

Rehabilitation Sciences Student Executive Committee Agenda

Date: March 29 2019

Time: 1pm, Friedman Boardroom

Attendees: Suzanne Huot, Jesse, Kendra, Katie, Jenn, Michael, Andrew, Calvin, Yannick

Regrets: Lauren, Kamal, Kim, Cristina

Minute Taker: Calvin

Agenda:

1. Approval of past minutes
 - Jesse forwarded motion
 - Kendra Seconded
2. Hello to new member- Kim Bennett!
 - Kim is a new MSc student, working on the Scientific Committee
3. RHSC research day update (scientific committee):
 - a. Update on program for the day, abstract numbers, etc.
 - 5 total abstracts submitted and all presenting in Block 2 (7min+3min questions)
 - 16 530 students presenting in Block 1 (3m presentation, no questions)
 - 7 posters
 - 48 RSVPs
 - Social at Cactus club @ broadway/Ash
 - b. RHSC 530 logistics with Dr. Huot
 - **Action Item (Dr Huot):** generate schedule of presenters and send to Jesse
 - **Action Item (Calvin):** send Dr Huot 3MT template slide to circulate to students
 - **Action Item (Jesse):** point person for receiving all 3MT slides and organize according to presentation order from Dr Huot
 - Ditching 2-min questions after each 3MT, instead run through all presentations and a group questions session at the end (Up to Dr. Huot for the format of this presentation block)

- c. Tasks for RSEC members **in advance of** Research day:
 - i. Signage for event (DONE)
 - ii. Print programs for the day (50)
- **Yannick**
 - iii. Print Judging materials. (Lisa and Naz, JF) (20)
- **Yannick**
 - iv. Presentation prizes – **Kim/Kendra/Kamal**
 - Gifts for keynotes
 - gifts for judges
 - prizes for best presentation winners
 - v. Food crew (**Logan, Jenn, Kim**)
Purchase food from Safeway and keep itemized receipts
- Items: Utensils, serviettes, tea & coffee from Starbucks

- d. Tasks for **day of** Research day event
 - i. Set up crew (signage, food prep) – **Kamal, Kendra, Cristina, Logan, Jenn, Kim**
 - ii. AV setup- **Jesse**
 - iii. Photography
- Collective effort (**Calvin, Katie**, others...)
 - iv. Social media
- **Katie** to live tweet (**Jesse** to send Katie password for RSEC Twitter)
 - v. Session chairs
 - 1. Welcome remarks
- **Michael**
 - 2. Introducing keynote
- **Logan**
 - 3. Oral presentation announcement and timekeeping
- **Jesse** for 3MT block
- **Katie** for oral presentation block
 - 4. Announcing prizes
- **Kendra**
 - 5. Closing remarks (directions to beer!)
- **Jenn**
 - vi. Clean up crew
- **Andrew, Calvin**

4. Spring newsletter (Lauren/Calvin)
 - a. Timeline for release- end of term
 - Calvin and Lauren to meet this week to put together a newsletter by the end of the month

 5. Tapestry talks update (Jesse)
 - April 15th @ 2:30 pm by Christine Theurer
 - Recent grad from RHSC discussing social characteristics of older adults in group living environments – Jesse to email regarding potential COIs
 - Sue Murphy for August
 - **Need a June speaker!**

 6. KT workshop update (Jenn/Katie)
 - a. Rescheduled to April 23rd
 - 2 – 5 pm
 - b. Budget
 - \$150 confirmed by MH

Advertising to begin at Research Day

 7. Other
 - a. Brenda looking for PT trainee profiles
 - **Jesse** to submit one
 - **Yannick to solicit Michelle** from Guenette lab
 - b. Cristina to send new intake for student publications
 - Annual report will now include list of trainee publications within the last year- contact Anny once the Annual Report is conducted to consolidate
 - Post-docs will not be included in the annual report, will need to retrieve this info separately through the mailing lists.
 - idea to put out a call for students to have publications highlighted on our twitter feed? Include RSEC twitter handle in our publications
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Next Meeting:
Schedule for May!