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|  | **Dalhousie Medical Students’ Society****Meeting Minutes for 21-09-2016****6:00 pm – 8:00 pm**Halifax Location: Room 2L7, Tupper Building Saint John Location: Room 105, DMNB Saint John |

Absent: Russell C

Present: Emma B, Priya K, Mike V, Bogdan B, Saif S, Chad L, Patrick H, Mary P, Sarah T, Mark B, John O, Joel C, Alexandra T, Loran M, Hans L, Brent Y, Matt Lee, Sarah B, Leanne D, Amanda M, Sarah L, Matt Lowe, Meghan P, Niko M, Marissa L, Henry A, Mike M, Courtney G, Robert D, Laura F, Tess R, Anna D, Emma C, Rosa K, Landan 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**

Motion to approve agenda MP, seconded by ML, motion carried
Motion to approve last week’s minutes by SB, seconded by Mike, motion carried

Motion to approve office reports by SB, seconded by Mike, motion carried

* 1. **Intro to DMSS meetings:**

*Sam Armstrong*

SA: Council Members with Voting Privileges & without Voting privileges, Advisory members, and active members – listing off name & positions

SA: everyone in undergrad makes up the general member of DMSS

Robert’s Rules:

* Motions at monthly council meetings: “each member of society has right and/or privilege to make, second or support any motion of amendment”, a quorum is 2/3 of voting Council membership; motions shall be voted on Council members; DMSS Chair votes on tie
* Motion is formal proposal thrown out there: start with “Be it resolved that…”, must be seconded by a member to be considered, and each motion must be disposed of in some way
* AGM quorum is 25 students outside Council to attend; an AGM required to pass amendments at DSU level, and each member has one vote
* Guiding principles
	+ Everyone has a chance to talk before someone else has a chance to talk
	+ Only an urgent matter can interrupt one speaking
	+ Only one motion discussed at one time
* Motions
	+ You can amend or substitute, pass or defeat, table (to discuss later), postpone, or refer to another meeting
* You may interrupt a speaker if confused, if you want info on rules, if you’re feeling like not following rules (Point of Information)
	1. **Motion:**

*Mike MacGillivary*

\*See documents with changes to the constitution and terms of reference

MM: A number of files I sent around detail changes made to constitution to the AGM as well as document detailing those changes, and I sent out changes to all ToR in DMSS documentation thus far (thought it’d be a good thing to do to change those up to reflect current practices in terms of student governance). I’d be able to entertain any questions at this point.

First four motions deal with Constitution itself:

1. Changes for positions, grammatical changes, spelling errors, formatting stuff, etc – anyone have any questions about these?

HA: These are for AGM, but there’s a few things that aren’t relevant (ex. 2 words spaced together, not that important for AGM)

MM: most punctuation changes addressed in this 1st motion so most won’t be debatable

1. Changes that were not enforced but suggested by DSU to make our Constitution ratify-able, as discussed – write down on a piece of paper as to whether yes or no to someone being impeached; another addition was person being impeached can defend themselves before meeting but instead for DSU it must come to DMSS Council meeting. Any questions? (none) Okay.
2. This one was brought to us by DSU that executive can make temporary changes to constitution to get us through, and that would be ultimately voted for at an AGM. Any questions? (none) Okay.
3. This one looked at who we send to CFMS conferences. It wasn’t listed previously, made for confusing scenarios 2 years ago, so this defines how we send it laid out in documentation. Any questions? (none) Okay.
4. In order to make changes to Terms of Reference, they must be brought to at a meeting prior to the meeting making changes to them. We’ll discuss our ToR later. Anyone want to discuss it now? (none) Okay.

The rest of the motions are involved in ToR. Did anyone want to go through them?

MP: What is notice of motions?

MM: Notice of motions is changes that will be brought up at another meeting to make the changes. ToR can be changed at every council meeting as long as we provide update at previous meeting. At last year’s AGM, there wasn’t enough notice about constitution before making changes to constitution (ie. 5 days in advance) so we’re having a fall general meeting so we can pass constitution to have one this year and then in spring we’ll have another AGM in case we come up with anything we want to change to this constitution.

Motion moved by MM, motion second by MV. Motion carried.

* 1. **Motion:**

*Moved by: Mike MacGillivary*

Be it resolved that the DMSS fund ~$200 for the replacement of 2 Edmonton manuals that went missing from the DMSS lounge.

