2015/2016 MSA Council Meeting #3 - Agenda
Monday, November 2, 2015
12:00pm-12:50pm, KATZ 1-080

A. Speaker's Business (5 min.)
   1. Call to order
   2. Attendance
   3. Next Meeting Date - December 7, 2015 (KATZ 1-080)

B. Executive Reports (20 min.)
   1. PRESIDENT Professionalism and Role-performance speech.
   2. Information Items - See below
      ii. Missing Reports: VP External, VP Student Affairs

C. Executive Business (10 min.)
   1. PRESIDENT Discussion Item
      i. Allowing other insurance companies (other than MD Management) come present to MSA Students.

D. Member Reports & Business
   1. Information Items - See below
      ii. Missing Reports: CFMS Sr., Year 3 Class Rep., Year 4 Class Rep.

E. Question Period (10 min.)

F. Adjournment (5 min.)
   1. Attendance
      (https://docs.google.com/a/ualberta.ca/spreadsheets/d/1on5AEmMTgWDOgWfYAHEOIA0hM2ZPcy2sdlSil0WJHbk/edit?usp=sharing)
1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or compete).

   • Increase student engagement with the MSA and the faculty
     o Open the MSA retreat to all four years and turn it into a leadership development retreat (complete)
     o Schedule regular meetings with deans at all levels in the Faculty of Medicine in order to keep them up to date on student involvements and activities (in progress)
       ▪ Plan a presentation with deans from all levels in the FoMD to describe the role of the MSA, discuss emerging issues, and develop goals for the coming year (completed)
     o Work with faculty on the effectiveness of Leadership Forums and how they can be utilized to more effectively communicate with the student body (in progress)
   • Increase clerk engagement
     o Engage in constant communication with past MSA executive and council members (in progress)
     o Host clerk-centered focus groups and gauge more feedback through surveys (not started)
   • Oversee: the creation of a clubs policy, and planning of the CFMS AGM bid

2. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.

   • MD Program Committee
     o Act as a student voice on decisions and discussions made concerning the MD Program
   • MSA Council Meeting
   • MSA executive meetings
     o Chair
     o Discuss executive progress, plan upcoming MSA initiatives and meetings
     o Discuss current and recurring issues
   • MD Program Representatives Meetings
     o Chair a meeting that serves as a platform for class representatives to voice concerns and feedback to the UME
   • Faculty Associations and Deans Meetings
     o Chair
     o Regular meeting of all FoMD student association presidents and deans that allows for exchange of ideas between different student groups
     o Allows for discussion of overarching FoMD concerns
• Regular Meetings with the UME, LAW Office, and Office of the Dean
  o Student and faculty updates
  o Platform for constant communication and discussion
• CFMS President’s Roundtable (Monthly Teleconference and in person meetings at the CFMS general meetings)
  o Platform for discussion between different medical school presidents
• Students’ Union Council of Faculty Associations
  o Bi-monthly meeting of all student association presidents in the U of A SU
• FoMD Residents’ Wellbeing Committee
  o Meeting to discuss what residency programs and medical students to in order to ensure that their students are well
• FoMD Faculty Council
  o Governing committee of the FoMD, passing big decisions that effect the faculty as a whole

3. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them. Do you require any assistance?

• Member accountability and professionalism
  o Ensuring that all students who sign up for certain tasks or positions are completely accountable (completing them on time with an acceptable quality)
  o Have put a new professionalism policy in place to aid with this, need to work on strict enforcement
• Member engagement
  o Ensuring that all of our students know what the MSA does and how we are here to help and support the student body
  o Can be solved by more regular communication with students
    ▪ At the same time, need to stream line how we communicate with students (increase utilization of the Steth, decrease the number of listserv emails, etc.)
2015/2016 MSA Councilor Report #1
Name(s): Brandon Christensen
Position: Vice President (Administration)
Date: November 2, 2015

1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or compete).
   1. Update the MSA website, clubs, pictures, etc. – (Complete/in progress?)
   2. Preliminary update to MSA Constitution (Complete)
   3. Bylaw Committee Work (in progress)
   4. MSA Facilities Work - Lounge, Fishbowl, MSB office (in progress)
   5. Improve MSA Council function, meetings, and timing (Complete)
   6. Survival Guide with Communications (Complete)
   7. Steth Overhaul with Communications (Complete)
   8. Listserv Policy (in progress)
   9. Policy Implementation (in progress)
   10. MSA Elections (not started)
   11. Improve clubs system (in progress)

