

Meeting Minutes – Class Council Meeting #1

Date: April 30th, 2018

Time: 11:30am - 1:00pm

Location: UPS Meeting Room

Minute Taker: Teagan B.

Attendees: Jacob P., Tom F., Mishka D., Yifan Z., Olivia G., Dylan B., Aline H., Kyle Y., Teagan B., Michelle Y., Nancy Q., Charlotte B.

Absent: None

Goals/Expectations

- For 2T1 Council as a whole
 - i. Have a collaborative council
 - Come together and support each other as much as possible
 - Reach out when we need help
 - ii. Be vocal
 - Give constructive feedback to one another regarding goals
 - Create a safe space for ideas and constructive criticism to help council operate to fullest potential
 - iii. Maintain class engagement over summer and into next year
 - In previous years engagement drops off between first and second year, but we would like to prevent this by planning activities and continuing student features throughout the summer
 - iv. Properly transition incoming 2T2 council next year
 - v. More collaborative projects amongst the class
 - Consider more committee-based projects, as they provide opportunities for people external to council to be involved in planning

- President
 - i. Improve two-way communication with the class
 - Increase transparency by making minutes more accessible to students
 - Continue seeking out class feedback regularly through surveys
 - ii. Check-in with individual council members regularly

- Keep council members on track & support/assist council members when applicable
 - iii. Foster a productive relationship with incoming Dean
 - Be proactive for more productive meetings
 - a. Brainstorm potential solutions to problems the class is having prior to the meeting, rather than just presenting problems to the dean.
 - iv. Opportunity for therapy dogs de-stressor
 - May be difficult to achieve - many obstacles including finding a space, determining exam schedules far in advance, etc.
 - May need class donations to fund the initiative
 - Potential to collaborate with different classes
- Vice-President
 - i. Foster relationships between 2T1 class council and other year's councils
 - ii. Define relationship between class council and UPS
 - iii. Establish good relationship with Dean
 - iv. Plan a collaborative and memorable Phrosh week
 - Have contingency plans for all events
 - v. Charity week
 - Aim to win the award for most money raised
 - vi. Create opportunities for students external to council to join committees
 - Have focus groups to gain feedback on what we need to do/ what we're doing well
 - vii. Plan retreat for council members
- Secretary
 - i. Transparency
 - Make minutes efficient and relevant so that both council members and non-council members can reference them
 - ii. Collaborate with other council members on events as needed
 - iii. Continue events that Gigi did if there's interest
 - Secret santa and Valentine's day
 - Poll for interest for continuing these events
 - iv. Look into council bank account alternatives
 - Account minimums, transactions, and e-transfers all currently have service charges associated with them
- Social
 - i. Aim to get more people / groups of people at events
 - ii. Develop social sub-committee
 - Helps to branch out to different friend groups and get larger class turnouts

- Sub-committee could be application-based if there is lots of interest
 - iii. Collaborate with Athletic Rep for social/athletic events
 - Coordinate when events are so they overlap appropriately
- CAPSI
 - i. Increase 2T1 participation at events
 - ii. Better promotion of CAPSI events
 - Include CAPSI events on 2T1 snaps to extend reach past Facebook
 - iii. Encourage incoming 2T2 class to participate and help incoming CAPSI reps
 - Motivate 2T1's to get 2T2's involved
 - iv. Host workshops/sessions where students can prepare for the competitions
 - v. Create a promotional video for PDW (mostly for 2T2's) to help them know what it is prior to the sign-up period
 - Alternatively, reach out to 2019 PDW planning committee to get their video out earlier
 - Promote the PDW instagram account
 - vi. Provide incentive for people to participate in events
 - Pins
 - UPS points
- Faculty
 - i. Be approachable
 - Hold office hours for in-person questions
 - ii. Create surveys on our classes this year to provide information to incoming class
 - Also will help gauge how our class is doing before the Dean's meeting / meetings with the program director
 - iii. Meet with OEE in September based on survey results
 - Have a clear idea of what the class did/didn't like and what went well
 - Push for more communication between OEE and the class
 - iv. Divide responsibility for classes and reaching out to faculty members between the two faculty reps
 - Have good communication with faculty members and between faculty reps
 - v. Book study/break rooms
 - Keeps talking out of quiet areas
 - Requires planning and booking the rooms which could be barrier

- Athletic
 - i. Hold at least 1 athletic event per month
 - Alternate between participant and spectator events
 - Aim to start in July/Aug to continue class engagement
 - ii. Work with social rep to collaborate on events where appropriate
 - iii. Continue run crew
 - iv. Incorporate events during as exam destressors
 - v. Look into having a charity walk/run in Queen's Park

- Pharmakon
 - i. Continue with collaborative projects that are going on
 - 2T1 feature with Monograph
 - ii. Time management
 - Attend as many events as possible for photo coverage
 - Coordinate with athletic and social reps
 - iii. More class engagement
 - More social media presence/ challenges
 - Host a Pharmakon 101 workshop earlier in the year

- Monograph
 - i. Engage with the class
 - Recruit writers
 - Potential for an EPE experiences section
 - ii. Continue monthly 2T1 features
 - iii. Accessibility
 - Make articles more accessible and searchable
 - Collaborate with Webmaster and Facebook Admins for this
 - Potential for searchable PDFs
 - iv. Centralize staff writers
 - Make people accountable with someone to report to
 - v. Inter-club collaboration

- Webmaster
 - i. Learn to create website efficiently
 - Look into other website-building options. Currently the website is build on wordpress but may look into squarespace.
 - ii. Increase awareness about website and post useful information so people use it
 - iii. Help with other events as needed

Council Updates

- President
 - i. Phrosh week

- Updates regarding transition & phrosh planning committee
 - a. Transition with Matt & Julia soon, phrosh planning to begin immediately
 - Feedback from council regarding phrosh
 - a. Make sure venues are accessible
 - b. More inter-phrosh group activities
 - c. More food options throughout the week
 - d. More congruence/consistency between Phrosh leaders and diversity between Phrosh leaders within a group
 - e. Contingency plans for events (in case of weather or other sudden changes in plans)
 - f. Seek input from previous Phrosh leaders in terms of what worked and what did not
 - g. Class council breakfast meet and greet/ panel to help with 2T2 involvement
 - h. Big Sibs program commitment and recruitment
 - i. Diversity/ logistics of events
- Vice-President
 - i. Working on organizing first aid events for incoming 2T2s
 - ii. Apparel delayed but will be handed out individually once shipments arrive
- Secretary
- Social
- CAPSI
- Faculty
 - i. Updates from first month
 - SBH final
 - a. Prof is aware of time constraints on the exam but doesn't have marks to consider whether adjustments will be made yet.
 - OEE
 - a. April 30th Meeting cancelled, will be rescheduled.
 - b. Topics to be addressed include:
 - ◇ Process and timelines for pre-rotation requirements and manuals
 - ◇ Lack of accuracy in preceptor list - some preceptors have not been active at specific sites for long periods of time
 - ◇ Students need more of a voice in how our rotations are managed/scheduled
- Athletic
- Pharmakon
- Monograph
- Webmaster

Other Tasks

- Scheduling next meeting
 - i. Meetings will be as-needed throughout the summer
 - ii. Probably once a month in the school year