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|  | **Dalhousie Medical Students’ Society**  **AGM Agenda for 03-10-2016**  **5:30 pm – 7:30 pm**  Halifax Location: Tupper A  Saint John Location: Room 102 |

Present: Sam A, Meghan P, Niko M, Sarah T, Courtney G, Mary P, Sarah B, Saif S, Rebecca H, Catherine M, Bogdan B, Hans L, Kado Z, Chad L, Mike V, Russell C, Mike M, Leanne D, Sarah L, Eileen B, Emma B, Patrick H, Amber M, Sam L, Rob D, Tess R, Landan M, Emma C, Ros K, Laura F, Anna D, Matt L, Kit M

1. **Call to order**
2. **Approve agenda**
3. **Approve of last meeting’s minutes**
4. **Approve Officers’ reports**
5. **Question period**
6. **Unfinished business**
7. **New business**
   1. **Intro to DMSS Annual General Meeting:**

*Sam Armstrong*

Motion to approve agenda by LD, seconded by SB, motion carried

Motion to approve last meeting’s min by SB, seconded by CG, motion carried

Motion to approve Officer Reports by MV, seconded by SB, motion carried

SA: Robert’s Rules presentation (see September Meeting Minutes)

SA: I’ll ask Mike M to come down and speak about Constitutional changes

* 1. **Motions:**

*Mike MacGillivary*

\*See documents with changes to the Constitution and Terms of Reference

MM: First motion is looking at the DMSS constitution. First motion addresses grammatical changes of the current practice of the DMSS. If anyone has any questions about that…

SA: We should go through these motions to discuss these motions as a group. If anyone has specific problems, we can discuss that separately. We’ll save some time by not voting 16 times by motioning first and then discussing it.

Motion that the 16 motions of the Constitution be discussed and voted on together. Motion by CM, seconded by CG, motion carried.

Documents were sent out to everyone well in advance of meeting, so if anyone wants to speak more specifically, open up document to that. We’ll go through them, Mike, and highlight changes.

MM: Second motion is looking at impeachment of DMSS member by general membership (a couple change in there). Third motion is looking at how we vote on in a constitution by raising hands and fourth motion indicates changes to who we get to send CFMS. Looking at advent of RIM program and how it’s affected the Robbie Robinson awards (cumbersome to get that out as an elective) so we’ll suspend the award temporarily until contacting Robbie Robinson.

CL: I believe that’s my girlfriend’s grandfather. I will ask and make sure that is the Robbie Robinson who was a doctor in NS.

MM: Once we find more info, we can change that for the meeting and maybe reinstate that for next year. James Clarke award was 1000-word essay for $100 bursary, now it is a 300 word essay plus CV (not issue for Med 4s doing CV for CaRMS. Next is bringing new Terms of Reference documents up to current practice (Facilities, Standing Committee, Orientation Committee, Budget Committee, Elections, Elections Process, DMSS General Elections for GHL Seniors and Juniors and PAR and CFMS Reps, and Council Members Roles and Responsibilities).

CL: It is her grandfather.

MM: I’ll chat with you after the meeting.

SA: Any questions about changes proposed and sent out to you? If we are in Discussion, if you have something you want to stay, put your hand up and I’ll put you on the speaker. This motion has been seconded. Huge shout-out to MM for this process.

Motion to change constitution carried.

ST: Mike undertook this initially to be re-ratified for the DSU (many changes required to Constitution), and a few weeks ago we were re-ratified with this Constitution so we are now a member of the DSU.

SA: Mike saves the society!

* 1. **2016/2017 Budget**

*Saif Syed*

SS: I’m going to give a quick update. I will submit Budget as officer report for you to see. Key things that we discussed in the group included Interest Group funding ($13,000 in budget, similar to last year). We have changed this year how a lot of Interest Group funding was put into gifts for speakers etc but instead DMSS would pool money together and purchase gifts on behalf of DMSS to then distribute to the Interest Group leaders so each Interest Group doesn’t need to fund itself. Cycles for each Interest Group and shout out to CL for coming up with that idea. The food cap is $160 for each Interest Group. Two funding cut-offs in fall and winter. We are paralleling budgets between NB and NS and optimizing how we use the money, funding allocated specifically for travel between two campuses as well as ways to make better communications with two campuses. DMJ had requested funding through Interest Group application, but now it is going to be funded separately from Interest Groups. In previous budget, we had $1,500 for…

MM: phone-line, cable in lounge, 3 phones in DMSS office (1 is only located…), and internet provided in office.

