**DMSS Meeting #1 - Monday, September 21, 2015**

**Meeting Agenda**

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|  | **Dalhousie Medical Students’ Society**  **Meeting Agenda for 2015-09-21**  **5:30 pm – 7:30 pm**  Halifax Location: Room 2L7, Tupper Building  Saint John Location: Room 105, DMNB Saint John |

Regards: Austin Med 4 Co pres

Note: AH = Amaris Hui. AlexH = Alexandra Hudson, AllisonH = Allison Hudson

1. **Call to order**
2. **Introductions & Ground Rules**
   1. **AH- say your name and position**
   2. Why don’t we start with mike
   3. MM – Hi, can everyone hear me?
   4. SJ – It’s open mic
   5. MM- Hey guys, MM, President, Thanks for coming, bear with me it’s my first meeting and there are many items. Thanks!
   6. **AH – Chair (Amaris)**
   7. AP- With DMJ
   8. KL – VP Med Ed
   9. AT – VP Ext. Jr
   10. ST – Member at Large
   11. MV – Med 1 President
   12. JG – Lounge manager
   13. PK – Class Pres Med 2
   14. JP – VP internal
   15. TW – IT REP
   16. CB – Sports Wellness
   17. JH – VP Finance
   18. AlexH – DSU
   19. KN – VP Comm
   20. AT – Hummanities
   21. AllisonH – Global Health Hali
   22. LA – VP NB
   23. JH – NB medical society
   24. TM – NB Treasurer
   25. SR-global health NB
   26. Russell Christie CO pres med 3, Past Pres
   27. ML- Med 3 co pres, past VP Med Ed
   28. ME- VP External Senior
   29. LF: Med 4 Co Pres
3. AH we will follow Robert’s rules for these meetings
   1. Outlined rules
   2. Reviewed who can vote
   3. Chair: If you have a question, say point of information, address AH: and then the person you have a question for. To amend a motion say amendment. If you want to modify…basically, we should be able to have a straight forward meeting but if you would like to withdraw, you can say withdraw motion. If you want to kill a motion, put forth to lay the motion on the table. Need 2/3 majority to kill a motion. Table: can be layed on table for further discussion at another meeting.
   4. Amaris: we can start now
4. **Special orders**
5. **New business**
   1. Motion:

*Moved by: Jordan Hirtle*

Approval of 2015-2016 DMSS Budget

* JH: Numbers were based on the past numbers as some things were late coming in. Ie. O week budget came in today a month after O week.
* Can see budget on screen by contacting JH
* MM- you can scratch used books
* JH- biggest amount 26500 from DSU
* 22000 from Dean’s Office
* ML – We may need double to host Dal Mun this year. I will send you names of who to contact
* JH- Also 9500 of interest profit – likely from renovations, taking out of savings
* Orientation week income over $10000
* JH – last year over puchased for the bar. We have traditionally gone over budget on Euphoria so I increased the budget
* LA: The 22000 for DMNB funding are cheques that are issued from DMNB for student events and they are administered in Halifax
* JH – I will send that your way
* AH – Someone should change that process.
* JH – Med Ball – We got $3500 in donations last year
* Dean’s office gives $1500 and last year expenses were 2200.
* Renovations – we did the blinds, I estimated $12500 on rennos to redo the kitchen
* MOSCE for 2nd year is 500
* Non-capital lounge improvements – for paint, cleaning supplies
* Classes spit $6000
* Student awards – give awards at med ball – have a cash prize
* DMSS funding – apply for your projects
* Foot clinic – donate $500 to that
* FTHoI - $300
* Website $150
* Lifestyles in Medicine $2000
* Grad donation $2000
* CFMS membership fee $9000
* DNS $1347 membership fee
* Communications – Bell/Eastlink for
  + KN: I haven’t gotten a phone call in 3 years lets get rid of this
* Bank Charges: $10 a month, with $10000 there not collecting interest
* Ceremony for the cadavers for flowers etc.
* Government advocacy collection - $500