2. Review your position description in the MSA Constitution, here.
   Junior: Describe your plan and timeline to meet the expectations of your role.
   Senior: List what parts of your role you have completed and what still needs to be done.
   1. Improve Archiving System (not started)
   2. Handle correspondence (complete)
   3. Class council elections (complete)
   4. Reviewing policies and procedures (in progress)
   5. Collect reports (in progress ;)
   6. Administer involvement awards. (not completed; due by Medformal)

3. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.
   1. COFA Senior Board (proxy for President) 2. MSA Council (duties) 3. MSA Executive (duties/minutes) 4. MSA Facilities (coordinating facilities team with Sharon) 5. Biweekly SU meetings (SU Councillor roles; have been updating SU Bylaws) 6. Semesterly GFC meetings. 7. Feedback Forum with Faculty (governance overview) 8. CFMS AGM Planning Committee (glorified minute taker).

4. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them. Do you require any assistance?
   I haven’t faced many challenges and have been having a blast in this role. Working with the faculty administration to complete the facilities work is quite bureaucratic but I’ve made some inroads this month. Problem solving prn with clubs and student affairs issues with VP SA Helya.
2015/2016 MSA Councilor Report #1
Name(s): Julianna Deutscher
Position: VP Community Engagement
Date: November 2, 2015

1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or compete).
   1. Select Junior representatives for Community Engagement team- complete
   2. Implement STICE- in progress
   3. Implement mandatory global health based lectures- in progress
   4. Draft international electives ethics policy paper- in progress
   5. Collaborate with other schools to strengthen national global health curriculum- in progress
   6. Manage community engagement electives- in progress
   7. Plan global health awareness week- not started

2. Review your position description in the MSA Constitution, here.
   Junior: Describe your plan and timeline to meet the expectations of your role.
   Senior: List what parts of your role you have completed and what still needs to be done.
   I need to continue working towards the above goals, of which many do not fall under the constitution, but are projects I believe to be truly valuable to the position.

3. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.
   Feedback Forum, Strategic Plan meetings, MSA Exec Meetings, Community Engagement team meetings, Dr Konkin meetings, etc.

4. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them. Do you require any assistance?
   It can be difficult working with faculty in one division that doesn’t necessarily see eye to eye with another division. This makes it difficult to mediate between the two and it takes additional time to get projects approved by faculty. I have tried to decrease this tension by keeping both sides very informed of what I am doing and why I believe it is important. They are happy staying informed.
2015/2016 MSA Councilor Report #1

Name(s): Scott Anderson  
Position: VP Education  
Date: November 2, 2015

1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or complete).

   This year my goals can easily be divided into two broad sections. The first is to establish a solid foundation for the VP education portfolio, as it is the first year that VP education has existed on the MSA executive counsel. The Second being represent and advocate for the University of Alberta undergraduate Medical students In areas of Curriculum, assessment, and evaluation.  
   To date things are going very well with regards to both. The faculty and student leaders are working well with the new position as well as I am preparing policy/procedure documents for future VP education members. I’m really looking forward to seeing these goals through as the year moves forward.

2. Review your position description in the MSA Constitution, here.

   Junior: Describe your plan and timeline to meet the expectations of your role.

   Senior: List what parts of your role you have completed and what still needs to be done.

   There are no overarching areas that I need to complete in the position rather, I need to maintain representation on multiple committees such as: The student curriculum committee, the faculty curriculum committee, the evaluation committee, the assessment committee, the pre-clerkship committee, and the clerkship committee to name a few. I will continue to do so for the rest of the academic year.

3. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.

   MSA executive committee meetings  
The student curriculum committee  
The faculty curriculum committee  
Evaluation committee,  
Assessment committee,  
Pre-clerkship committee

4. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them. Do you require any assistance?

   To date there haven’t been any unresolvable problems. However, currently I am working with other executives, past presidents, and curriculum reps to enhance representation on our appointed faculty committees to optimize student representation.
2015/2016 MSA Councilor Report #1
Name(s): David Ma
Position: MSA VP Finance
Date: November 2, 2015

1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or compete).

   Complete: Passed the budget, collected MSA fees, obtained faculty funding
   In progress: SU Fall Audit, planning how to spend surplus money, distributing MSA-Faculty Joint Fund
   Not started: Draft bylaws so initiatives and clubs with independent bank accounts will need to report to the MSA, meet with class treasurers

2. Review your position description in the MSA Constitution, here.
   Junior: Describe your plan and timeline to meet the expectations of your role.
   Senior: List what parts of your role you have completed and what still needs to be done.