MM: This past summer, a few of us were out of the country when Edmonton manuals we to be picked up by the DMSS office. We left them in the lounge, emailed those people and told them to pick them up there. Now we’re told they weren’t in the lounge. Anything over $100 needs to be approved by Council. Can we do this?

Motion moved by MM, motion seconded by MV. Motion carried.

 JO: If I am not a voting member, what am I allowed to do here?
 SA: As a general member, you can make motions, you can second them, and you can talk about anything you want to talk about (questions, discuss, etc) but can’t vote at monthly meetings, only at AGM.

* 1. **Discussion: Planning a DMSS retreat in October**

*Sarah Tremaine*

 ST: Last year we did not have a DMSS retreat, but we are allocated money to have one each year. This is to gauge interest to decide what we may do. We have $1000 at our disposal to organize a retreat for our society.

 LD: Everyone?

 ST: For all voting members and advisory members.

 MV: What are the restrictions?

 ST: We don’t have restrictions. My idea is to do it on a Saturday and sketch out a day in October or something. MM has offered his house. For SJ people, there will be an expense if done in NS or Halifax, so my opinion is that a lot of money should go towards their travel expenses.

 RD: Some concern about the date from SJ side as well as whether there is time for us to come down for a day. October 13 is the same Thursday and Med 1s are going down for career day on a bus. We have it right before the Neuro Lab Exam, so that is concern from Med 2 Council but would work well from Med 1.

 ST: Is that a vote in favor or against October 13? My perspective is more of a weekend as opposed to a few hours

 LD: Weekend of Med Ball?

 RD: We think Med Ball weekend is a better idea.

 ST: Could we do it on Remembrance Day?

 RD: Yes we’re good with that.

 ST: We’ll put things into motion and let you know at the next meeting. Icebreakers are a suggestion.

 SA: Note, if someone is talking, put your hand up and I’ll acknowledge you and we’ll go in that order.

 ST: If not done until November, we can discuss it at future meetings.

* 1. **Discussion: Student study space**

*Sarah Tremaine: Student study space has been an ongoing concern. What are your thoughts on current study space? Have things improved over the past several months? What improvements are still needed?*

ST: This has to do with accreditation from Dean Anderson. We scored poorly on student study space. He wants info from students about what we think about study spaces, what are our concerns, how it can be approved, etc.

LD: CHEB is great. They lock all the doors on the weekend and it’s very infuriating because it’s half of the study space in the classrooms, and I was on the phone with Facilities Management on Saturday and we were told that they always keep them locked on the weekend.

CL: Has he provided any options to improve it? We can’t just create space.

ST: He has not and doesn’t know. He wants our opinions about what is wrong and he can make improvements. For Med 1s, we had an old Kellogg library and when that finishes (likely January), there will be 40 extra desks in there for studying.

BB: Is there something you’d like me to do as Library Rep? Collect feedback? Survey?

ST: That is a great idea!

LD: Is this specifically regarding study space or as the library as a whole?

ST: Study space as a whole for medical students.

RD: Any feedback for SJ campus?

ST: Did you have mock accreditors come?

MM: They had mock accreditors here that chimed in with SJ students (Luke Armstrong and Jordan Franchville)

RD: Opinion here is study space is less than adequate. We are at UNB, but if Dean wants opinion, that’d be it at accreditation.

ST: Any specifics?

RD: We share one library with all health sciences students at UNB as well as Nursing and other faculties. It’s quite open concept so if people are loud the whole building is loud. We only have 4 tutorial rooms in our school and that’s the only real study space in the building (but usually they are occupied).

PK: MM talked about Night Owl hours at the new library. Our cards would act similar to tutorial rooms where we could enter until 2am so there is a library space. Not sure if that’s been pursued further so that we’d have more open hours. I know sometimes the library closes at 6 I think and opens at 11 on Sunday.

ST: CHEB is now open until midnight every night of the week.

CL: What spaces are only accessible to med students for studying?

ST: Tutorial rooms.

CL: It’d be good to communicate that. Med 1s don’t know that. If it’s not seen that those are adequate for all students after survey, I can’t see increased space being accessible for rest of university to help with med student study space.

MM: Other space around such as 12th floor microscope room (80 spaces, no one there in evening), 14th floor Anatomy lab, and B-A3 and G-36 and 2L-7 and 2L-3 were opened up by Greg McNutt last year when library wasn’t enough to accommodate us during exams. It’s not a fix, but it may help us in times when it’s hard to find a spot in CHEB.

