

Rehabilitation Sciences Executive Committee meeting agenda

Date: Friday June 17, 2016

Time: 1:00pm in the Friedman Boardroom

Attendees:

Regrets:

Minute taker: Laura

Approval of past minutes:

Agenda:

1. RHSC Research day (Bolette, Kyle, Laura, more?)
 - a. Suggestion made to seek expressions of interest
 - i. Sent poll for research day – but there was an issue. Will try using googleforms, forms on our website (once it's live), or use survey monkey (max 10 questions) – suggestion that doing it via the website is likely the best option (brings people to the site)
 1. Bolette/team will do the survey
 - ii. Room booking for 153 will not be processed until July
 1. Kyle will update us when he hears
 - iii. Everyone will assist generally
 - iv. Everyone can hand out a letter for prizes (Starbucks, etc)
 - v. PABC – Sue will contact
 - vi. Sarah will contact the cancer agency, foundation, or someone to sponsor the morning tea
 - vii. Laura & Bolette will come up with an action plan – what support do we need/when
 - viii. Keynote gets a wee gift
 - ix. Use a template for the abstract – so people can punch in the information so we can copy/paste into the program
 - x. Sarah will price out food for various numbers
 1. Cost it out via WesCadia (spelling wrong) and for Costco
2. Website (Kyle, Chris)
 - a. Have a preliminary website, please send
 - i. General photos (** photos at lab crawl **)
 - ii. Chris will add Bolette as a website editor so she can make a form there for research day survey

- iii. Chris will add Andrew
 - iv. Each lab will send at least one photo of what was seen during the lab crawl
 - v. Send photos and bios to Kyle
 - vi. A transition document for the next webmaster has been started by Kyle
 - vii. Should add a link to our website from each of the program websites
 - b. Use website to: (will draw traffic)
 - i. Launch Mentorship program
 - ii. Submit abstracts etc
 - iii. Survey re research day
 - c. Calendar
 - i. Send events with short descriptions
 - ii. Chris? will look into allowing people to add events but have Andrew 'moderate'
 - iii. Will have categories (proposals/defenses, socials, etc)
 - iv. Website to go live by the last week of June
 - 1. Andrew and Kyle will work on getting 'stuff up there' over the next week
- 3. Mentorship
 - a. Kate, Brodie, and Kelsey update
 - b. What skills/attributes does someone need to be a mentor?
 - i. Maybe leave it broad 'if you think you'd be a good mentor, this would be a good opportunity' – just say 'trainees' and explicitly all years of masters, PhD, and post-docs
 - ii. Will need a session to prepare both mentors and mentees
 - c. Mentor survey going out beginning of July-mid July; mentee survey going out mid-July
 - d. Will ask mentors to attend the orientation in September
- 4. Budget (Sarah update)
 - a. RHSC research day: food, maybe (hopefully not) for space
- 5. Lab Crawl update (Sue, Chris, Laura report)
 - a. Got a good turn-out for a first lab crawl
 - b. We will consider having one after RHSC 500
 - c. Will consider doing one in the other 'regions'
 - d. Another one in early/mid fall
- 6. Plan for Chris' successor
 - a. Kelcey is 'down'
 - b. Sarah would be willing also, but said Kelcey can go ahead
- 7. New Members:

- a. In September we will do a call, using the research day as a 'pull'
 - b. New members will start officially in January if they are new to the program in September
8. Newsletter (volunteers?)
- a. **We must have a newsletter** - this is a priority for the faculty
 - b. Can pull from Audrey Dale's weekly update
 - c. Ask all trainees to tell us if they win something or are presenting, etc – using a form on the website
 - d. Kate will do the website
 - e. Chris will ask Michael Hunt how frequently they want it published
 - f. Faculty want to know what students in the program are doing, awards, accomplishments, new positions, updates about RSEC activities
 - g. Include a 'profile' (pull one from the RSEC bios/photos on the website)

Actionable items:

All actionable items are in green

Sue will send out doodle for RSEC congratulations and celebrate summer party!

Next meeting: end of July – Sue will send doodle