   On-going: File reimbursements, update financial statements, make invoices, facilitate loans, distributing joint fund

3. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.

   COFA: Meet with VP Finances in different faculty associations to discuss how to improve finances.
   MSA Executive meeting: Talk about general MSA issues that are brought up by executives.
   MSA Council meeting: Passed the budget, passed approval for first cycle of Joint Fund distribution.

4. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them. Do you require any assistance?

   Student group leaders waiting until the last minute to ask for cheques to be sent out right before they are due.
2015/2016 MSA Councilor Report #1
Name(s): Samantha Lam
Position: Past-President
Date: November 2, 2015

1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or compete).

   Support current MSA administration and UME with student related issues. Follow up and progress on last year’s advocacy work on curriculum, exchanges, policies, strategy, AFMC portal concerns etc.

   Whatever issues come up.

   Ongoing.

2. Review your position description in the MSA Constitution, here.
   Junior: Describe your plan and timeline to meet the expectations of your role.
   Senior: List what parts of your role you have completed and what still needs to be done.

   Assist the executive team, abide by the directions of council, and serve on pertinent committees or any as needed.

3. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.

   Since I was at a distant learning site and away on electives, I have been unable to attend MDPC, MD Reps meeting and council meetings. The Aug and Oct MDPC were cancelled.

4. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them. Do you require any assistance?

   Relative absence of information, and it requires ongoing follow-up.
2015/2016 MSA Councilor Report #1

Name(s): Laura Soong  
Position: Alberta College of Family Physicians Student Representative  
Date: November 2, 2015

1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or complete).

   • **Completed:** Help the ACFP promote their booth at Orientation week.
   • **Completed:** Meet with the ACFP to discuss plans for the upcoming year and where funding will be allocated for events.
   • **Completed:** Organize one Fall semester Family Medicine information session (small group format) in conjunction with the ACFP.
   • **Completed:** Attend the June ACFP Board Meeting.
   • **Completed:** Attend the October ACFP Board Meeting.
   • **Completed:** Organize one Fall semester Family Medicine information session (small group format) in conjunction with the ACFP.
   • **Completed:** Attend the June ACFP Board Meeting.
   • **Completed:** Attend the October ACFP Board Meeting.
   • **In-Progress:** Co-ordinate funding for students from the ACFP to attend the PEIP Conference and FMF Conference. Develop an application process (completed), distribute funding among successful applicants, and collect feedback from students regarding their experience at the conferences.
   • **In-Progress:** Continue to discuss role of Student Representative in future years now that ACFP Board is downsizing. Consider staying on the transitional Board next year (discuss with MSA Council), and determine role of ACFP Rep on the Board for next year (e.g. Observer, Ex-Officio)
   • **To be completed:** Co-ordinate funding for the ACFP ASA Conference in Banff for students attending the conference, and attend the conference as the ACFP Student Representative. While at the conference, attend the AGM and March Board Meeting.
   • **To be completed:** Participate in January teleconference and any other teleconferences scheduled in Winter semester.
   • **To be completed:** Organize the Winter semester event (to be determined). Winter event may be a clinical skills event, a “Current Issues in Family Medicine” event, or another information session.
   • **To be completed:** Attend one or more External Affairs meetings throughout each semester.

2. Review your position description in the MSA Constitution, [here](#)

   **Junior:** Describe your plan and timeline to meet the expectations of your role.  
   **Senior:** List what parts of your role you have completed and what still needs to be done.

See above for ACFP Representative roles and tasks completed and to be completed/in progress.
3. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.

- Thursday, October 1st: ACFP Teleconference meeting
  - Purpose/contribution: Meeting was held to finalize the decision of the ACFP to decrease the size of their Board in order to increase efficiency of decision making and create a more functional representative Board. The ACFP plans to increase forums, discussion groups, and roadshows in order to ensure membership voices are heard by the Board as concerns regarding a less diverse, smaller board and less voices at the table.
  - Contribution: To provide the student perspective in regards to the downsizing approach, advocating for mentorship and continued involvement of students in ACFP Board activities in order to engage student leaders and encourage succession planning for the ACFP.

