Sunday nights with weekly deadlines)
5. Instagram/Snapchat? (Staying professional)
6. Public page to promote the class and its actions (i.e. Twitter)?
7. Class Flickr (speak to Class Historians)

MINUTES

- Tim - President
 - Agenda format:
 - Put your meeting items in the agenda
 - All meeting proceedings will be in minutes
 - Action items - everything that needs to be done
 - Next week's agenda - next week's items
 - FB conversations created for each role
 - Dominic, Jonathan, Aaron will be muted
 - Use @ to talk to the people who are muted
 - Asana will be set up this weekend - its a calendar that you can put your event on, and evreyone will see it
 - Used until we get a calendar that can be seen by the whole class
 - Working on a class page to put on Schulichmeds, where it'll be accessible by everyone
- Meeting time discussion
 - Windsor all has PCCM til 4:30
 - Some have 4:30 PCCM Thursdays
 - Always 4:45 on Thursday, every 2 weeks
 - Next meeting 4:45
- Dominic - Secretary/treasurer
 - Bank Accounts
 - Scotia does give us a bank account free of charge
 - President and VP Windsor will have signing
 - ST will have signing too, in case Pres or VP Windsor cannot
 - Dom to find out
 - If we can have multiple signatories, but only need a certain number of signatures for each transaction

- If we can get 2 cards for deposits
 - Starting the account
 - Asking everyone for \$5 donation to class fund?
 - Do a FB poll?
 - Windsor start their own bank account?
 - Starting money in the account
 - Hippo has passed budget, we start with 0
 - Jonathan willing to put down some money for account
 - Tim asking admin for money
 - Jonathan - take everyone to Wonderland, ask for extra \$5 to start the council's budget
 - Tim - asking council for money, Schulich for money
 - Dominic - also asking Rod about setting up 2 bank accounts
- Aaron - VP Windsor
 - Schulich swag - previous swag was ordered, not received until Feb/March
 - The person who made it in past is in London; would ship to Windsor
 - Jonathan - 2nd years take care of fall/winter swag, we take care of Spring sale; but could become incorporated in fall/winter swag
 - Work with 2nd year? Put input? Get it sooner as well?
 - Jonathan Hu contact upper years → regarding clothing earlier on in the year rather than spring sales
- Rachel - Athletic Rep (London)
 - Events have no boundaries, just cannot ask Schulich for money
 - Selling tickets for goat yoga
 - Meeting with upper years
 - Extra money generated is going to charity
- Tim - President
 - Transition reports should be given to everyone, contact upper
 - Everyone try to go to events, and all click that you're attending on Facebook
- Jon - VP London
 - No budget to start
 - Starting, and heading charity committee
 - Select one for Windsor, one for London, one that is more 'global'
 - Basmah - check CRA website to see where the charities' money goes
 - Alex - wells, HIV/AIDs
 - Somewhere we can volunteer in as well
 - Keep in mind overhead might be ~20%
 - Anonymous vote for choosing charity
 - Trip to Wonderland
 - What is a good day?
 - Windsor - going to Cedar Point instead?
 - They have 'Hallo-weekend'
 - Wonderland has Halloween haunt
 - Maybe move the event day to after blood exam (Nov. 2)
 - End of block party could be separate from this trip
 - Upper years may have already set up a Halloween event
 - Harry Potter trivia night may also reduce interest
 - Poll on FB to choose a day to go to?
 - Plan: poll on FB to choose a good day to go, after charity committee is set up
- Meera - Admissions

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- Filming done by Feb. 1; interview weekend is Mar. 1 (need a month for approval)
 - Spread the word about admissions video - 35-40 people have signed up
 - Camera and moving tripod available from previous years
 - Where do we keep equipment? Where is this stuff? - Tim will ask where storage space
 - Budgetpenguin.
 - Michael & Corey - Social - Windsor
 - Cedar Point - amusement park in Ohio; currently in discussion
 - Make a FB poll gauging interest
 - End of ITM party
 - Other events?
 - Future social meeting
 - Heather & Alex - Social - London
 - ITM party on Friday
 - Plan: Pre, Ceeps, wristbands for \$5 in place of cover
 - Line by-pass lasts until 11
 - Wristbands will be sold at Alex's house too (pre location)
 - \$5 will otherwise go to Ceeps if you go after 11
 - Apple picking Sunday!
 - Spring break trip - to Cuba (flight from Toronto, 7 days, 5 star hotel, all-inclusive)
 - Cost: ~1700; ~1600 if +40 people sign up
 - Event with 2020s
 - Shuttle to Pearson is not included
 - End of Blood block event? Will make a poll later
 - Katie - LEW - London
 - Role:
 - Representing class for LEW
 - Hosting mental health wellness talks
 - Small group mental health
 - Students can come to the reps if have issues with class culture (then discuss with LEW)
 - Crystal - LEW - Windsor
 - Covered by London
 - Basma & Connor - Academic Directors
 - Sit on committee called 'PIC'
 - Work with George on BCOE, at course wrap-up meetings with course chairs and course reps
 - George - BCOE
 - Surveying class after each block
 - All data inputted in report
 - Developing surveys, many from last year
 - Always upon to feedback
 - More response, admin takes the response more seriously
 - Incentives will be starting, in order to encourage people to fill out surveys
 - Kawmadi - Charity Windsor
 - Outreach - soup kitchen downtown;
 - Christmas - low income family in Windsor, buy gifts for children; or sponsoring family in North
 - Could collaborate on sponsoring the family in the North

- Jon will include Charity Windsor in the FB group, coordinate together
- Robin - Social media
 - Starting a doc on FB with links to events on them
 - Google calendar for class - with all quizzes, tests
 - Weekly email - talks, events
 - Collecting all events by asking people to send their events via sheet
 - Merge with Hippo calendar?
 - Social media:
 - 2021 twitter account?
 - E.g. public events, charities
 - Class snapchat?
 - Class instagram?
 - How do we regulate it? Give access to just a few council members?
 - Give historians this job instead?
 - Robin work with Erica & Phillip on posting, and choosing what platform to use
 - Starting with FB doc. the Google calendar, emails

ACTION ITEMS

- For everyone:
 - Put in all items you want to discuss in minutes & put down estimated time (to help Tim get an estimate for the length of the meeting)
 - Next meeting Oct. 26, 4:45
 - Come to all events, and make sure to sign up for all events posted on FB
 - Individual action items will be recorded by everyone individually
- Robin: create google doc, facebook group documents (need to be admin), etc.
- Dominic:
 - Asking Scotia about setting up 2 bank accounts
 - If we can have multiple signatories, but only need a certain number of signatures for each transaction
 - If we can get 2 cards for deposits
 - How chequing and transactions would work if we did 1 bank account
- Dillon
 - Create carpooling spreadsheet for Goat Yoga