

## GSAN Meeting Minutes – October 9, 2019

### **Meeting Agenda:**

1. General Instructions
2. Updates / Issues
3. Ice Breaker Games

### **(1) General instructions for all GSAN members (“GSAN 101”):**

The GSAN Google Drive: <https://bit.ly/2nh1awT>

#### **General Instructions:**

1. Join Slack if you haven't yet - <https://bit.ly/2nD0ce8>
2. **When you plan an event, run your budget via VP Finance Simon and run your plan via your Exec Member** (VP Comm, VP Academics, VP Social, or President)
  - Contact Simon through Facebook or Slack
3. **Apply for liquor license 6 weeks in advance**
4. **Contact people involved in advance** – (2-3 weeks/a month in advance for large scale events – e.g. designers/photographers/communications officers)
5. **Make sure you pick a date that doesn't clash with other events and that events are well spaced out!** - <https://bit.ly/2nssyrE>
6. **Advertise your event 2 weeks in advance** (Facebook and Newsletter)
7. **Get your plan and materials approved by the sustainability officer(s)**
8. **Fill in your plan** (date and name of the event) **in the form on the drive:** <https://bit.ly/2nssyrE>
9. **Put your event on the GSAN Google Calendar**
10. **Create sub-folders on the GSAN Committee 2019-2020 folder** (make sub-folders in the folder that belongs to your group – e.g. Academics / Social / Comm / President\_Wellbeing and Sustainability)
  - <https://bit.ly/2nh1awT>
11. **After organizing an event, take notes of important points** (in brief) – logistics / expenses / timeline / problems faced / turnout / etc. This will make things easier for you when you work on your end of the year exit report
12. Familiarize yourself with others on the committee - <https://gsaneuro.com/committee-members-2/>
  - We still need another Lady Davis rep!

#### **Recurring Events:**

- Committee meetings – once a month
- Newsletters – every two weeks
- PGSS meetings – once a month

\* Feel free to explore other GSAN folders on the drive that are relevant to you

\* The exit reports from the 2016-2017 year are pretty detailed for most events

**(2.1) Updates: Specific Upcoming Events (between Oct 1<sup>st</sup> – Nov 15<sup>th</sup>, 2019):**

| Date         | Event   | By Whom                             | Turn-out                          | Venue                      | Finance | News-letter     | Social Media | Designs | Photos                 | Feedback / Issues / Comments   |
|--------------|---|-------------------------------------|-----------------------------------|----------------------------|---------|-----------------|--------------|---------|------------------------|--|
| Oct 2, 2019  | IPN 101   | VP Academics                        |                                   | Grandpre                   |         | Yes             | Yes          | Yes     |                        | Ran smoothly as normal   |
| Oct 5, 2019  | Hike  | VP Social                           | 21 IPN Students                   | Mont St. Hilaire           | ~ \$160 | Yes             | Yes          | N/A     | Yes – yet to be shared | Sold out all tickets, some people suggested a bus for transportation but that would be very costly |
| Oct 19, 2019 | Discussing Isolation, Loneliness, & Homesickness in Grad School | Wellbeing Team                      |                                   |                            |         |                 | Yes          |         |                        |  |
| Oct 23, 2019 | 1 <sup>st</sup> Active Listening Training Session               | Wellbeing Team                      |                                   | MNI                        |         |                 |              |         |                        | Conflicts with SFN but more dates later in the semester and next semester                          |
| Oct 26, 2019 | Campus Tour / Photo Scavenger Hunt                              | New and International (Jimin & Max) | 2 signed up as of Oct 9, 2019     | 16 locations across campus |         | Next newsletter | Yes          | Yes     |                        |  |
| Oct 26, 2019 | GSAN Halloween Event  | Social Team                         | 14 people at the meeting would go | Bellini                    |         |                 |              | Yes     |                        |  |
| Oct / Nov    | Info session for sustainable living for new students            | Sustainability Officers             |                                   |                            |         |                 |              |         |                        |  |
| Nov 15, 2019 | Speed Networking  | Social Team                         |                                   |                            |         |                 |              |         |                        |  |

