To

Queen’s Medicine Aesculapian Society

AGENDA

AS Council Meeting

Wednesday, October 7th, 2020, 5:30PM

Virtual Meeting

1. Opening of the meeting
2. Motion to start the meeting
3. Motion to adopt the agenda
4. Approving last meeting’s minutes
5. Question period
6. Council updates
   1. AS President – Tony Li
   2. Vice-President of External Affairs, Senior – Angela Salomon
   3. Vice-President of External Affairs, Junior – Jamal Tarrabain
   4. Vice-President of Internal Affairs – Joseph Samuel
   5. Vice-President of Academic Affairs – Pedram Akbari
      1. And for Academic Coordinator
   6. Vice-President of Finance – Kiera Liblik
   7. Treasurer – Ciara Morrison
   8. Communications Officer – Bahar Entezari
   9. University Affairs Officer, Senior – William Khoury
   10. University Affairs Officer, Junior – Aceel Hawa
   11. Social Affairs Officer – Alison Ross
   12. Athletics Officers (2) – Linda Archila, Darwin Jamal
   13. Global Health Liaison, Senior – Jessica Ho
   14. Global Health Liaison, Junior – Rebecca Ng
   15. Student Initiatives and Research Officer – Zahra Haq
       1. And for Student Interest Groups Coordinator
   16. Wellness Officer – Avneesh Bhangu
   17. Equity Officer – Christine Moon
   18. First Year President – Molly Cowls
   19. Second Year President – Jenn Campbell
   20. Third Year Co-Presidents – Iku Nwosu, Victoria Lee-Kim
   21. Fourth Year Co-Presidents – Josh Gnanasegaram, Rae Woodhouse
   22. Past President – Danny Jomaa
   23. Speaker of Council/Chief Electoral Officer – Marielle Balanser
7. Agenda Items
   1. University Affairs Officer, Sr.:
      1. Draft proposal for formalizing the selection of Honourary President (see attached Appendix A)
   2. Student Initiatives and Research Officer:
      1. Discussion of Subspecialty Interest Groups
   3. Speaker/CEO:
      1. Vote re: moving Nov. 25th OMA meeting back to 5:30 PM from 4:30 PM
8. Next meeting
9. Varia
10. Motion to end meeting

MEETING MINUTES

1. **Opening of the meeting**
   1. Meeting called to order at 5:32PM
   2. Members in attendance (24 voting, 1 non-voting)
      1. Marielle Balanaser
      2. Tony Li
      3. Zahra Haq
      4. Joseph Samuel
      5. Linda Archila
      6. Pedram Akbari
      7. Jessica Ho
      8. Avneesh Banghu
      9. William Khoury
      10. Christine Moon
      11. Jenn Campbell
      12. Alison Ross
      13. Iku Nwosu
      14. Darwin Kimal
      15. Victoria Lee-Kim
      16. Rae Woodhouse
      17. Angie Salomon
      18. Kiera Liblik
      19. Joshua Gnanasegaram
      20. Rebecca Ng
      21. Ciara Morrison
      22. Aceel Hawa
      23. Jamal Tarrabain
      24. Molly Cowls
      25. Bahar Entezari
2. **Motion to start the meeting**
   1. Kiera Liblik, Joseph Samuel
3. **Motion to adopt the agenda**
   1. William Khoury, Angela Salomon
4. **Approving last meeting’s minutes**
   1. Kiera Liblik, Angela Salomon
5. **Question period**
   1. No questions
6. **Council updates**
   1. **AS President – Tony Li**
      1. Welcome, new members!
      2. Working through AS application based-roles
   2. **Vice-President of External Affairs, Senior – Angela Salomon**
      1. Clerkship kit preparation has been pushed back due to COVID; some new items may be introduced to the kits
      2. OMA insurance talk for third years happening soon
      3. Provincial Day of Action will be happening in mid-November; apps for delegates to be posted soon
      4. Dr. Hill (OMA) has cancelled the President’s Tour; will have 1-2 provincial talks instead
   3. **Vice-President of External Affairs, Junior – Jamal Tarrabain**
      1. CFMS apps for committee positions mostly closed, but there are extensions for a few of the positions (deadline extended to 9th) – posted in Queen’s Medicine group on Facebook
      2. Grading of CFMS communications portfolio will be happening soon; Jamal will be involved in the grading process
      3. There will be a presentation on November 5th by the Armed Forces regarding the Medical Officer Trainee Program – event posted in AS google calendar
   4. **Vice-President of Internal Affairs – Joseph Samuel** 
      1. Lectureship Awards are to be presented at the AGM in couple of weeks; professors will be invited to the AGM
   5. **Vice-President of Academic Affairs – Pedram Akbari**
      1. Had a chat with Dr. Gibson recently; discussed the following:
         1. Second wave of COVID may cause retraction of observerships; students who have not yet done clerkships should try to complete a few observerships before this happens (note: this is tentative, nothing is certain yet!)
         2. Pre-clerks red zones will need a lot of work, and admin is the process of looking things over to make adjustment; there will be an open with Dr. Gibson to discuss this soon