SS: We have cancelled all of this to save 1500 for year but now we have a Netflix prescription. We have removed bank fees and allocated $2000 to Global Health (helps with encouraging collaboration between Interest Groups and ensure oversight and can be dispersed from there). There was a budget for second year MOSCEs and last year was the first time we did first year MOSCE so we’ll fund both this year. Kitchen lounge funding will not be taken care of by DMSS, instead by DSU for the kitchen, but we have $5000 budget for kitchen including getting a dishwasher (hard to continue that conversation without numbers in front of us and then we’ll figure out what makes sense collectively). We are approved by DSU to do e-transfers for reimbursing people with max of $300 to reduce time from when you submit need to be reimbursed and when you will actually be reimbursed.

SA: Any questions? No? Good.

* 1. **What is the game plan with the old Kellogg library site?**

*Bogdan Beca*

BB: Anyone knows when construction will finish Kellogg old library? I don’t know if I should look into that.

RC: They’re relocating stairwell somewhere since all books at Chapter House will go back in there with big shelfs to move them around (3-4 computer terminals, some desks down there and librarians who were located on 2nd floor will now be on 1st floor). On 2nd floor, Health Admin is moving there as well as Audiology and SLP (their schools are downtown right now so they’ll be condensed into the Kellogg). Should be done by December 2017.

MM: 40 study spots will be found there (like kidney-bean shaped desks in the CHEB). This January it is supposed to be done, but based on timeline as of late, more likely December 2017.

SA: Any comments? No? Good.

* 1. **Discussion: Food budget for DMSS meetings**

*Sarah Tremaine, Sam Armstrong*

SA: Discussion on food budgets for our monthly DMSS meetings. Should we put a cap on how much we spend at those meetings and whether we should spend anything at all? Any general members have comments that they’re upset DMSS council members get food.

CM: How much does it cost?

SA: This meeting was bigger so about $400. Most meetings are $200-300.

CM: For interest group budget for food for $160, where does that come from?

SS: We have a separate budget for interest groups separate from AGM, etc. The thought is that in past years we saw >50% or more of budget for interest groups to spend on food so not exclusively supporting food made us put a cap on that amount (originally $100 cap but now bumped to $160). Push people to more creative ways to spend on food.

CM: Everyone should definitely be fed for these kinds of meetings, not sure about cap.

SA: Any other comments?

RC: I think it’s reasonable to put a cap so we don’t spend our whole budget on food. 2 years ago, Janet Conrad kept food budget under $2000 and last year was much higher. Judicious spending, maybe not sushi for all meetings etc to get under $2000.

KM: Over the years, food was brought out for people who don’t come to meetings, resulting in involvement later down the line. It’s a little bit of money to spend but it provides more help to the DMSS to have actual people come.

MM: I was a proponent of food at meetings but after Maritime Residents Doctor meetings and they spend $4000 for food. But I agree that it gets people out there and volunteering time for it.

SA: I need to clarify that food was for DMSS members at monthly meetings. I think we can extend that to other members. Always left overs. I’ll change that in the Change Over. Number to assign for budget?

CM: Perhaps budget for whole year or perhaps if signing up via Google Doc ahead of time it could be per head or per year?

SS: Probably easier to assign budget for entire year and then Chair decides how it is managed. Want to discuss that number outside here?

RC: We should wait to discuss number later, but I’d suggest what we spend 2 years ago.

SS: We spent less last year than the year before.

MM: Interesting… I thought we were $3500 last year, but we can discuss this later.

SA: Any other points to bring up? Alright.

1. **Announcements**
   1. **Meghan Plotnick: First big wellness event - Jeremie Saunders**

Jeremie Saunders, November 23rd 6:30 - 8:30 pm, Food provided. This is a big deal.

MP: You all have plans on Nov 23 between 6:30-8:30pm. It is our first Wellness event. Jeremie Saunders has CF and he brings people in with chronic illness. He’ll explain experiences with chronic illness. If at Lawn Summer Nights, he spoke there. Food is provided. If anyone can do graphic design and would like to make a poster, please contact me.

MM: Contact Tyler Wheeler (or Mackenzie Armstrong).

RD: Can we work together to get that happening in NB?  
MP: I already booked the room in SJ. I’m supposed to talk to Emma regarding food.

RD: Let us know what you’re doing there and if you have a graphic going distribute it to us. Sounds like an awesome event.

MP: Will do.

* 1. **Brent Young: Student Diversity and Inclusion Committee (SDIC)** 2015/2016 Annual Reportcan be found at the following link: https://www.dropbox.com/s/8bq69hcqh6hjumo/SDIC%20Annual%20Report%20-%20April%202016.docx?dl=0

SA: Announcement on Brent’s behalf, though he is not here to discuss it.

* 1. **Other announcements?**

SA: All good? Alright

Motion to adjourn meeting, approved by MP, seconded by SB, motion carried.

1. **Adjournment**