Total expense: 48000, 45581 for

KN: moves to approve the budget. Seconded by MM

Motion passed

* 1. Motion:

*Moved by: Mike MacGillivary*

Appointment of Michael Fry as DMSS Research Representative

MM – traditionally two reps one for each campus. One gets promoted to Research Rep. Last year, Colin Boyd was Halfiax’s and Mike Fry in SJ. He would provide continuity in SJ. Moved by MM, seconded by ML

Motion carries

* 1. Motion:

*Moved by: Mike MacGillivary*

Appointment of Andre Pollmann as DMJ Representative

MM: every year we have DMJ rep as part of advisory council. He is the editor and chief of the DMJ so I thought this would make sense.

AllisonH seconds.

Motion carries

* 1. Motion:

*Moved by Mike MacGillivary*

Funding ($1,500) for food during PIER3 for MED4s

MM They rarely come to events, and they pay student fees. This is on behalf of Leo Fares.

ML: Med 3s will have this next year. I agree in principle. Can we afford it yearly? KL: will we also be doing it for pier 2?

LA: DMNB admin already provides meals. Admin pays for it. Beautiful catered meal there this evening.

ML: Student affairs was planning on paying for one meal. Usually pier 3 is 2 weeks and this is not a problem.

AH: point of discussion – will this put us over budget?

MM- we have extra in the bank to use for stuff like this. Should improve optics.

Seconded by ML. Motion carries

* 1. Motion:

*Moved by Mike MacGillivary*

Funding ($1,500) for Med Ball 2015

-MM – I would like to modify this to $1500.

-JP- I can do a lot with an extra $500

-AH – I am concerned with budget

JH- The lounge rennovations over last 2 years will not be happening in the future

-Seconded by JP

-Motion carries

* 1. Motion:

*Moved by Mike MacGillivary & Priya Koilpillai*

Funding ($100) for membership with Nova Scotia Smoke-Free Coalition

PK: Last year, Kelly from this coalition reached out to us. Health and community members sit on it. They want a Dal Student also. They run many programs and education events. They don’t want to run on only gov’t organizations. Thus, they have a membership fee that goes towards operation. Our membership fee would be annual and we could have someone sit on their board.

RC: is there a Dal student here currently? From all of dal?

PK: No, but I can double check

RC: Is it useful for us to sit on this?

PK: I am unsure.

MM: Where we are med students, we should respond when we are asked to sit on important public health concerns.

PK: Want to put it out to all students to take on opportunity.

KL: POI: $100 gets voting spot. Perhaps we can gather more info?

PK: Perhaps that’s a good idea

RC what do they actually do?

PK: they lobby to the government for nicotine replacement therapy, other things

AH: Should we lay this on the table

KL: I move to table this item for this month

ML: Seconded

AH: We will talk about this

g. Motion:

*Moved by Kimberley Nix*

No more than 2 interest group events/night on campus, enforced by booking representative*.*

*ML:*  Many interest groups, such limited time to have events, concerned about limiting.

*RC:* I was thinking about this on my walk over. I agree with Marissa, but maybe we can work and suggest an alternate date after 2 instead of stopping the idea.

LF: I would like to speak against this motion. Makes it difficult for interest groups to have the amount of events. Finding optimal times for med 1 & 2. I feel this would discourage. These events bring in physicians and residents. I do not feel it is fair. KL: I would like to suggest potentially some revisions.

*LF:* providing alternate date.

*RC:* Point of information who is the booking information

*KN:* Motion withdrawn

h.Motion:

*Moved by Luke Armstrong*

Appointment of Laura Kerr as NB Everest Chair

LA: Whereas she was the Everest group last year, and she wants to do it I would like to appoint her. SR: I second this.

AlexH: Here in Halifax, automatic Everest reps from first to second year. It carries over.