- Saturday, October 17th: ACFP October Board meeting
  - Purpose: To discuss current issues facing the ACFP, approve governance changes to policy, and to participate in strategic planning for the organization.
  - Contribution: Further advocated for the importance of engaging students with the ACFP and ensuring mentorship and learning opportunities are provided. Also contributed to strategic planning by voicing the student perspective.

- September and October MSA meetings and MSA Retreat
  - Purpose: To discuss MSA issues pertinent to the Association
  - Contribution: Participated in discussion and attended the meetings in full attention.

4. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them. Do you require any assistance?

- Currently, the roles and responsibilities of the ACFP are manageable and I have not encountered any significant challenges. I am enjoying the position greatly.
- One challenge is determining what the role of the ACFP representative will be in future years in terms of Board involvement. The ACFP representative is involved greatly with liaising with the organization in addition to sitting as a voting member on the ACFP Board. It is uncertain at this time how the student representative position will change with restructuring to the Board, however I plan to continue to engage in active dialogue with the Board to determine what the best arrangement will be for future years.
2015/2016 MSA Councilor Report #1
Name(s): Michelle Hanbidge
Position: Sr. Alumni and Sponsorship Representative
Date: November 2, 2015

1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or compete).

Host the annual Fall Alumni Social - complete
Help the Advancement Office with student volunteers for Alumni Weekend - complete
Improve networking and mentorship opportunities between students and alumni - not started

2. Review your position description in the MSA Constitution, here.
Junior: Describe your plan and timeline to meet the expectations of your role.
Senior: List what parts of your role you have completed and what still needs to be done.

The link isn’t work for me… is there somewhere else I can find the constitution?

3. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.

All MSA Council Meetings
Phone meetings during the summer with Dr. Francescutti and Matt Burns to discuss the Fall Alumni Social
Meeting with Fatemeh and Dr. Lewis to discuss the Fall Alumni Social, in particular the fundraising issues

4. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them. Do you require any assistance?

Fundraising for the Fall Alumni Social was very difficult this year. Several past sponsors did not support the event this year and 10-15 new sponsors were approached with little success. The MSA Alumni Affairs account was able to assist and the event was held.
2015/2016 MSA Councilor Report #1
Name(s): Vivian Szeto
Date: November 2, 2015

1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or compete).

My goal this year in this role is to better understand this position and the logistics behind planning the fall social and other alumni related events by meeting with the senior alumni rep for guidance and expertise, which has not been started yet. As well meet with the senior rep to understand the sponsorship proceedings and the administrative logistics behind this, this has not been started. This is in addition to brainstorming new ideas to increase the interaction between alumni and students, this is in progress.

2. Review your position description in the MSA Constitution, here.
Junior: Describe your plan and timeline to meet the expectations of your role.
Senior: List what parts of your role you have completed and what still needs to be done.

1) Begin to meet with the faculty office and administrative staff that works in partnership with the alumni rep (Nov)
2) Begin to assist with establishing and maintain the network of alumni contacts (Dec)
3) Begin to develop an understanding of the sponsorship process by meeting with the senior alumni rep (Jan/Feb)
4) Begin the coordination of the Fall Social Event (May)
5) Begin to assist with planning the alumni weekend (August)

3. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.

To date I have only attended Meeting number 2 and was able to get a better sense of how the meetings work and establish an understanding of the issues that the council discusses and goals they work upon.

4. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them. Do you require any assistance?

None at this point.
2015/2016 MSA Councilor Report #1
Name(s): [Insert Name(s)]
Position: [Insert Position]
Date: November 2, 2015

1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or compete).

Work on introducing an AMA mentorship program to U of A students to promote development of advocacy skills.
Communicate AMA opportunities with students. Ex bursary, travel grant and initiative funds.
Mentor 1st year AMA rep.
Communicate current issues which arise at the RF with students.
Engage students from the UofA with the AMA.

2. Review your position description in the MSA Constitution, here.
Junior: Describe your plan and timeline to meet the expectations of your role.
Senior: List what parts of your role you have completed and what still needs to be done.

Mentorship program. Reviewed survey from last year regarding what students want. Sending out a survey now to assess interest in numbers. Next step will be contacting a community physician involved in advocacy and run a pilot program.
Bursary application going up next week. More to come.
Ongoing mentorship with 1st year rep.
RF student involvement and report will be in Spring 2016.
Currently sent out two committee positions for U of A students interested in policy. In Spring 2016 will recruit students to attend the RF as student observers. 5 students successfully attended the RF in Fall 2015.

3. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.

