

Rehabilitation Sciences Executive Committee meeting agenda

Date: Monday July 25, 2016

Time: 1:30pm in the Friedman Boardroom

Attendees: Sue, Riley, Sarah, Brodie, Michael, Kelcey, Bolette,

Regrets: Kyle, Andrew, Kate, Chris, Laura

Minute taker: Sue

Approval of past minutes: No concerns.

Agenda:

1. RHSC Research day (Bolette, Laura, more?)
 - a. Chris sent out email early July to request website going live
 - b. Brodie suggested to talk to faculty to remind students to come/submit
 - i. Update on poll for research day : add question about poster to poll
 - ii. Room 153 is NOT available to us – Sue will look into getting a room at CBH
 - iii. Update on sponsored prizes (Sue, Sarah)
 1. Keep to PABC, OT, and RHSC specific
 2. Can have RHSC prizes based on Abstract – prize includes giving a ‘keynote’ at our research day
 - iv. Laura & Bolette will come up with an action plan – what support do we need/when
 - v. Sarah update on food for various numbers
 1. Cost it out via Wescadia and for Costco (Wescadia is too expensive, Save-on foods prices more reasonable – depends on # of people, \$50 for 20 people) lunch for 40 people about \$260.00
 2. Can spend about \$500 on food for the whole day
 3. Need to think of coffee/muffins as well
2. Website (Andrew)
 - a. Have a preliminary website – is it live? Andrew find out
 - b. Andrew to help with abstract form for Bolette
3. Mentorship
 - a. Sarah is now the mentorship coordinator as Kelcey is now the MSc rep
 - b. Mentor survey- has it gone out?

- c. f/u with Andrew re website live
- 4. Newsletter (Kate update)
 - a. Please remember to give Kate your bios and updates

Next meeting: 3-4 weeks – to discuss future lab crawl, new member call