MM: We wanted more transparency in NB.

i.Motion:

*Moved by Alexandra Taylor*

Appointment of DMSS Fall election positions (i.e., professionalism, library rep)

Motion Withdrawn

j. Motion:

*Moved by Alexandra Hudson*

Appointment of 1st year class representatives (that went unfilled during Med1 elections; i.e., IT rep Jr., Bar Rep, Service Learning Rep)

Alex H: These positions are all unfilled. We are confused about how to fill them. PK: I know someone who had written about a position but didn’t hear back but didn’t think she could still apply.

MM: Maybe we can have more information and input from other members

KL: POI the service learning rep is for new curriculum being put in place

RC: These are class council positions, so shouldn’t current class council appoint these

LF: IT rep is class council? I thought it was DMSS.

MM: Senior rep is DMSS, junior for class council

RC: Class IT rep in my year was not DMSS rep. It is not always continuous.

TW: Last year I was class rep AND IT rep for DMSS

ST: Service learning rep is that something that one person could take on two rep positions for or is it a large role.

KL: Because it is new, I would suggest it’s going to be a significant amount of work. That’s a good question.

AH: Are you putting through a motion

MM: I would like to withdraw the motion, we will let MV take care of it

MV: Sure

RC: We have a way of appointing positions that will be useful for you to follow

KN: Can we slow down a bit

AH: Yes

k. Point of Discussion:

*Would like to discuss the DMSS website being password protected or at least the*

*events/ calendar information, for security purposes.* - Katie Lines

KL: So there have been suggestions that I though were good – to put the DMSS cal information under password position. I was thinking that Tyler said it would be easy.

RC: Great idea for calendar, I think the main page should be transparent and open.

KL: I think that is reasonable.

JG: This was also brought up to me

AH: Just the calendar not the main page

TW: Very easy to do, but if someone is already subscribed to the calendar, they will still receive input.

KL: We believe the previous members of our community have been blocked

TW: There would be one general password that would be disseminated

TM: Would you please speak into your mics

LA: Me and mike fry and tyler worked together. DMNB events are now also online with a separate link where you can subscribe to one, another or both. We are proud of this improvement

KL: I will bring this as a motion to the next meeting

l.Point of Discussion:

*Setting a minimum number of events per interest group per year or other methods to mitigate interest groups with overlapping interests* - Mike MacGillivary

*MM*: We send out a great deal of money, some groups didn’t put on any events or use their money

*Those who don’t do anything with their interest group*…how can we mitigate these…anyone with fruitful ideas please

*MV: Could we retract their money*

LF: I would like to speak in favour of a policy. I think this is a big step forward. We have to think of ways to hold interest groups accountable. I don’t know what the solution is.

RC: I would like to stay at arms length from interest groups – hard to admin for here, but I still speak in favour of this because of all the problems

RC: WE have tonnes of well established interest groups, perhaps we can put those in some categories. But if something is brand new, they should have to go to other interest groups that might overlap. Ie. Trauma and emerg interest groups overlap. If they do put on an event, we will have some funds to fund it, but if its successful in it’s first year, it can move into the second

AH: Keep in mind just a point of discussion

ML: Well established interest groups don’t always put on interest groups. How do we enforce this? May be on CaRMS. How do we do that?

KL: What if the previous number…whatever the number, if not meeting number of events, perhaps would go on probation.

LF: Event groups can change year to year.

Allison H: I would agree with this since there is a large turnover. Some benefit to more formal application process, but it would have to be for every interest group. WE have learned that even big interest groups can’t be assumed. We need to promote good ideas. For example, the Paper Bag Lunch project last year

RC: Maybe one page on name of group, names of executive and the plan for one turn, with tentative date etc.

KN: Perhaps if they don’t run something first semester no funding for second semester?