Attended the AMA Representative Forum as a Delegate on September 25-26, 2015. Participated in the discussion of issues of issues facing Alberta physicians today. JR AMA Rep presented major topics at MSA meeting in October.

Chaired meeting for AMA Committee on Student Affairs on October 25th, 2015. Discussed RF, ama bursary grant application, bylaw changes to engage students, youth run club and motion from previous year regarding diversity in medical schools.

4. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them. Do you require any assistance?
2015/2016 MSA Councilor Report #1
Name(s): Finola Hackett
Position: Junior AMA Representative
Date: November 2, 2015

1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or compete).

   Attend and provide relevant input at meetings: AMA CSA (Committee on Student Affairs), AMA RF (Representative Forum), MSA Council, 2019 Class Council
   Organize annual events: AMA/CMA Benefits Talk, Meet the AMA President, Lunch/Dinner with Six
   Contribute to ongoing projects: evolution of AMA advocacy mentorship program/student engagement sessions, student input on AMA by-law review and governance reform (CMA resolution passed on increasing student engagement and voting rights, August 2015), encourage student engagement with AMA (ex. open committee positions) and other opportunities as they arise.

2. Review your position description in the MSA Constitution, here.
   **Junior:** Describe your plan and timeline to meet the expectations of your role.
   **Senior:** List what parts of your role you have completed and what still needs to be done.

   September/October 2015: attend AMA Fall RF and initial CSA/MSA/Class Council meetings, set dates for AMA/CMA Benefits Talk (November 4, 2015) and Meet the AMA President
   November 2015: set dates for Lunch/Dinner with Six (with AMA President) and promote Meet the AMA President (December 4, 2015)
   January 2016: attend second CSA meeting, any prep and follow-up work as needed
   May 2016: attend third CSA meeting/AMA Spring RF, start to transition for Senior AMA Rep duties

3. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.

   September 25-26, 2015: AMA Fall RF, Sutton Place Hotel, Edmonton. Attended as a student observer, mainly to get a sense of how AMA and RF work and current issues being discussed.
   October 27, 2015: AMA Committee on Student Affairs – attended partially via teleconference as it conflicted with a mandatory session. Provided updates on events organised and proposed student input in AMA by-law review process. Currently waiting for minutes/full updates.

4. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them. Do you require any assistance?

   No, everything seems to be going well. The AMA staff are extremely communicative and collaborative, and I have received good guidance from the 2nd, 3rd, and 4th year AMA Reps.
2015/2016 MSA Councilor Report #1
Name(s): Kaley Donaldson
Position: AMSCAR Representative
Date: November 2, 2015

1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or compete).

   To keep the MSA updated on all of the progress of the AMSCAR conference planning and to keep the planning process transparent.

   The AMSCAR committee has secured session presenters and speakers for the conference, the hotel rooms and conference schedule is determined, all the UofC and UofA students are registered for and have paid for the conference. We are on track for beginning to get sponsorship for prizes for during the conference.

2. Review your position description in the MSA Constitution, here.

   Junior: Describe your plan and timeline to meet the expectations of your role.
   Senior: List what parts of your role you have completed and what still needs to be done.

   I have been present at the MSA meetings and available for reporting the activities and finances of the AMSCAR committee to the MSA. I will continue to be available for the rest of the year.

3. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.

   I have attended all of the Monday meetings for the 2015 school year. I have been present to report the activity and finances of the AMSCAR committee and to let the MSA council know of any issues the AMSCAR committee has.

4. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them. Do you require any assistance?

   At this time the AMSCAR committee does not require any assistance.
2015/2016 MSA Councilor Report #1
Name(s): [Brock Randolph, Jeffery Wang, Hely Shah]
Position: [Archivists Senior]
Date: November 2, 2015

1. State your goals for the academic year and your progress thus far (*i.e.* not started, in progress, or compete).

   The goals for the academic year are as follows:
   1. Create a list of recommended events to document
   2. Photograph the aforementioned set of events for the Yearbook
   3. Update transition documents for Senior Archivists position
   4. Archive any MSA documents or properties as required

   The goals are in progress, and will be accomplished at the end of current academic year with the end of all MSA events.

2. Review your position description in the MSA Constitution, here.
   Junior: Describe your plan and timeline to meet the expectations of your role.
   Senior: List what parts of your role you have completed and what still needs to be done.

   All parts of our role are not yet completed, and are in progress because the events to be photographed and archived are spread out over the year.

3. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.