CL: Even with an accessible list about how many can fit in those rooms would be useful.

LM: It’d be good to have a list for looking for spaces to study. The hospitals are nice as well, and they all have Health Sciences libraries. Even if card doesn’t work, go to Security desk and they’ll give you access to libraries (HI, 2nd floor of VG, 5th floor of Dickson building, etc -> 24 hours, security is always there and will add it to your card).

SS: I don’t think it’s an issue with space. It’s more about making a list about what is available and this will change what people think.

CL: List hours, open space, etc

MM: Sent list to ST and NM - touch base with Greg if those times are right.

SA: To sum up, SJ is not satisfied and we will send list to Dean Anderson about what places are available, times, etc.

* 1. **Discussion: Lounge dishwasher?**

*Sarah Tremaine*

ST: Everyone has seen our new expensive kitchen. Plumbing is set up for dishwasher. Do we want one? Would it be helpful and get used?

LM: I think it’s a great idea and maybe in the future a water hookup to an ice machine. Everyone is busy and we forget dirty dishes in the lounge. It’s easy for someone to delicately place it in dishwasher and then it’ll be clean when you get back. It’ll create a lovely environment.

MM: There is a water line ready to go if ice machine is what council wants. May cost a bit if Dal has to install it. Regarding dishwasher, though it may only look like $700-800, it may climb above that by the time it’s on paper. It is a big issue financially.

PK: Could that money be used for an oven?

ST: I don’t know.

BB: What happened to old paper towel dispenser? Often need to find napkins…

MM: Paper towel machine is to the left of two couches. Taken off wall and not put back up. Email Greg McNutt and he’ll take care of it.

SS: No official budget set aside for this item. We need an estimate on how much these would cost, as it could end up being much higher than $700-800. Wait until then to discuss.

MV: If we get one, can we get a couple sets of cheap dishes so we can share them all?

SA: Good point.

 LM: For any events in Lounge, hard to ensure people get their own bowls etc. Ice machine convo is good to discuss because I have to buy ice every time, which is another cost added and I probably get 6 bags of ice per event and even though it may not be too many it could increase cost. Did this convo about the dishwasher happen last year?

 ST: Not really. I learned that there’s a hookup for dishwasher and apparently for ice as well.

 LD: If we do get a dishwasher or dishes, that is also like the new responsibility for someone to run it, unload it, ensure dishes aren’t just sitting there for days. I don’t know if that’s something Loran as Lounge Manager is involved it.

 LM: Also someone else involved in Lounge upkeep?

 MM: Now that is included in the role of Member of Large.

 RD: Laura and I have to leave because we’re off to Edmonton. So I wanted to indicate for engagement & efficiency of meetings, can we keep tasks or items of agenda that are Halifax or SJ specific to be discussed prior to general meeting where campuses are separate so that it applies to both campuses? It’s hard for us to stay engaged when it doesn’t apply to us.

 SA: Good point. I’ll try to move all Halifax specific items to bottom of agenda. It’ll be better when we can see you via videoconference.

 RD: We have our own 1 hour meetings done here to avoid having you sit through it.

 JO: Comment about Lounge. I’ve never seen anyone open books in Lounge or use the X-box and both of those things could find a better home, especially the books (which could be donated). If I’m wrong, please let me know.

 MP: X-box used for speakers.

 HA: Some interest groups use it for Skype (X-box). For books, I know I borrowed some of them and I know many students who will look through.

 JO: If any excess on books, they may be good in a more rural place.

 ML: The books used to be part of the yearly Book Sale in the fall. Eventually no one bought books so we stopped doing that and we decided to put them all in the Med Lounge to see what would happen. I’ve heard many students just look things up. Many are there that aren’t needed but now just books people didn’t buy.

 SS: Any way we can take these ideas and get prices to discuss it at next meeting?

 ML: Will they charge us power for using dishwasher?

 MM: It’s not technically our Lounge, it’s Faculty of Medicine lounge. If Dean wants a party in there, he can do so (same with grad students). So no we won’t get charged for power or water.

 SA: We’ll discuss this at next monthly meeting.

