

RSSS Meeting Minutes (Now: RSEC)

November 24th 3pm, OS/OT boardroom.

Present: Chris, Sarah, Kelcey, Kyle, Bolette, Laura, Sue.

Regrets: Flora, Riley, Andrew

- 1) Are we happy with our name (RSSS)? Or what about Rehab Science Executive Committee?

**After discussion, we prefer “Rehabilitation sciences executive committee” or RSEC - we are going to sit with this name but agree that it seems better than RSSS.**

- 2) Terms of reference:

- a) Possible positions:

- i) Interdisciplinary liaison: OT rep/PT rep - link students in RHSC with any OT/PT events, or let RHSC know if there is anything of interest i.e. MPT students have yearly research day (**Flora**)
- ii) Communications Officer: - generate and maintain website, social media (Facebook page, etc), RHSC events calendar (include journal clubs, social and research events) (**Kyle**)
- iii) Mentorship coordinator - link first year MSc/PhD students to upper year students, plan social events for RHSC students, can link with OT/PT events as well (**Kelsey**)
- iv) Finance Officer - maintain budget, give updates of financial status (**Sarah**)
- v) Secretary - take notes at meetings and update committee with reports, maintain database of meeting minutes on website (**Kyle**).
- vi) Scientific sub-committee: Organize annual research day for RHSC program, include oral and poster presentations, include judging of posters in different categories by post-docs (i.e. basic science, clinical, qualitative etc...), Organize new RIPs. (**Kyle, Laura, Bolette - chair**)
- vii) Phd/Msc student reps: Represent PhD or MSc students to faculty and in RSEC, Organize and facilitate RSEC meetings, facilitate the events and goals of RSSS. (**Sue, Chris**)
- viii) Curriculum liaison - sits on meetings with RHSC faculty to discuss courses (may only need this position for 1-2 years until new structure implemented) (**Laura, Sarah**)
- ix) Van North Rep (**Andrew**), Van South Rep (**Riley**) - ensure all RHSC students in region aware of events taking place, be a contact for student ideas/concerns, may also hold another position simultaneously.

- 3) Some position and event ideas that came up:

- a) another suggestion was Mentorship coordinator, student liaison
- b) lab crawl - Van North lab crawl, Van South lab crawl

- c) Scientific committee chair/committee,
- 4) Start to plan 1 RIP and Research day for 2016
  - a) when to have research day: first week of May
  - b) RIP: end of Feb/early march
- 5) Other?

**Actionable items for next meeting:**

**Redo terms of reference (Chris), list of actual positions (Sue/Chris), start coming up with stuff for RIP/Research (Scientific subcommittee, start website/email (Chris to contact Michael, Kyle to start planning)**

**Next meeting: early January to plan for RIP and any new business.**