

Rehabilitation Sciences Student Executive Committee Agenda

Date: Aug 14th 2019

Time: 3pm, Friedman Boardroom

Attendees: Gordon, Kamal, Kendra, Andrew, Katie, Jenn, Christy, Cristina

Regrets: Calvin, Lauren, Kim, Bill

Minute Taker: Kendra

Agenda:

1. Approval of past minutes

Approved: Cristina

Seconded: Kamal

2. Review of current RSEC roles:

RSEC admin

- PhD rep (Jenn): Sets meeting agendas, oversees subcommittees, membership on Faculty-wide meetings, PhD outreach
- MSc rep (Katie): Helps set meeting agendas, oversees subcommittees, MSc outreach
- Secretary (Kendra): Meeting space booking, records, and distributes meeting minutes
- Treasurer (Andrew): Oversees RSEC budget
 - \$1500/year
 - **ACTION ITEM: have each subcommittee come up with budget**
- Website manager (Andrew): Website maintenance and updates

Social Committee

- Social media manager (Katie): Coordinate twitter and facebook posts and work with advertising subcommittee members to improve event awareness
 - **ACTION ITEM: set up Pubmed/Google Scholar alerts for the PIs of our labs and tweet publications when they come out**
- Newsletter writer (Lauren): Writing and distributing bi-annual newsletters- Fall and Spring releases
- Social event planner(s) (Lauren + Katie): Adhoc event planning for social events

Scientific committee- Planning Spring Research Day

- Committee leader (Kim): Oversees subcommittee, sets agendas and deadlines, reports on subcommittee activities at RSEC meetings
- Presenter organizer (Kendra?): Contacting and/or scheduling presenters and judges for event

- Event logistics and attendee registration (Kamal?): Booking the space, booking food, organizing attendee registration
- Advertising: Advertising prior to event, sending registration reminders, and communication with attendees before event
- Might need additional roles (e.g., judges, scoring etc.) and change duties of each role
- Venue: VGH/iCord (Lauren or Kim to book space when a date is set)

Professional development committee- Planning Fall professional development events

- Committee leader (Gordon): Oversees subcommittee, sets agendas and deadlines, reports on subcommittee activities at RSEC meetings
 - Taking over Tapestry talks from Jesse
 - **ACTION ITEM: find speaker for September/October**
- Presenter organizer (Cristina): Contacting and/or scheduling presenters for events
- Event logistics and attendee registration (Christy): Booking the space, booking food, organizing attendee registration
- Advertising (Gordon/Katie): Advertising prior to event, sending registration reminders, and communication with attendees before event

New members (September): new MSc student, two PhD, post doc (Bill/Gordon might know someone)

- Potential roles: Scientific Committee, Social Committee
- **ACTION ITEM: send out email on email list (once it is back up)**

3. Confirm our regular RSEC meeting time

Most popular options (2nd week of each month): Wednesdays at 3pm; Tuesdays at 1pm

- Confirmed date and time is 2nd Wednesday of every month from 4-5pm
- **ACTION ITEM: Kendra to book meeting space for next regular RSEC meeting**

4. Professional Development Committee update (Gordon)

Update on 1st event in Fall Series- Tri-council award writing workshop

Date: September 3rd 1-3pm

- Speaker: Dr. Lara Boyd and Riley (PhD), potentially a post doc too
- Event space: CBH 3rd floor, Café and Me to cater
- Optional follow-up feedback session – Wednesday September 11th from 9:30-11am
- **ACTION ITEM: clarifying what speakers are talking about (Cristina)**
 - Ideas: talk about how to give good/bad feedback, trade papers
- **ACTION ITEM: Liaise with Treasurer to allocate funds for event (~15-20 people)**
- **ACTION ITEM: clarify format of follow-up feedback session and any facilitators**
 - Ideas: have people trade proposals and give guided feedback/walk through given feedback in pairs
 - Ideas: RSEC members and Riley (?) as facilitators

- **ACTION ITEM:** Schedule meeting with Bill and have another meeting as a committee to clarify everything above

5. Orientation Day (Bill/Jenn/Social Event Committee)

Date: Sept 10; 1-4pm

- Need to confirm amount of time RSEC has to speak to incoming students (~10 minutes)
 - **ACTION ITEM:** Katie – see if RSEC is invited to lunch
- Social Committee to organize and advertise a post-orientation social event!
 - Koerner's pub
 - **ACTION ITEM:** Katie – reservation
 - Beach Day (Friday September 20th) at Jericho or Kits at 6 or 7pm – bring your own food and drinks
 - Brewery Hop in October

6. GSS membership (Kamal/Cristina)

Cristina stepping down from role on GSS committee, we need an RSEC representative to replace her

- Kamal is also stepping down as a counselor, but staying on as part of subcommittee
- Overview of commitments: Once a month council meeting (3rd Thursday of every month from 5-8 or 9pm in the Michael Smith Forum. Also sit on subcommittee that meets once a month to make decisions. You can send a proxy member and go observe if you're interested and not a member.
- NB: Good for non-academic/policy work and catered dinner is very good 😊
- **ACTION ITEM:** find a new member by end of October at the latest. If anyone is interested, please email Jenn. If we don't have anyone step up by our next meeting, plan is to send out an email to our mail list to recruit an incoming student.

7. GPEC Membership

Katie to take membership on GPEC committee. This is a standing committee with the Associate Dean of Medicine

8. Revising ToR (Jenn)

- Need to update ToR with new subcommittee structures and organization.
- Any outstanding concerns from committee members with current ToR? None raised by those at the meeting today, but please email Jenn if you have any.
- Changing titles of PhD and MSc rep to President/Vice-president
 - Rationale (from Bill) – unclear what PhD/MSc rep means on CV
 - Decided at meeting to rename **Chair/co-chair**, who can also brand themselves as PhD/MSc reps. We will still have offsite and post doc reps.
- **ACTION ITEM:** update ToR with above. Jenn, Katie, Kendra, Andrew, Calvin (potentially Logan) to meet to do this. Goal is to have everything amended by end of September.

- Will circulate to RSEC members for review before submitting to RHSC faculty for approval.

9. Transition Documents

- It would be useful to create a repository of planning checklists to set our standard procedures for future RSEC members.
- **ACTION ITEM:** representatives from each subcommittee to update/create checklists (end of fall for Professional Development Committee, after Research Day for Scientific Committee).
- Once finished we will store them on Google Drive

10. Gmail/Google drive access

- Gmail account has an updated password ([UBC_RSEC_2177](#))
- The log in is rsecubc@gmail.com
- This info is on Slack as well
- **ACTION ITEM:** Each subcommittee organize their folder

11. Slack!

- **ACTION ITEM:** Everyone make sure you have downloaded Slack and can access our space!

12. Updating Website (Andrew)

- **ACTION ITEM:** Send Andrew any updated pictures or bios to include on our website before **September 3rd**
- **ACTION ITEM:** update subcommittee pages as well (Andrew)

13. Site-leader update (Andrew/Kamal)

- Are there any updates on off-site events/concerns from our off-site reps? [Event – scientific communication w/ lay audience \(at BCCH\)](#)
- **ACTION ITEM:** clarify date and send invite to mailing list after

Next Meeting: Wednesday September 11th from 4-5pm in Friedman Boardroom