* 1. **Discussion: DSU updates: Senate seat, Wellness room, policy edits, Oct 5th DSU AGM**

*Mary Purcell*

MP: A couple quick announcements. Meetings over the summer. More to let people know. There is a wellness room on lower floor of SUB (free yoga classes, drop in hours with Social Worker, etc) on DSU website. DSU has added a Sexual Assault Phone Line open until mid-November with planning sessions for funding about that (Sept 27th and Oct 3rd planning sessions) – check out DSU website for info on that. Medicine is going to have a Senate seat coming up soon, not been voted on yet, but you have a Board of Governors and Senate but Medicine never had a Senate seat before but has to be voted on by the Board of Governors but won’t happen for a few meetings. As a council we have to elect someone for that. DSU is going through updates in their policies to keep in line with their new by-laws. If anyone is interested in policy related things, I’d be interested in your opinions (how voting is done with DSU, voter ID, etc). If anyone has opinions on that, feel free to contact me. The DSU AGM is now October 13 (different from the email NM sent out).

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

*Sarah Tremaine, Sam Armstrong*

 SA: Brought up at past meetings because we’ve ordered lots of fancy food in the past. Should we put a cut-off for how much food, do we want food at all, etc?

 ST: How much did we spend today?

 SA: Just over $200, probably $230 (probably as cheap as it gets).

 LD: As a general member of DMSS, I wouldn’t expect that portion of our budget to be put towards for DMSS meetings. Everyone is welcome to come to these meetings but it’s generally Council members who come here.

 PK: Last year, we mentioned how we give our time coming to these meetings and it’s an added thing to make people get here. It doesn’t have to be fancy food.

 ML: We’re not searching for money here (ex. dishwashers), and we are putting time in our day to come and it’s nice to do a nice gesture.

 SS: I love free food. We said to Interest Groups that we’re going to shy away from funding food. Originally a huge amount of DMSS budget was for food. If we’re doing that here for us, it seems unfair for us to do it for Council as well.

 ST: I’m in favor of having food at these meetings. I wanted to add to Priya and Marissa’s points that it’s unfair to students that we don’t provide food at dinner time meeting.

 MM: Happy medium is that it got out of control the past couple years ($3500 on DMSS meetings) so let’s meet in middle. Do something cheaper, maybe a potluck once every semester, etc.

 CL: Potluck would be a good idea once in a while if we could have better meals the other times. Add a DMSS chef?

 BY: We have Student Diversity Committee and we don’t provide food or provide money for it. It’s nice for food to have it when it arrives. But perhaps better to discuss at AGM.

 LM: Shiva Kale talked about a Cooking Interest Group. To save some money and have someone in charge of it, perhaps that can help with it.

 NM: I think that we invite all students to these meetings and DMSS do a lot more work than some other people (many meetings, etc) that maybe it isn’t wrong for us to ask for food to come here.

 SA: Note that I don’t invite the student body for food, only the Council.

 LD: We did apply for role and that there shouldn’t be an obligation for food to be here. Not sure it is a valid reason.

 HA: Yesterday I was off at 6pm in surgery and hadn’t eaten all day, and if I had a DMSS meeting I’d pass out and that would have a big issue. I think a lot of good points are being raised, but also some of us have to be here. Unless you want to change time to 9pm, which isn’t an option, I think we should have food at these meetings. Perhaps a way to supply once a month from catering option each time to reduce costs.

 PK: Last year, meetings almost always ran until 8pm. They’re 2 hours+ meetings. With Interest Groups, it’s optional – you don’t have to come etc. We take these positions seriously whereas Interest Groups we’re sitting here etc and these meetings are a bit different.

 SS: I’m for a happy medium. Two years ago, we spent $3000 on these dinners and last year it was about $2000. This year Interest Group budget is around $10,000 (about 20% of that budget).

 CL: In terms of DSU meeting, beforehand and afterwards you get food at those meetings.

 MP: That may have changed at DSU Meetings but they do have fruit trays, a couple things like that, etc.

 MV: Echo what NM said that although there are other groups, the commitment to DMSS is work you put doing many other things outside of meetings. I think it’s fair that we get that effort reciprocated with a meal. It’s more than just showing up.

 SA: Overall sounds like we should find a happy medium. I can look for cheaper options. Maybe catering on campus, grocery store, etc. If we can’t figure that out, then we set a budget because I know many meals were more than that last year. Should we discuss at AGM?

 SS: Right now, it’s included in budget.

 SL: Off potluck idea, maybe massive amount of homemade food?

