

## CMSA Meeting Minutes – June 23, 2020

<b>Attendance</b>	Steven Lu Suzanne George Kyle Moxham Kavya Anchuri	Hilton Chan Michelle Louie Laura Palmer Hannah Koury	Jemimah Raffe-Devine Ana Sepulveda
<b>Missing</b>			

### CMSA Monthly Meeting – June 23

Agenda Item	Owner	Time
Approval of last meeting minutes to be posted online	Ana	2 min
ToR For committees going forward	Michelle & Ana	10 minutes
Additions to the Constitution – Vote & update to V. 11.1 <ul style="list-style-type: none"> <li>Addition of a Second Event Planner Role under the VP Events Portfolio</li> <li>Addition of yearly SU Report and SU Clubs Training to VP Communications</li> <li>Addition of Career Exploration Course Rep</li> <li>Addition of VP EDI Role</li> <li>Updating Relevant portfolios to reflect BMSA's Calls to Action</li> </ul>	Jemimah, Steven/Ana, Suzanne and Laura	30 min
Budget line addition – BMSA VP EDI line, Global Health Float/Community Health Luncheon	Kyle/Kavya	5 minutes
Elections Manual Review	All members	20 min
CMSA Transition Strategy with Guest Speaker: Jenny Krhan	Hannah, Ana and Jenny	60 minutes
Next meeting date – July	Ana	2 min

### Meeting Agenda

<b>1. Introduction</b>	<ul style="list-style-type: none"> <li>Review Agenda</li> </ul>
<b>2. Approval/Amendment of minutes</b>	<b>BIRT that CMSA council approves June 1 2020 meeting minutes to be posted to calgarymsa.com</b> <ul style="list-style-type: none"> <li><b>Mover:</b> Kyle</li> <li><b>Seconder:</b> Kavya</li> </ul> <b>Passes</b>
<b>3. Presentations, Reports and/or Discussions</b>	
<u>Description</u>	<u>Notes</u>
<b>ToR For committees going forward</b>	<ul style="list-style-type: none"> <li>Going forward, will use the simple template for Committees, and student groups</li> <li>Potentially a good step to starting up transition documents for student groups and clubs as well</li> </ul>

**Additions to the Constitution –  
Vote & update to V. 11.1**

- Addition of a Second Event Planner Role under the VP Events Portfolio
- Addition of yearly SU Report and SU Clubs Training to VP Communications
- Addition of Career Exploration Course Rep
- Addition of VP EDI Role
- Updating Relevant portfolios to reflect BMSA's Calls to Action

- Event planner 2 role → Blood drives and Head Shave events:
  - Would be beneficial to separate the events into 2 roles**BIRT that CMSA council approves the role of Event Planner 2 to be split into 2 positions**

- Mover: Jemimah
- Second: Hannah Passes

**BIRT that CMSA council approves the addition of SU club report to VP Comms and centralize the primary contact to the [vp.comunication@ucalgary.ca](mailto:vp.comunication@ucalgary.ca) account**

- Mover: Kyle
- Second: Ana Passes

**BIRT that CMSA council approves the addition of a Career Exploration Representative Role Addition under the VP Academics Portfolio**

- Mover: Suzanne
- Second: Laura Passes

**Addition of the VP EDI Role to constitution & Portfolio adjustments:**

- Will need to work on creating a draft of the additional VP and the appointment process for the class of 2023.
- Draft will be sent to council and BMSA for revisions and approval.
- Hoping to be able to vote it onto the constitution in July meeting.
- Additional VP portfolio roles also need to be worked out during this draft progress. Below are some of the details discussed with the CMSA.
  - VP SAW → Resources
  - Suggestions going forward: Compilations of therapists of color or resources. Psychologist available on Main Campus.
  - VP Events → Anti-racism event. This will need to be more specified, may be something that is added onto the VP EDI role in collaboration with VP Events.
  - VP Academics → Supporting anti-racism work done within the PCC and CC: "Supporting implementation of any anti-racism education within the medical student curriculum and education"