LF: We could impeach them if they don’t run an event

KL: I don’t think it needs policed, but a more formal process

MM: We would need another committee

RC: we already have a committee and MM you’re on it. They currently apply with event and some brief info. PP current P and VP finance sit on a committee and decide

AH: We can talk about this next time also.

LA: I would like to add that I like this idea, but I would be hesitant to cap SJ where we are still trying to get momentum on events

m. Point of Discussion:

*Setting protocols for utilizing DMSS communications for recruitment of class participation for research purposes (e.g FC project study).* – Mike MacGillivary/Katie Lines

MM: There is an archaic process for recruiting people in classes to do survey’s for research process. With the advent of RIM, more people are looking to disseminate surveys to students. UGME sends these through a process, comes back to DMSS to disseminate. In the last few years, people are asking for unreasonable algorithms of where information needs to go and when. Should this go to RIM, to UGME, ?

KL: It has been as specific as only people to certain amounts of clerks at specific times

ML: We can’t change it as it’s been approved, but this may need to be UGME as this doesn’t seem to be appropriate for students

KL: I do like that there is student representation at these meeting

ML: Once approved, should be UGME role

RC: I feel researchers going through UMEC should be UGME. Slightly differently through RIM. I volunteer to write this motion for next meeting.

n.Point of Discussion

*Would DMSS like to be involved in the sale of the Edmonton Manual (a clinical skills-type Toronto Notes) to the student body* - Alexandra Taylor

AT: approached by U of A to sell a practice book for OSCE. Its between a textbook and a handbook. It retails for $65, they will sell it to us for $50, we can make $10 per book

AT: would we like to provide this? There is interest. And No we don’t have to buy a certain amount to get this price.

AlexH: Is there a need to profit off it? Could we sell it at cost?

KL: Is there a way to gauge how many ?

AT: Only order how many people pre-pay.

SR: Can we put out a vote at which price people would be willing to pay?

AT: People would want $50

SR: Can we do a survey?

AT: At least 30 people aready contacted me from

RC: Historically, we did not mark up Toronto Notes. We should kick back money to students

AH Is there a way to calculate shipping ?

ME: This cost $3.50 per book for Toronto notes

AT: This would be in a month.

LF: I’m not familiar with resource. There are lots of resources that are available for cheaper. We should ensure this is a good clinical resource. Katrina Hurley has a great OSCE Book. Often used by clerks.

MM: Perhaps we can get a copy and gauge?

AH: You want a copy of Edmonton Manual?

AT: Ask for a free one?

SR: It’s so popular it’s out of stock online. There might not be a way to get a sample right now. You can see sample pages online. They look concise and good.

AH: We can wait for next meeting. Lets move on.

o.Point of Discussion

*RIM Peer Support Group initiative by the Med3 graduate students*  - Karim Wafa

*KW*: 3rd year clerk. Want to start RIM peer support group with graduate students and would provide advice on problems, supervisors, we would be there for them before they would be there for them. I would like your opinion on how to run it. In my opinion there would be continuity, ie. First 3 years would be in a group. How can we do this. Can it be part of DMSS? I was wondering about it under VP Med Ed.

*KL*: I think this is a great idea, I have seeked out help from graduate students. Creating positions is hard.

*R*C: PIETA for RIM is essentially what this is. I think this could fit well as a committee as chaired by DMSS RIM rep. I believe there is RIM rep position

*LF*: Great idea Karim. Have you brought this up to the RIM office? In my opinion, the RIM office should be in charge but not just the DMSS.

*ML*: I think this is a great idea. I have been approached by many students looking for advice. I think the reason the RIM office hasn’t done this is because they feel they have assistants. I think reporting back to DMSS research rep is a good idea, and VP med ed through DMSS research rep. I think this should be endorsed by UGME at the next meeting

*LA*: I want to quickly comment about having it under the oversight of RIM office because it would have advantages to being run by a student leader

*KL*: One of my big concerns is that students shouldn’t have to take on the responsibilities of staff: wouldn’t like the RIM office to offload what they should be providing in resources onto the students. I don’t want this to be taken advantage of.