   The MSA Archivists have attended all the Class Council meetings and MSA Council meetings, including Annual General Meetings and MSA Retreat. The purpose of our attendance was to contribute to any decisions pertinent to the general members who elected us, to the best of our understanding of the class values. Furthermore, our activities are contributing to documenting the first two years of our class’ memories.

4. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them. Do you require any assistance?

   The main challenge has been to ensure that we have enough number of cameras to photograph all the events in an appropriate fashion, which was resolved as two of the archivists purchased personal cameras. We do not currently require any assistance.
**2015/2016 MSA Councilor Report #1**

**Name(s):** Jaskiran Sandha, Savita Rani  
**Position:** Communications Officers Sr.  
**Date:** November 2, 2015

1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or compete).

   *Completion and distribution of the MSA Survival Guide during O-Week 2015, with increased collaboration between UME, Faculty, and MSA/Student body. Dr. Andrea Davila-Cervantes was established as a UME liaison for production of the Survival Guide and verification for accuracy of information (complete)*

   *Effective transition of skills and information to the Junior officers regarding the Steth (complete), MSA Calendar (complete), Survival Guide (in progress, will be completed towards the end of the year)*

2. Review your position description in the MSA Constitution, [here](#).

   **Junior:** Describe your plan and timeline to meet the expectations of your role.  
   **Senior:** List what parts of your role you have completed and what still needs to be done.

   1) production of Survival Guide complete August 2015  
   2) Solicitation of advertisements in MSA publications – ongoing  
   3) MSA Calendar – ongoing  
   4) Ensure that MSA events and news are conveyed via appropriate means – ongoing, we have made significant progress in reducing redundancy/overload of emails by limiting unnecessary emails and promoting use of the Steth  
   5) Meeting minutes and votes – ongoing, use of new standardized format provided by MSA Exec is extremely helpful and made the transition for incoming Juniors much easier  
   6) See 5) above  
   7) Steth - ongoing, new design (Savita Rani) was a huge hit

3. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.

   None nationally.

   We met with Dr. Andrea Davila-Cervantes (UME) regarding a new UME newsletter that will go out to the Faculty and student body. We have been invited to submit any MSA/student body news that we would like to share at the Faculty level. MSA President has taken the responsibility of submitting a short report summarizing relevant news to UME as needed.

4. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them. Do you require any assistance?

   Transition from former Senior officers to Junior officers regarding the Survival Guide should have been more extensive. We intend to implement a more structured, documented transition process for incoming officers.
2015/2016 MSA Councilor Report #1
Name(s): Asha Varughese, Emma Hjartarson
Position: Junior Communications Officers
Date: November 2, 2015

1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or complete).
   - Ensure that The Steth continues to be prepared and sent out to all students on a weekly basis (in progress)
   - Ensure that the MSA Events Calendar is accurately updated on a weekly basis (in progress)
   - Take minutes at MSA Council meetings (in progress)
   - Produce the Survival Guide for the incoming class of 2020 (not started)
   - Provide assistance with other tasks as necessary

2. Review your position description in the MSA Constitution, here.  
   Junior: Describe your plan and timeline to meet the expectations of your role.  
   Senior: List what parts of your role you have completed and what still needs to be done.
   - The Steth and MSA Calendar will be updated weekly during the academic year with each of the four communications officers handling these responsibilities on a rotating basis
   - Record meeting minutes and voting outcomes at each MSA Council meeting (the specific officer taking the minutes will be decided depending on the circumstances of each meeting)
   - The Survival Guide will be produced between May and August 2016 after receiving more training from our senior officers
   - We have not yet heard about details for advertisement solicitation for MSA publications, but we are aware of this responsibility and will carry out this role as necessary when we receive more information

3. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.
   - MSA Leadership Retreat (October 4) – To learn more about the MSA and our role, and meet with other positions
   - MSA Council Meeting (October 5) – Address MSA business and learn the procedure for recording meeting minutes and voting outcomes
   - Met with Senior Officers to learn more about our responsibilities (October 14) – To learn how to update the MSA Calendar and prepare The Steth

4. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them. Do you require any assistance?
   - So far we have not encountered any major difficulties
   - We want to make sure that our work in this role is valuable for our peers, so we welcome any feedback on how we can better serve in this role
   - We feel that the most important aspect of our role is ensuring that we complete our current tasks in a timely and thorough manner, so that is our first priority
2015/2016 MSA Councilor Report #1
Name(s): Megan Cook and Bethea Shute
Position: Senior Community Health Representatives
Date: October 30th, 2015

1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or compete).