Speaker’s List:

* Iku: did Dr Gibson talk about whether consideration will be given to third years as to lack of exposure to patients?
  + Pedram: have not yet talked about this extensively; keep an eye out for updates
* Jenn – many admin have been busy with observerships already, so it might not be feasible for everyone to do more observerships right now
  + Pedram: yes this is true, but some people have not been doing any observerships so this is a heads up for people to get some done while they can
* Rae: speaking on behalf of fourth years, gentle reminder that clerks are having to learn in these environments, and time has already been restricted so when you are booking observerships please be mindful that fourth years have to meet objectives (don’t just try to double your observerships!)
  + Pedram: yes, the message is to warn people who have not done nay observerships yet; not everyone should increase observerships
* Angie: we should be hesitant in saying everyone should increase observerships right now
* Jenn: will the requirements in terms of the number of observerships still in place this year?
  + Pedram: will look into it
  + Victoria: when third years didn’t fill requirements last year because of COVID, the requirements were waived; might be the same again this year
  1. **Vice-President of Finance – Kiera Liblik**
     1. Reminder that if collecting money for AS, it must be through the AS PayPal
     2. Reminder to ask before spending money for AS
     3. Currently in process of hiring junior admission reps; will be finalized in the next week
     4. ASIG fall funding applications are out
  2. **Treasurer – Ciara Morrison**
     1. Nothing to report
  3. **Communications Officer – Bahar Entezari**
     1. Nothing to report
  4. **University Affairs Officer, Senior – William Khoury** 
     1. Looking to make selection process of the AS Honorary President more transparent to medical students at large; will be presenting a draft proposal for an official selection process
  5. **University Affairs Officer, Junior – Aceel Hawa** 
     1. First senate meeting was last week
     2. The Senate Committee on Academic Development is looking to integrate academic initiatives on EDI into new and existing programming
  6. **Social Affairs Officer – Alison Ross**
     1. Clothing orders are in the works; had first meeting with Spencer form Prime Time clothing supplier
     2. Looking to offer variety of items, with many financially accessible options
     3. Because of COVID, clothing sales will not have try-ons and the distribution method may be different
        1. In the past, all items have been shipped to a representative of the AS, with individual students picking their items up from this representative
        2. This year, we could offer direct delivery to each student placing a clothing order seeing that many students may not be in Kingston in December to pick up their items from a representative from the AS; this will be more expensive ($2-3 more per item, plus $10-15 more for shipping)
     4. First year class crest has not been approved; will be following up with this

Speaker’s List:

* Iku: in the past, people had to pick up their orders from one person on the AS; would probably be best to prepare every person’s package individually beforehand of this to work efficiently if we don’t do direct deliveries
* Angie: how will the prices be changed with the direct delivery option?
  + Alison: $2-3 per item, plus $10-15 more for direct delivery, or can deliver to AS rep at no extra delivery charge
* Rae: can look over proposed crest to see why it was rejected
* Kiera: will need to make it clear on the order form that people need to be here in December to pick up their clothing order
* Victoria: can also look over rejected crest
  1. **Athletics Officers (2) – Linda Archila, Darwin Jamal**
     1. Met with pre-clerk athletics reps a week and a half ago to plan events for the rest of term; hoping to continue with virtual events and maybe some socially distanced in-person events
  2. **Global Health Liaison, Senior – Jessica Ho** 
     1. Still organizing HHRC
     2. Global Health Office will be hosting an event with Dr. Philpott on Nov 12; keep on eye on social media for this
  3. **Global Health Liaison, Junior – Rebecca Ng** 
     1. Will be meeting with everyone on the global health subcommittees soon
     2. QMED global health calendar is available; shows events hosted by the global heath subcommittees; event coming up on Nov 18th
  4. **Student Initiatives and Research Officer – Zahra Haq**
     1. Looking for SIGCO – apps closes Friday
     2. AEP ad SLP info session ran last Friday; a recording and the slides are posted on the 2024 Facebook group along with the positions document (apps due Oct 14)
     3. Interest group training will be during the first week of November
     4. Had the first meeting regarding the research symposium, happening at the end of October; second years will need to attend the big session and grade a poster
     5. Reminder: there can only be one interest group event running during each lunch hour
  5. **Wellness Officer – Avneesh Bhangu** 
     1. Had a meeting with Dr. Fitzpatrick along with the other wellness reps to gage each class’s wellness status over the last few weeks
     2. Looking to create a task force which will meet biweekly to figure out how to promote wellness this year
     3. Having a meeting this Friday to discuss the creation of a centralized document compiling all wellness resources for QMED students
     4. First year wellness committee app to be released this Friday
  6. **Equity Officer – Christine Moon**
     1. In the middle of the hiring process for the position of Student Rep to the Admissions Committee
     2. Pending dates for the mandatory training sessions: Tuesday, October 27th 5-6:30PM for class councils, Wednesday, October 28th 5-6:30PM for AS council)
  7. **First Year President – Molly Cowls**
     1. Thank you to everyone (AS, UGME) for being so supportive of the 2024 class this past month
  8. **Second Year President – Jenn Campbell** 
     1. Lectureship Awards being selected
  9. **Third Year Co-Presidents – Iku Nwosu, Victoria Lee-Kim**
     1. Red zone started this week; testing was facilitated by the resources available for the COVID study
     2. Had a council meeting to try to coordinate a first-year/third-year social
     3. Blocks are underway again (currently in a 9 block format)
  10. **Fourth Year Co-Presidents – Josh Gnanasegaram, Rae Woodhouse**
      1. CaRMS info sessions happened recently
      2. Electives placements starting to be determined
      3. Organizing headshots and other administrative tasks for fourth years
  11. **Past President – Danny Jomaa**
      1. Update presented by Tony Li on behalf of Danny Jomaa
      2. Danny is continuing work with the admissions committee to improve the processes in place
  12. **Speaker of Council/Chief Electoral Officer – Marielle Balanser** 
      1. Welcome new members!
      2. Our next meeting will be the AGM
         1. Due to scheduling issues, the governance committee meeting will be later than usual this year, so the timeline to submit motions for the AGM to be expedited (48 hours to submit motions )
         2. Presentations for the AGM should be sent to Marielle ahead of time
      3. OMA President’s Tour has been cancelled; can vote to see if we want to move our meeting back to 5:30PM (rather than 4:30PM) on that Wednesday

Speaker’s List:

* Zahra: reminder that AS zoom account can only handle 100 people
* Christine: Queen’s just got a licence with zoom, students can upgrade zoom for free to increase limit to 300 people
* Iku: we should also make a recording of the AGM available
* Angie: can make the AGM an official learning event with UGME to use their Zoom account
* Will: upgrade might not be available to AS account because it is made with a qmed email and not a queensu email, so we will need to pay for account or use UGME account
* Kiera: AGM attendees are able to vote, so we should do our best to have spaces available and avoid locking people out
* Angie: Marielle could just use her queensu account for the AGM to have larger limit (300 people)
* Motion to have unblinded vote regarded change of AS meeting time for date of cancelled President’s Tour (Angela Salomon, Kiera Liblik)

BREAK 6:20-6:26

1. **Agenda Items**

**University Affairs Officer, Senior**

Draft proposal for formalizing the selection of Honorary President (see Appendix A)

* The AS has an Honorary President (2-year term) selected via an AS council election
* Currently, there is no mention as to how the names are brought to the AS for the election
* Plan is to create a formal selection process, to be defined in the constitution
* This process will also give medical students at large a say in terms of how we pick the Honorary President
* This new process is to be adopted as of the 2022 election

Speaker’s List:

* Rae Woodhouse: recommends eliminating steps 3 and 4; could instead bring the top nominees to council, have council complete a ranked vote, and then ask the highest ranked nominee to accept the position (if rejected, move on to next person in ranked vote, and so on)
* William Khoury: Thanks, will consider eliminating steps 3 and 4 when formalizing the proposal

**Student Initiatives and Research Officer:**

Discussion of Subspecialty Interest Groups

* Applications for interest groups are currently live, and there are a lot of applications for subspecialty interest groups
* Currently any member of QMED can start an interest group as long as they have 2 execs, 10 student signatures, a faculty advisor, and a clear purpose with little overlap with other interests groups
* Allowing groups to exist for subspecialties is a concern:
  + Larger umbrella groups could run events touching on the different subspecialties
  + There might not be enough ideas/speakers for the subspecialty interest groups to run events alongside the umbrella groups
  + Speakers at the events may be confused as to what topic they are to touch on
  + Subspecialty interest groups may not be sustainable