PK: RIM office put on an event about what they did as projects. Med 2s also did this on their own and students seemed to feel this was more honest and candid.

Karim: Student led would be more relaxed. In regard to the RIM side, don’t want to bring it to the office, just want to bounce it off students. Some students have good insight. It would be advice only, not solving issues. Go to director to solve conflict. That would be the RIM responsibility. Anyone who’s been through grad studies know you need support

ML: I agree. Being student led is great. I think it would be good to have the RIM office aware and supporting what we do. I think there is strength to it being student led too.

CB: Where does this fit under the DMSS? Does it need a DMSS position?

RC: When Karim brought this to me, we were thinking about setting it up PIETA style. PIETA is it’s own entity.

Karim: Doesn’t matter to me where it falls as long as it is there for every class as there are constantly changes since RIM is so new. I bought it here for it to decide where it should be

RC: Perhaps RIM Rep could be involved to get it off the ground and then hands-off for there?

KL: I think that’s a good way to make sure it happens every year but it’s at arms length. I think this is the same way it should be approached with the RIM office

CB: “I think that’s good. Perhaps this is where the elected research rep for each class can come in. Maybe they can approach grad students (to participate). This could be part of the responsibilities of their role.”

MM: I really like that idea. If you are running events, I don’t know if DMSS or Student Affairs should be? Ie. PIETA is funded by student affairs.

Karim: Having actual members ie. 5 people who anyone can contact so that anyone can meet with them. Just like the buddy system. Sometimes parings don’t work, but that person may still need guidance.

AH: Let’s move on, in the interest of time

1. **Announcements**
   1. Med Ball update - *Justin Pyne*
   2. *JP: med ball is themed 007. Tyler designed the invitation. We are still waiting on some sponsors, including banks. NB med association committed $350. We got two new sponsors, MD management is one of them. If you have sponsor ideas, please send them my way. 182 tickets sold already.*
   3. *MM: How many people can come?*
   4. *JP: Last year over 350. We can add 1 more table to make $360*
   5. *MM: Can you tell us more info?*
   6. *JP: new DJ this year! We may have a photobooth area. We don’t want mock gambling unless allowed, but they gave the go ahead so this will be happening.*
   7. Kitchen project update - *$3,900 for first portion of Kitchen reno project - Jon Gale/Mike MacGillivary*

*MM: Last year we noticed that the kitchen facilities aren’t adequate for other people making their lunch. Washing dishes, etc. Looking to update the kitchen. We’ve been in touch with Greg McNutt. We had a meeting looking at more specifics at using this as a dual use space – food prep for students, after that as an area that is a functional bar that is easier to use as a bar. Currently doesn’t promote a bar-like atmosphere.*

*JG: We would like to expand counter out to pillars, have a dual door fridge, move the other fridge to other side, adding a dishwasher, cupboards would have shelves. Door to make easier flow through the bar.*

*RC: What is total cost?*

*MM: Projection is $25K. We are going into special funding. We are looking into special funding. Original $3900 is put forth by Greg. Will have to be reimbursed if we move forward.*

*LF: If we go forward with funding from office, make sure they know its booked by other groups under Faculty, we can remind them of that also!*

*JG: We will try to leave it somewhat functional during rennos – please let us know what you need.*

*LF: Do you have contact with Dal Architect?*

*MM: Yes, we had a meeting and got some initial drawings. We then also met with CAD drawer and project manager. We will have this by October.*

*ML: Don’t we need council reports? In the past, if people don’t fill out report, its helpful for impeachment. Good to keep track of who’s doing what.*

*AH: This will happen next meeting*

*KL: Thank you*

*Matt Ernst: We are putting in a serious bid to host CFMS conference. We will need to form a committee. Everyone should be aware. Let me know of any objections.*

1. **Adjournment**