 LD: Given a lot of Med 3s talking about being so busy, that makes it harder for Med 3s to do too…

 SB: We had choice between potluck and no food last year, and we chose no food. So maybe ignore that for now.

 SA: We’ll save that for later to discuss.

1. **Announcements**
	1. **DMSS council meeting schedule: AGM on Oct. 3, 2016**

SA: RSVP for this, less than 2 weeks away. Most is focused on Constitution and we’ll discuss this. Anything else we want to discuss, put on RSVP.

* 1. **RIP DMSS computer**

*Sarah Tremaine and Saif Syed*

SS: We came to find out at beginning of year that DMSS computer has crashed and we’re looking for ways to get back that info. For a number of years, info has been lost (budget information, spreadsheets, and locker combos). We didn’t know who was assigned each locker. We have a master key that opens up every locker now which is great. We need to ensure we back up information. Maybe use Sharepoint to back up all DMSS information on Sharepoint.

ST: It was the biggest hassle (locker situation) and Saif put so many hours figuring it out, so thanks! I have a meeting with Dr. Sutton next week to discuss Sharepoint since UGME uses it to save files.

MM: We have a class drive (OneDrive) on our Dal email, so that can be an easy way to do it as well. If Sharepoint is difficult, perhaps use OneDrive on webmail.

 SB: Flashcard project went to Sharepoint, as OneDrive expires when we’re not students. I’m sure Sharepoint would be happy for us to use for DMSS as well. MedIT will be able to help.

* 1. **First Wellness Event**

*Meghan Plotnick - Jeremie Saunders from Sickboy Podcast - November 23rd 6:30- 8:30 pm. Sarah T and I want this to be a big deal! Please promote!!*

MP: Sarah T and I had idea to bring Jeremie Saunders in – a funny guy, a talk to get people out and feeling good. We want it to be a big deal because he’s coming for free. Can I get help in promoting that? It’s November 23rd (6:30-8:30) with food.

* 1. **Other announcements?**

MV: I didn’t add this on agenda, but I had a few complaints about lecture we had about lawyer discussing cellphone use and being respectful in public. Many people weren’t happy and it was too aggressive. Essentially, during our first Med 2 Orientation, John Hope came in with Dr. Wendy Stewart. He gave talk not received well by a lot of students. He lectured for about an hour on how to use cellphones respectfully.

ML: In terms of lectures/tutorials or in terms of with patients?

MV: Both. He said he’d call us out as he watched us doing it in lecture at that time. He lectured us on how not to look like idiots. I’ve had many complaints (verbal and written) about this. What should we do about this? How do I address this further?

LD: I went to the lecture. Even though people may have been annoyed, he wasn’t actually offensive. People are likely talking so they can talk.

CG: What I found inappropriate was when he discussed calling out students that he’d remember our faces if you came to Progress Committee.

 SA: Any opinions in NB?

 EC: I think we felt the same way that some of what was said was inappropriate but consensus is that it is fear-mongering and not completely inappropriate that we’d have to go report it.

 MP: I think you should report that 1 comment.

 SS: I talked to Dr. Stewart afterwards about feedback. I brought up the same issue that he’ll remember our faces if we were at Progress. She was taken aback by that but her thought was that it was purposively aggressive.

 ML: I thought it was inappropriate and actually hurt his point by making us less interested in what he was saying.

 MM: Let Dr. Sutton know about it so that if they do this next year don’t cross the line like this as it is threatening.

 MV: I’ll arrange a meeting with Dr. Sutton.

 SA: It was threatening and distasteful….perhaps Good and Moderate Cops?

LD: Back to Edmonton manuals, I’m okay with money going forward. Are we liable for things left in Lounge? How do we keep track of that? Is there a better option or do we deal with it when that happens?

HD: I’ll make sure it doesn’t happen again.

MV: Is there surveillance in the Lounge?

MP: Make it a rule to not leave stuff students have bought in the Lounge? Maybe leave in the DMSS office? Lounge is technically open for anyone.

BB: Give yourself a locker?

NM/ML: DMSS office is there.

MM: Admissions office is happy to hold onto things for a couple weeks so if there’s a couple stragglers, they can go there.

SA: Any other motions anyone want to bring up at this meeting?

EC: NB has nothing else to bring up.

SA: Anything else to discuss?

Motion to adjourned meeting, motion moved by CL, motion seconded by LD. Motion approved, meeting adjourned.

1. **Adjournment**

