

Rehabilitation Sciences Executive Committee Minutes

Date: Thursday, September 14th

Time: 3:00pm Friedman boardroom

Attendees: Bea, Bolette, Jenn, Jesse, Andrew, Kelcey, Sarah, Brodie, Laura, Gurk, Kristin

Regrets: Cristina, Sue, Calvin, Riley

Minute taker: Jenn

1. Approval of past minutes

Motion put forward by Kelcey

Bea seconded

2. Terms of Reference (TOR) updates (Bolette)

Consensus is that the terms of reference are generally adequate.

Action items:

Include a description of the roles and responsibilities of the MSc and PhD representative to the ToR.

Laura concern: should we hold some RSEC meetings in areas other than UBC?

3. Orientation Day for new RHSC students Sep 19th (Bea/Bolette)

- a. RSEC orientation and social is from **12:30 to 1:30 pm** at Lab 4 *correction of time listed on agenda*

4. Mentorship (Jenn/Christina)

E-mails are being sent out to recruit. We have 7 mentors and 5 mentees interested thus far. Sarah interested in helping with the event.

Action Items:

Need to target specific faculty members to come speak at the November event (Skye Barbic)

Kristin to ask at faculty meeting next week, Jenn to send Kristin a blurb about the event in advance of meeting.

Ensure that we send out information to the OSOT mailing list

Apply for funds for Nov. event through the GSS, can host event at Thea Koerner house.

5. Community outreach idea (Jesse)
 - a. Terry Fox Run is this Sunday, RHSC team is meeting at the registration desk. We have 1275\$ fundraised! Go team!

6. RSEC 2017 – 2018 (Bea/Bolette)

- a. Update on Member Survey

Action items:

If you want to give up or switch any roles, let Bolette know before Tuesday

- b. Recruitment of new members including postdoc:

Action items:

Come to the incoming student social next week. We especially want to target MScs, OTs, and people in our south locations.

Laura to contact OSOT faculty members to ask them for help in recruiting new students

We will hold a kick-off RSEC social event Sept 28th (tentative date. If you have fun ideas for the event let Calvin know

7. RHSC Research day (Bolette, Laura, Calvin, Bea)

- a. Scientific Committee update

14 submissions thus far, deadline has been extended to next Monday. Kristin notes that Sept 1 is a tricky deadline, next year we should aim for Sept 15th Also as a note- the BC physio forum has asked for submissions from our students, an e-mail will circulate about this meeting, abstract deadline is late October

Action Items: Scientific committee to meet in 2 weeks and notify people who have submitted abstracts about acceptance.

Hold a research-day specific RSEC meeting ~1-2 weeks before the event to have the scientific committee delegate smaller tasks. Jenn will send out doodle poll for meeting to happen 1-2 weeks prior to Rsrch day

8. Social media/Newsletter (Gurk)

- a. Plan for newsletters going forward – Next newsletter to go out December 1st
- b. Twitter accounts –

Jesse to take over social media platforms.

Action Items:

Jesse and Gurk to ensure that twitter account matches the UBC guidelines

9. Website (Andrew update)

Action Items:

- Update bios and include descriptions of RSEC roles, let Bolette know if you have issues accessing the forms.
- Jenn to send minutes to Andrew to post on the website
- For forms on the website: Jenn wants to receive form updates, Kelcey to be removed from her updates
- Add reps UBC email accounts to the bio pages, plus description of the role of MSc and PhD reps to support current students in RHSC
- List subcommittees on our website

10. Become affiliated with GSS (Laura update)

Form for GSS signed, we are ready to join GSS

Action item: Professional development committee to apply for funds through GSS to sponsor our fall mentorship event.

11. Intermural RHSC teams (Jesse)

Poll was sent out to gauge interest. RSEC's role is to facilitate establishing teams but not to register the teams, or organize them beyond initial contact. Jesse notes that there are casual and inexpensive teams for soccer, so you can play with a low commitment!

Action item: Come to the whitecaps game On Sept 23rd, and spread the word!

Next meeting:

12. RHSC Social events (Calvin) move to next meeting

- a. Lab crawl – when and where
- b. Christmas/Graduation social?
- c. Other ideas?

13. Update on student publications (Cristina)

14. Researcher/Clinician Idea (Riley/Cristina)