- establish class cause and have at least 2 candy grams +/- another fundraiser (eg. Pi Day)- In Progress
- organize and set up Healthy Sexuality presentations at Junior High schools across the city - In progress
- Raise awareness about flu shot locations and get whole class vaccinated with Flu shots - In progress
- Raise awareness re: blood donation importance and win Phlebotomy Bowl in Canada- In progress
- Get people out for the Trick or Eat campaign to help collect donations for the Campus FoodBank - In Progress

2. Review your position description in the MSA Constitution, here.

Junior: Describe your plan and timeline to meet the expectations of your role.
Senior: List what parts of your role you have completed and what still needs to be done.

Senior:
- We have approached the Council with respect to establishing a Class Cause and are working with GHHS to get it established. Fundraising will commence once established, with ideas about having a “Pi Day” in March (throwing pies at classmates faces).
- We have been in contact with the Compass Centre with Sexual Wellness and established training dates to get the Healthy Sexuality presentations rolling in the New Year. Roadblocks have been met with getting approval for the presentations in classrooms, but are being worked out. Volunteer sign up and presentation schedules still need to be made.
- The Flu Shot o Meter is put up, and the class is being updated with locations to get their flu-shots. The winning class will get cookies.
- Have been setting up blood donation slots for the class and trying to raise awareness about the importance of blood donations and getting people out with presentations (eg. “What’s My Type?”)
- Information for the Trick or Eat sign up was posted and about 20 people signed up to collect donations. As Senior reps, we will be going around with refreshments for the crews.
- In general, we have been working to understand the MSA system, and work with our Junior Reps to navigate its inner-workings.
3. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.

- MSA meetings (Sept, Oct) - these were focused around establishing Clubs protocol and getting the Class Constitution finalized
- MSA retreat - this helped to better understand how the MSA works, with small group sessions to help contribute with brainstorming for current MSA issues
- Class Council meetings (Sept, Oct) - get up-to-date on anything else going on in the council
- biweekly meetings with Junior Community Health Reps - we have been working together to establish roles and organize current events

4. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them. Do you require any assistance?

- We have run into issues in getting approval for the Healthy Sexuality presentations with new legislation in the city by the school board that bans presentations unless on a pre-approved list. We are having to have each school get approval from their Superintendent to get permission for us to present. We think it will be resolved through this route.
- We have run into issues with getting the Class Cause defined so that fundraising can commence. If this can get resolved soon, this would aid in our ability to plan fundraisers.
2015/2016 MSA Councilor Report #1
Name(s): Asha Lal, Kirsten Puznak
Date: November 2, 2015

1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or compete).
   
   **Completed** – “What’s Your Type” Event

   **In progress** – Blood Drive (Win Phlebotomy bowl!), Flu Shot campaign, Trick or trEat (Food bank)

   **Not started:** Fundraise for class cause: Candy grams, Bar nights (Billiards, potential limo ride),
   coffee grams, pie-in-the-face Pi day
   Sun Safe presentations – this spring

2. Review your position description in the MSA Constitution, [here](#).
   **Junior:** Describe your plan and timeline to meet the expectations of your role.
   **Senior:** List what parts of your role you have completed and what still needs to be done.

   Flu shot campaign: Oct.-Nov.
   Trick or trEat Campaign – We have several “teams” signed up. Event on Oct. 31.
   1<sup>st</sup> Blood drive – Early November. Ongoing blood drives throughout the year (every 1-2 months)
   Begin working on Sun Safe presentations in 2015.
   Fundraise for Class Cause (TBD)

3. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.

   MSA Retreat – purpose to orientate and encourage leadership among MSA members. We acted
   as participants.
   MSA Meeting
   Class Council Meeting
   Biweekly meetings with Sr. Reps to discuss roles and timeline and brainstorm new ideas.

4. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them. Do you require any assistance?

   Low attendance for “What’s Your Type” Event.

   No current “Class Cause”. It is under the role of GHHS Rep. Perhaps this could be amended or
   better coordinated so that this role falls under the most appropriate position possible and is
   completed in a timely manner.
2015/2016 MSA Councilor Report #1
Name(s): [Nikhil Raghuram]
Position: [Editor in chief of the Edmonton Manual]
Date: November 2, 2015

1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or compete).