Speaker’s List:

* + Kiera: students interested in having a subspecialty group can reach out to the umbrella groups and run events through them instead; there is also limited funding for events; overall, doesn’t think we need to change the interest group statement to allow subspecialty groups
  + Iku: many students have formed informal groups for friendly subspecialty gatherings; we don’t need to formalize this into an actual interest group as there may be too many events if we have too many interest groups; thinks it is better to keep things centralized through the umbrella groups for official events
  + Zahra: there has been a spike in subspecialty interest group applications because there is no longer an hourly requirement so smaller groups may be applying with the intention of having few (2-3) events
  + Jenn: the main reason for removing the hourly requirement was because of COVID and the feasibility of running a high volume of events, not to increase the number of interest groups; if people are interested in running subspeciality-specific events, they can talk to the umbrella groups
  + Angela: do we have any subspecialty interest groups as of now?
    - Kiera: no, we only have groups associated with the CaRMS groups (the ortho group is not an official interest group)
  + Pedram: a concern from students is that if there is a general umbrella group that oversees all the subspecialties and their events, the executive of the umbrella group will be credited with running all the events, preventing other students from holding leadership positions
  + Josh: we can add leads for each subspecialty under the umbrella groups to increase involvement in leadership roles
  + Angela: there would be too many interest groups if we were to introduce subspecialty interest groups
  + Iku: supports the idea of leads within the umbrella interest groups; also notes that allowing ortho to become an official interest group might be unfair because there are a lot of subspecialties that are also direct entry in CaRMS, but which do not have their own interest groups
  + Pedram: supports the idea of leads within umbrella interest groups to increase the availability of leadership opportunities for students
  + Christine: to start a new interest group, you need 10 student signatures, so if this requirement is met doesn’t that show enough interest to create a new interest group?
    - Kiera: signature system is flawed, but aside from that the interest group requirements still state that groups should have little overlap (issue of funding)
  + Angela: why won’t ortho be approved if it is CaRMS direct-entry?
    - Kiera: it is under the surgical umbrella; more discussion to come as they look over interest group apps
  + Zahra: thank you everyone for engaging in this discussion; with introduction of subspeciality leads within umbrella interest groups, there is concern that this role is too big of a commitment to ask from a first year; further, some individuals wanting to have specific subspecialty interest groups wants to run events that would not align with the umbrella groups’ programs
  + Pedram: if we do approve subspecialty interest group formation, is there a chance you might get multiple applications for the same subspecialty? And if so, who gets to run the interest group?
  + Iku: over time, we already see that attendance at events of interest groups dwindles over time as interest decreases, and introducing more interest groups will just make this problem worse; further, the proposed subspecialty leads positions do not have to be a 2-year commitment
  + Kiera: if issues arise with wanting to run events for subspecialties within an umbrella group, issues can be brought up to the SIRO
  + Jenn: the internal med group has been doing a good job of having a variety of different events pertaining to different subspecialties; other groups can adopt a similar approach
  + Zahra: we want to create a clear policy to clarify why some interest groups are allowed while others are not
  + Pedram: the hierarchy within the interest groups can be problematic as we might see the exec of the umbrella overpowering the subspecialty leads; we should be able to offer an alternative way for people who do not get their own interest group to run events
  + Zahra: overall, I am getting the impression that we should not allow subspecialty-specific interest groups due to funding, event volume, event interest…please reach out to Zahra or Kiera if you have any questions/recommendations

**Speaker/CEO:**

Vote re: moving Nov. 25th OMA meeting back to 5:30PM from 4:30PM (Pedram Akbari, Kiera Liblik)

* + Majority vote to move the meeting back to 5:30PM

1. **Next meeting**
   1. AGM October 21st, 2020 at 5:30PM
2. **Varia**
   1. No other business to discuss
3. **Motion to end meeting**
   1. Meeting adjourned at 7:02PM

**Appendix A: Honorary President Selection Process Draft**

1. Student Open Solicitation for Nominations (Google Form) Two Weeks Prior to Spring Elections Period
2. Working group to meet consisting of University Affairs Officer Sr/Jr, President, and Equity Officer overseen by Chief Electoral Officer. Open to observers.
3. Selection of Top 10 nominated
4. University Affairs Officer Sr to reach out to these top 10 to accept/reject the nomination
5. University Affairs Officer Sr to bring accepted nominations to AS Council for voting
6. AS Council votes for Honorary President amongst the accepted nominations
7. Honorary President-Elect to be contacted by University Affairs Officer Sr to accept their election