**Event Planning Updates:**

- Campus Tour / Photo Scavenger Hunt:
  - Sign up: <https://www.facebook.com/events/344372606331723/>
  - Using an app called GooseChase – allows people to check into locations and earn points for taking photos at each location
  
- GSAN Halloween Event:
  - October 26<sup>th</sup>, Bellini – same day as the PGSS Halloween event
  - Theme: CARNIVAL
  - No alcohol this year – providing a lot of food options

- Contests:
    - Costume contest – winners to be decided by public vote
      - PGSS has some guidelines for what kind of costumes are *not* appropriate – we could include this when we advertise
    - Bake off
    - Pumpkin carving
  - Social team to book speakers from the library – allowed to have music in Bellini
  - Since there is relatively little flexibility in the date (due to room booking), we will stick with October 26
  - Social team to speak to Simon about budget and ticket costs
- 1<sup>st</sup> Active Listening Training Session:
    - Training for those who want to be a peer supporter (for the GSAN Peer Support Network) or if you just want to learn about active listening
    - If you are interested, fill out the so form so the Wellbeing team knows how much food to get, etc. - <https://docs.google.com/forms/d/e/1FAIpQLSdZeINFTB54tnzQNgc9ZIsXP5lOJiRZfLeekgiq5dr3xbqZ0w/viewform>
    - This will be on the last day of SFN but there will be another active listening training session in January
      - There may also be another one this semester depending on interest – if you cannot make it this time but are still interested, check the box on the form
- Newly proposed event – Discussing Isolation, Loneliness, & Homesickness in Grad School:
    - October 19, 2019 - <https://www.facebook.com/events/2365078180413828/>
    - Will probably host another one towards the end of November
- Sustainability events:
    - Sustainability Officers are meeting this Monday to speak about ideas for upcoming events this semester
- Speed Networking:
    - Still in preliminary stages of planning
- Karaoke:
    - Social team working on planning a karaoke event
    - Maclarens Pub on a Wednesday
    - Early November (maybe Nov. 6<sup>th</sup>, after PNI exam) or after the speed networking event

- Events further in the future:
  - 3-Minute Thesis:
    - Everyone should participate and submit their abstracts – cash prizes available
    - May also put abstracts or blubs on the Neuroblog
  - Art exhibit + talent show
    - May be able to collaborate with Wellbeing team as a mental health initiative

\* The VPs will post about all finalized events in the Social Content slack channel in order to confirm photographer availability

**(2.2) Updates: GSAN Institute Reps:**

| Institute Reps: | Any local events (Fill in if any) | Posters put up? / Slack posts? (yes/no) |
|-----------------|-----------------------------------|---|
| MNI             | Campus tour                       | yes posters / no slack                  |
| Douglas         |                                   |   |
| Bellini         |                                   |   |
| MGH             |                                   |   |
| McIntyre        |                                   |   |
| Stewart Bio     |                                   |   |
| IRCM            |                                   |   |
| Genome          |                                   |   |
| Glen            |                                   |   |
| SCSD            |                                   |   |

\* Hoppy Hours starting next semester – Claudia will make the schedule soon and make sure it works with all the institute reps

MNI:

- Posters have been put up
- No new plans as of now

Douglas:

- Would like to plan a trick or treating event at the Douglas on Halloween
  - If people come by reps' offices in costume, they will give candy
- \$25 bulk barn budget
- Would also like to plan a drop-in coffee hour once or twice a month to help bring students from different areas of the Douglas together
- The gym at the Douglas is available for students to use – would like to give students instructions for how to get access to the gym or have sign-up sheets for students to participate in sports teams
- Other ideas: Discover Verdun, outings to restaurants

Bellini:

- No new plans as of now

MGH:

- Posters have been put up
- Last year, hosted the local event later in the year – because many students do not have much time right now
- Will plan more chill hangout events such as having everyone go to Thompson house at the end of the workday