<p><b>Budget line addition – BMSA VP EDI line</b></p>	<ul style="list-style-type: none"> <li>• Guaranteed funding for the BMSA in the range of \$500.00.</li> <li>• Budget line in the interim under VP Global health budget, going forward the line will go into the VP EDI.</li> <li>• This would be in addition to clubs funding, endowment funding or any other funding.</li> </ul> <p><b>BIRT that CMSA council approves the additional budget line for the BMSA under the VP Global Health Portfolio</b></p> <ul style="list-style-type: none"> <li>• <b>Mover: Kyle</b></li> <li>• <b>Seconder: Hannah</b></li> </ul> <p><b>Passes</b></p> <ul style="list-style-type: none"> <li>• Would like to be able to compensate panel speakers for their presentations in Pop Health and C7.</li> <li>• Due to the current circumstances with the pandemic there is some funding leftover as well as the float budget line that could be used towards this this year.</li> <li>• Further discussions going forward will need to be had for sustainability purposes. This will be an agenda item in the July meeting.</li> </ul> <p><b>BIRT that CMSA Council Approves for \$520.00 unused funds in the float budget and community health luncheon line to pay speakers in population health and C7 panels.</b></p> <ul style="list-style-type: none"> <li>• <b>Mover: Kavya</b></li> <li>• <b>Seconder: Kyle</b></li> </ul> <p><b>Passes</b></p>
<p><b>Elections Manual Review</b></p>	<ul style="list-style-type: none"> <li>• Will require some work to get the manual updated.</li> <li>• Tentative timeline for completion will be the week of July 1.</li> <li>• Each VP is to review their sections and update new role descriptions for added roles in the past year.</li> <li>• Ana will compile all of the roles and format the manual before sending out to the class of 2023.</li> </ul>
<p><b>CMSA Transition Strategy with Guest Speaker: Jenny Krhan</b></p>	<p><b>Transition:</b></p> <ul style="list-style-type: none"> <li>• Need to transition early this year</li> <li>• Aim for transition to begin September/October</li> <li>• Should have this document ready to go around August/September timeline</li> <li>• Add in a possible template for positions under portfolios</li> </ul>

**Jenny- TODAY'S TALKING POINTS:**

**Questions:**

- **What worked super well over the last year?**
  - The smaller groups that came together to work on specific problems (Ex. VP SAW and President on Wellness issues, the New Tanuki Question box!). Easier to tackle issues within a smaller team and keeping the ball rolling.
  - Transitions wise, VP SAW provided a great transition document and walked through google drive. Was able to ask lots of questions and learn the ropes. Meeting was had ~ October with everyone within the portfolios of both senior and junior VP SAWs all together. Allowed them to talk about roles, contacts, responsibilities and questions. Worked really well and received positive feedback.
  - Council has worked and banded together since taking over officially in January this year. We have been able to overcome lots of hurdles and come up with solutions and improvements to past and present projects. Were able to move forward positively and effectively when posed with challenges.
  - Course reps, VP SAW and course reps being able to work together and support each other in the evolving roles during C4.
- **What were the biggest challenges (barriers, etc.) over the last year?**
  - Transitioning the roles could have happened earlier on.
- **If you could change one thing about council work/outcomes/processes/etc. over the last year, what would that be?**
  - Great to have the same working environments without going through challenges.
  - Additional introductory meeting for incoming junior executive members.
- **What is the main purpose of student council?**
  - To serve, advocate and support the student body and champion student body ideas.
  - Support student initiatives.
  - Be the liaison between the students and UME.
  - Represent the student voice at local, provincial, regional and national levels.

**Suggestions:**

**2 things we need to think about in organization transitions:**

- **Underlying supportive process to keep track of what's happening**
- **Team culture and people related things**

**Some tools to help do this:**

- Annual schedule of key dates for student council
  - Overall organizational GANT chart: Key dates, key meetings → MILESONES
    - Include team culture activities in the annual calendar
  - What does the smaller portfolio GANT charts look like for each of the Portfolios?
  - How does your role for onboarding look like:
    - 1 PAGE TEMPLATE: Main focus, objectives/activities, Key contacts
- Once the junior members are elected:
  - Meet with Jr. member before October meeting:
    - Ask them re: their past experience
    - What they are excited about in their new role
  - Send a formal introduction email to all relevant stakeholders related to the Position (i.e committees, groups, people they will be working with) in October/after the introduction meeting.
- Onboarding presentation for new team in October:
  - 3-month onboarding process starting in September/October
  - Welcome meeting with overview of information and power point (this is how student council works from January to December).
  - Meeting should include:
    - Relevant Documents
    - Intros of senior members
    - Team culture
- Each VP role is introduced at meeting and full overview of the organizational structure:
  - Present the Schedule for the year with key dates
- Communication going down to baby animals should start from baby animals' execs and positions around November/December.
- December meeting:
  - Baby Animals to Lead this meeting!
  - Look forward to the next year
  - Year-end report for the baby animals
  - Most significant accomplishment go out in an email to Tanukis and baby animals. Email should include updates for the past year and what we are most excited about for the baby animals in 2021.
- January – check in at the end of the month!

	<ul style="list-style-type: none"> <li>• Through the onboarding process, show them how to manage their progress. Check ins quarterly: <ul style="list-style-type: none"> <li>• Happy with the things we are delivering?</li> <li>• Is the team functioning effectively?</li> <li>• Are the students feeling happy?</li> </ul> </li> <li>• Transition documents – Think about stuff that made our lives easier within our roles: <ul style="list-style-type: none"> <li>• Example → Templates! <ul style="list-style-type: none"> <li>• Event summary documents</li> </ul> </li> <li>• Creating templates for things that are routine</li> </ul> </li> </ul> <p><b>We will have a follow up meeting with Jenny end of July Beginning of August.</b></p>
<b><u>Next Meeting Date</u></b>	<ul style="list-style-type: none"> <li>• <b>Next Meeting date July 14, 5:30-8:00 pm</b></li> </ul>

