

Rehabilitation Sciences Student Executive Committee Agenda

Date: Nov 13th 2019

Time: 4pm, Friedman Boardroom

Attendees: Jessie, Andrew, Kim, Jenn, Gordon, Cristina, Christy, Sarah, Lauren

Regrets: Thalia, Kendra, Kamal,

Minute Taker: Jenn

Agenda:

1. Approval of past minutes

- a. Andrew motion
- b. Kim seconded

2. New year transition- Jenn leaving RSEC

- a. We will need a new RSEC Chair to replace Jenn! (PhD member)
- b. If you are interested, contact Jenn to set up a meeting to discuss the role in the next few weeks
- c. If we have more than 1 interested member, the chair position will be put to a vote at the next RSEC meeting

3. Update on Professional Development Committee Activities (Gordon, et al)

3.1 Mentorship Program and Panel event update

- a. #s enrolled in mentorship program
 - We have 3 pairs of mentors/mentees this year
 - Got feedback from students at the panel event that they would like to choose a mentor who matches their interests/values.
 - Ideas to implement this next year:
 - o Could have a list of mentors for students (+CV/description of them) to choose from and indicate their preference
 - Might not be ideal for those mentors who don't get chosen, or if one person gets picked too much
 - o Include a more detailed questionnaire for both mentors and mentees in intake forms
 - Include things like mentorship style, values, and topics they can best support people with
 - Jessie to access example form of mentorship styles from summer mountain courses that we can get some ideas on for questions about values

- How to improve enrollment for next year? Suggestion to visit 500 class more than once in the fall to promote our program
 - a. Talking to new students at orientation day: give a monthly breakdown of events to prime people to expect events at a specific time of year
 - b. Plan a second visit to RHSC 500 in the new year to promote spring events?

- b. Update on panel event. How did it go? Any feedback/ideas for next year?
 - Pizza was great- keep pizza and promote PIZZA!
 - Format was well-liked, after the talks we split our speakers into pairs and had table discussions with 2 speakers + attendees, then we all came together at the end of the event to reflect on discussions together. Keep format for next year
 - o Should probably put pizza order in later and have it arrive shortly before the talks end, that way people can have hot pizza during the discussion period.

3.2 Upcoming non-academic careers workshop updates

- a. List of potential speakers to recruit posted to Slack
 No one has contacts with the potential list
 Judit has moved to Winnipeg- no go for continuing with event
 Christy has a friend who is the CEO of a concussion company she can reach out to
Action Item: If anyone else knows someone in a RHSC-adjacent field who is now working outside of academia in Vancouver please let Gordon know!

- b. When to hold panel event?
 Earlier is better for this event- in January/February of next year
 When will we hold twitter event? Aiming for spring, Katie and Lauren will confirm

4. Scientific Committee update (Kim)

- a. Any updates on potential date for Research Day?
 - Scientific Committee meeting today!
 - Tentative date: April 7th, we will start to contact sponsors with this date in mind, wait to recruit speakers until the date is firm.
 - Can book icord space in January- icord staff has to be there

- b. Preliminary sponsorship ideas
 - icord has seed grants every year, maybe could sponsor the event financially
 - Can apply for funds with the GSS- Sarah to update us in December
 - Are there any funding restrictions?**Action Item:** Scientific Committee to confirm with Bill about potential

funding restrictions for our sponsors

- Jessie has a friend at Lululemon who might be a potential avenue
- Healthtech connect potential sponsor (Through Bimal)
- **Action Item:** Scientific committee to develop a sponsorship package we can send out, with tiers of sponsorship asks and info about what we can offer for different tiers
Action Item: Gordon to see if he can share tiered sponsorship materials from the GF strong rehab research day.

5. GSS status (Sarah)

- a. Our GSS status has expired and we need to reapply
Action Item: Sarah will hunt some members down to collect signatures for our GSS application

6. Procedures for reimbursements for events

- a. Take a scan/photo of your receipt and upload it to the budget folder in our Google Drive account for the Treasurer's records
- b. Receipts are submitted as hard copies to Anny, she will process reimbursements
- c. Anny sometimes needs the Eventbrite RSVP list to justify reimbursement
Action item: Jenn to update misc-admin channel on Slack with reimbursement procedure

Next Meeting: Wed December 11th 4-5pm, Friedman Boardroom

- Determine next RSEC Chair
- Update on Grad Wellbeing Ambassador program from Katie
- Overview of upcoming events in the new year