McIntyre:

- No new plans as of now
- Will probably plan things with Stewart Bio, Bellini, etc. – all downtown campuses share an institute slack

Stewart Bio:

- No new plans as of now

IRCM:

- N/A

Genome:

- Posters have been put up
- Everyone from IPN works together in the same lab/room – lots of bonding 😊

Glen:

- N/A

SCSD:

- N/A

**\* Join Institute Slacks: Active links have been sent out**

- MGH: <https://join.slack.com/.../enQtNzc2MTE4NzA3MzYwLTZIYzgyZGUzMW...>

- MNI: <https://join.slack.com/.../enQtNzc3OTc1OTg0OTE5LWU3NTU4MzMxMT...>
- Douglas: <https://join.slack.com/.../enQtNzM2Mzk3NzQwNTk3LTA3N2Y0N2VjNG...>
- DT Campus: McIntyre, Bellini, Genome, Stewart Bio:  
<https://join.slack.com/.../enQtNzc3OTc2NTA5NTc1LTcxODNkYzRkNz...>
- Glen: <https://join.slack.com/.../enQtNzc4MzI4MDE0NzQyLTU5MTU2OGFjNj...>
- IRCM: <https://join.slack.com/.../enQtNzY5NzAwNjg5ODU3LThiZTIyN2M4Yj...>
- LDI: <https://join.slack.com/.../enQtNzc4MzI4OTM1NTQyLWFmYzQ4NmMyNz...>

**(2.3) Updates / Comments: GSAN Recurring Events / Planning:**

| Month      | Neuro-<br>blog<br>Posts | Newsletter<br>Schedule                      | Website<br>Updates<br>(yes/no)                          | Language<br>Class<br>Schedule /<br>Updates | PGSS<br>Meetings   | Clothing<br>Order<br>Updates:  |
|------------|-------------------------|---|---|--|--|--|
| July       | 2 posts                 | July 15 <sup>th</sup>                       |   |  |  |  |
| Aug        | 1 post                  | Aug 12 <sup>th</sup> &<br>26 <sup>th</sup>  | Yes – tabs for<br>positions /<br>update on exec<br>team |  |  |  |
| Sept       | 2 posts                 | Sept. 9 <sup>th</sup> &<br>23 <sup>rd</sup> | Yes – election<br>documents /<br>shout outs             |  |  |  |
| <b>Oct</b> | Oct 7 <sup>th</sup>     | Oct 7 <sup>th</sup>                         | Yes –<br>Committee<br>member names<br>/ pics            |  | <ul style="list-style-type: none"> <li>• Claudia went to meeting with 2 stand-ins</li> </ul> | <ul style="list-style-type: none"> <li>• Information went out in the newsletter, orders coming in</li> </ul> |
| Nov        |                         |   |   |  |  |  |
| Dec        |                         |   |   |  |  |  |
| Jan        |                         |   |   |  |  |  |
| Feb        |                         |   |   |  |  |  |
| Mar        |                         |   |   |  |  |  |
| Apr        |                         |   |   |  |  |  |
| May        |                         |   |   |  |  |  |
| June       |                         |   |   |  |  |  |

Neuroblog Updates:

- Possibility to provide specific prompts every month – this may attract more people
  - Prompts will be posted on Facebook and in the newsletter
- Will also accept art, photography, etc. in addition to text posts
- Just send your text / art / content to Neuroblog Coordinator whenever it is ready – no need to notify

PGSS Updates:

- Claudia went to meeting with 2 stand-ins because the PGSS reps could not make it
- Huge change in rules for PGSA's – e.g. we used to have 3 votes at PGSS council meetings because of our size as a PGSA but now all PGSA's have 1 vote
- If we do not attend all meetings, we will lose funding for next year
  - Claudia will attend all meetings this year but important to inform next year's team
- All PGSS meeting minutes are available on the drive

**(3) Icebreaker Games**

\* Since it is a busy time, we will reschedule this.