

Rehabilitation Sciences Executive Committee Agenda

Date: Friday, October 13th

Time: 3:00pm seminar room 6, 3rd floor, UBC Hospital

Attendees: Bolette, Bea, Julia, Andrew, Sarah W., Logan, Jenn, Gurk, Brodie, Calvin, Laura, Kamal,

Regrets: Cristina, Jesse, Kelcey, Sarah S, Riley.

Minute taker: Jenn

Approval of past minutes

Motion put forward by Laura

Jenn seconded

Agenda:

1. RSEC 2017 – 2018 (Bea/Bolette)
 - a. Welcome to new members:
 - i. Julia: postdoc rep, professional development committee (?)
 - ii. Kamal: South rep, scientific committee
 - iii. Sarah W: professional development committee
 - iv. Logan: treasurer, scientific committee
 - b. New PhD rep from Jan 2018: Jenn ☺

Action items:

We will need a new Secretary in January 2018. And a new MSc rep in Spring 2018

2. RHSC Research day (Bolette, Laura, Calvin, Bea)

Update on program for the day incl. awards for best presentations

- Calvin update/action item: Currently finalizing the list of presentation titles, will send out the program to presenters when finished
- We have two 250\$ awards, one from CAOT and one from PABC, we also have 20\$ giftcards for the best 3MT and best poster
- Laura working on the trophy for best poster with RHSC logo,

RSEC members who will be attending on the 25th:

Calvin

Jenn

Logan

Bea

Bolette

Laura

Gurk

Kamal (afternoon only)

Julia (am only)

Brodie (till 3pm)

a. Tasks for RSEC members:

Prep:

- i. Make signs with RSD logo and title (print off using PT department) at least 4 colour sheets (and voting sheet for logos)- **Sarah W**
- ii. Make time cards (5 minute and 1 minute warning, and 30 second for 3MT)- **Brodie**
- iii. print program of the day incl. twitter #in big format for walls- **Calvin**
- iv. Staples run: Buy name tags and scotch tape- **Andrew**
- v. Buy 2x \$20 Starbucks card for awards- **Laura**

During RSRD:

- vi. Set-up crew (3 people + 1 coffee person): prep food, set up signs- **Jenn, Logan, Bolette start at 8am**
- vii. Pick up coffee am- **Laura**
- viii. Timekeeper during presentations- **Brodie oral 1 and 3MT; Bea oral 2**
- ix. Session chairs:
 1. Welcome and closing remarks + logo voting activity before lunch- **Laura with Sue Forwell**
Note: Laura also to introduce the PABC and CAOT people after the poster teasers
 2. First block of oral presentations and poster teaser- **Bolette**
 3. Announce Best abstract winner presentation and 3MT- **Bea**
 4. Second block of oral presentations- **Calvin**
- x. Pick up coffee for afternoon break (during lunch break)- **Gurk**
- xi. Doorkeeper (to guide people to the right location)- **Jenn and Julia**
- xii. Lunch crew (2 people + 1 coffee person)- **Gurk is coffee person, Julia and Logan on lunch crew**
- xiii. Take photos during presentations- **Gurk and Kamal will take photos, Sarah W to lend her camera.**
- xiv. Clean up crew- **Everyone!**

Last action items:

- Jenn to double check for left-over thank you cards for judges
 - We will vote on the RSEC logo during research day! Voting during activity break. Maybe we should have a create your own logo activity on a big pad of paper + pens?
3. Mentorship (Jenn)
 - a. Update on event in Nov
Event held Nov 21st from 3-5pm, 3 speakers confirmed, need one more
Peer mentorship as an option for mentor surplus

Action items:

- Jenn to submit award for GSS funding by next week
 - Laura to confirm whether we are affiliate with GSS prior to submitting funding request.
4. RHSC Social events (Calvin)
 - a. Lab crawl – South
Kamal will lead south lab crawl in spring 2018. Lab crawl to be held at Childrens hospital and GF Strong
 5. Become affiliated with GSS (Laura)
 - Laura to confirm whether we are affiliated
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Next meeting:

Jenn to schedule an RSEC meeting for mid November, prior to mentorship day

6. Update on student publications (Cristina)
7. Christmas/Graduation social?
8. Researcher/Clinician Idea (Riley)
To discuss when Cristina is back, how to move forward with this and in what form?