

**GSAN Meeting Minute  
October 27 2021**

**1. Reviewing Event planning (Sujeevini Sujanthan)**

- a. Member introduction
- b. Event planning checklist 2021-2022
- c. Not requirement / More of a Guideline
- d. General process
  - i. Pick a date to check if they are available
  - ii. Avoid having multiple events on the same date
  - iii. Supervising exec can let you know if date is available to book venue
  - iv. Create link to event with GSAN committee member
  - v. Advertise and artwork done by Jewel but need enough time
    - 1. Approx. 2 weeks to complete artwork
    - 2. Approx. 2 weeks to blast it in ads
  - vi. Submit advertising request through communication form
    - 1. Includes content to post and where to post (e.g., IG, FB, Email, etc.)
  - vii. Budget approval is done by Simon
    - 1. At least 1 week before purchase
- e. Changes suggested to Checklist
  - i. Sustainability certification only for physical events, NOT virtual events

**2. Social Update (Alexander Bailey)**

- a. Member introduction
- b. GSAN BBQ
  - i. First in person event
  - ii. Friday Oct 29, 4pm-7:30pm
  - iii. Jean Mance Park
  - iv. Planned budget = a little above expected
  - v. Signed up 92 people: ensure people limit
    - 1. Try to make it so they don't overlap
    - 2. Maybe Food station and Game station separate (50 each)
  - vi. COVID precautions
    - 1. COVID vaccine mandatory
    - 2. Mask rules
      - a. Mask for activities
      - b. Unmasked for eating
    - 3. Masks and sanitizer available
    - 4. MAX 50 people
      - a. Because COVID regulations and concerns
      - b. Registered list for signup and sign-out

- vii. Stations
  - 1. Gian Jenga
  - 2. 2 truths and a lie / Neuroscience Trivia
  - 3. Pumpkin Carving competition
- viii. Ask GSAN for clothing as prizes
  - 1. Sujeevini will arrange socks
  - 2. Sujatha concerns about clothing order
  - 3. Approximate 80 available
- ix. Photographers: Shahd and Karthyk
- x. Grill manned by Simon and Alex
- xi. Ask about drinks
  - 1. No liquor licenses
  - 2. Preference
    - a. Canada Dry
    - b. Pop
- xii. Costumes allowed
  - 1. Advertise to keep it available
  - 2. Not mandatory but allowed
  - 3. Exceptions for Pumpkin Carving or Cooking stations
- xiii. Open invite to other members of the board to arrive early and save the spot
- xiv. Ask about social media
  - 1. Pick and choose what pictures are presented
  - 2. Care for individuals' privacy
  - 3. Care for COVID regulations + distancing displayed

### **3. Wellness Update (Lucy Penney Presents)**

- a. Peer support group
  - i. New volunteers to train
    - 1. Training in November maybe
  - ii. A lot of previous volunteers still interested
  - iii. Also people interested in being assigned someone
- b. Tentative 1<sup>st</sup> event: Kickboxing class
  - i. 1 hour class = 200CAD
  - ii. Max 15 people because of gym capacity
  - iii. At Apex Gym St. Catherine ~ near Concordia
  - iv. Create interest form first to chat further
    - 1. Concern: rent out whole gym but worried about attendance
  - v. In person and virtual options
    - 1. Virtual option additional rate for instructor approx. 100
      - a. Benefit of virtual is that larger group can sign up
  - vi. Open floor Suggestions

1. Create interest form that includes
  - a. what modality (online/in person) people are interested in
  - b. Ask for other activities ideas (e.g. meditation, art, etc)
2. Concerns about transportation
  - a. Previously have also charged students to make up for costs
3. Reach out to previous GSAN members who did hikes or longer trips

**4. Communication and Outreach Team Update (Sujatha presents)**

- a. Member introduction
- b. Clothing order
  - i. Following what Claudia did last year
  - ii. Put up clothing order for the fall to send out Thursday
  - iii. Lindsay manager of clothing company
    - 1. Prices and Quotes
  - iv. Catalogue has been created
  - v. Google form for interest needs to be sent
  - vi. Simon review catalogue and form
    - 1. Make sure total calculated in master spreadsheet resulting
    - 2. Shanny can help calculating and coding spreadsheet
  - vii. Suggest clothing order for future as collectible
- c. Biweekly blast
  - i. Send through PGSS
  - ii. Have authority to send it to students
  - iii. Use GSAN email in McGill domain instead of Gmail that was previously used
- d. PGSS and Other updates
  - i. General Assembly PGSS Nov 3<sup>rd</sup>
  - ii. Council Meeting Nov 10<sup>th</sup>
  - iii. Agenda items Nov 3<sup>rd</sup>
    - 1. Need to email comms team or PGSS reps to present talking items if any have to be raised in the next assembly or meeting

**5. Academic Update (Zeeshan presents)**

- a. Neuroblog coordinator: Tommy
  - i. Elleri was elected but stepped down
  - ii. Tommy took up position
  - iii. We can't log in to website and it locked Zeeshan out
    - 1. Need to unlock from original email
      - a. Ask Hannah, previous coordinator
    - 2. Change email to new account to avoid this problem in the future
  - iv. Ideas for Neuroblog
    - 1. How to get people interested
    - 2. Call for posts but not enough attention
    - 3. Scout who is giving talks and make interviews
    - 4. New technologies: transcription for a Q&A
  - v. Tentative future redesign website
- b. IPN Guide
  - i. Given during orientation or as PDF
  - ii. Written version of IPN 101 that people can refer back to

- iii. Complimentary to the slides and a succinct resource to look back on
- iv. Can include
  1. More infographics
  2. Information about class and course description
  3. Tips and tricks for class
- v. Can be based off Undergraduate Class guide for Neuroscience
- c. Present Results of General Survey
  - i. Sent during orientation, General election, Email, and others
  - ii. Purpose: Find out about people expectations, COVID, academics, etc.
  - iii. Administered and shared with Execs and VPs for full information
  - iv. 127 total responses
    1. Mostly MSc 1 (36.5%)
    2. PhD1 (15%)
    3. All other groups abt ~10%
  - v. Include information about
    1. What year
    2. What location
    3. What nationality
    4. Interests for skills and opportunities
    5. Preference for in person and online events
      - a. Depends on type of event
      - b. In person for social events
      - c. Online for workshops
    6. COVID preferences, worries and concerns
    7. Factors/Motivation for attending events
    8. Remote work or not
    9. COVID impact on financial, mentally, emotionally, academically, etc.
    10. Graduate studies concerns
      - a. Can reflect some issues and need to address or help manage
      - b. EG: For IPN students TA money is additional to stipend
    11. Lots more (Execs can look in detail and share with team)
- d. MATLAB programming classes
  - i. Ongoing and progressing smoothly
- e. R programming for next semester
  - i. 8 week course
  - ii. Pending MATLAB course development and progression
- f. Python programming in spring
  - i. 8 week course
  - ii. Pending MATLAB and Python course development and progression

**6. Language Class Update (Anthony left, Zeeshan takeover to present)**

- a. All classes online
- b. Not recorded because confidentiality and interactive course
- c. Things are going well in courses
- d. In-person events as an option for people
  - i. Planning mid-November and December
- e. Better than last year because everyone in similar timezone/near montreal

**7. Inclusivity Training/Meeting (PENDING)**

**8. Open Floor for remaining questions and issues**

- a. Next meetings
  - i. No meeting in December
  - ii. End of November
  - iii. January