   We just completed publication of the 4th edition of the Edmonton Manual. We are in the process of marketing the book, along with initiation of other projects related to the Edmonton Manual. This includes producing OSCE videos with the help of Dr. Vijay Daniels, and the possibility of an Edmonton Manual app. In the coming few months, we will also lay the foundation for the 5th edition. This includes editing the current edition and recruiting residents who are interested in helping with the editing process.

2. Review your position description in the MSA Constitution, here.
   Junior: Describe your plan and timeline to meet the expectations of your role.
   Senior: List what parts of your role you have completed and what still needs to be done.

   We have already appointed the representative (self) and as always, are in compliance with all policies and guidelines.

3. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.

   We have a meeting every 2 weeks. I chair the meetings and we discuss the next steps in terms of marketing and sales, and the next steps in the editing process.

4. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them. Do you require any assistance?

   No we do not require assistance, we have an excellent team of editors who work tirelessly in producing a product that is worthy of the praise it receives. Our challenge right now, is to make sure our brand gets as much publicity it deserves. We are using Facebook as a resource.
Executive and Council Report: Medical Students’ Association of the University of Alberta

Name: Kate Faulder, Jonathan Hesje

Position: Junior Facilities

Most Important Achievements:
(Point form, maximum 100 words)

- Helped Sr. Facilities Reps and VP Admin rearrange student group materials/storage materials between ECHA storage, MSA Lounge, MSB student room.
- Helped Sr. Facilities Reps maintain organization of Fishbowl and MSA Lounge – including cleaning microwaves and cleaning up garbage.

Difficulties encountered:
(Point form, maximum 50 words)

- For some groups – not enough space for all groups’ boxes; too many boxes per student group (did not consolidate to one box in the given amount of time).

Key plans for the coming month:
(Point form, maximum 100 words)

- Keep helping VP Admin and Sr. Facilities Reps in reorganizing student spaces.

Meetings Attended:
(If any, maximum 30 words. These do not include General Council meetings but can include meetings of any subcommittees or associations that you serve as part of your portfolio)
2015/2016 MSA Councilor Report #1

Name(s): Duncan MacIver, Sharon Feng
Position: Facility Representatives, Senior
Date: November 2, 2015

1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or compete).

   Revamp space usage with FRep Juniors and MSA (all in progress)
   • MSB 2-02, MSA Office, ECHA Office, ECHA Storage, Katz Closet
   • Reorganize MSA Lounge and Fishbowl (labels)
   • Maintain a scrub free locker room!
   • Student Space User Agreement

2. Review your position description in the MSA Constitution, here.
   Junior: Describe your plan and timeline to meet the expectations of your role.
   Senior: List what parts of your role you have completed and what still needs to be done.

   Started movement of boxes and shelves to ECHA office, need to work on rest

3. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.

   MSA Meeting Mon Oct 5, Meeting with Helya + Fatemeh (Concerns with Club Policy and FRep Involvement), Facilities Meeting (New Jrs) Mon Oct 5, Facilities Meeting with Brandon + Fatemeh Tue Oct 13, Clean Out with MSA Sun Oct 25.

4. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them. Do you require any assistance?

   Getting students to be as conscientious about using and maintaining student spaces
   Communication with other student groups and organizations

   Really appreciated MSA exec’s work and assistance thus far!
2015/2016 MSA Councilor Report #1
Name(s): Calvin Tseng
Position: Health Science Student Association Senior Rep
Date: November 2, 2015

1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or compete).
   - Advertise for HSSA bar events, health care team competition, coordinate events with pharmacy and physiotherapy.

2. Review your position description in the MSA Constitution, here.
   Junior: Describe your plan and timeline to meet the expectations of your role.
   Senior: List what parts of your role you have completed and what still needs to be done.
   Have assisted with allied health events, reported essential HSSA activities to class.

3. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.
   HSSA meetings – suggested dates that would work with the medicine schedule for health wave and health care team competition.
   Pharmacy, pulm club meeting – assisted with planning joint pharmacy-med inhaler event.

4. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them. Do you require any assistance?
   Wondering about the situation of the room in ECHA, if there are any plans to further utilize it other than a storage room.
2015/2016 MSA Councilor Report #1

Name(s): Meshach David
Position: Junior Health Science Student Association Representative
Date: November 2, 2015

1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or compete).

   My goal is to represent the Medical Students’ Association (MSA) and our interests to the Health Science Students’ Association (HSSA), while coming back and representing the HSSA to the MSA. These goals fundamentally involve promoting interdisciplinary interactions between medical students and the other health science students. To further these goals, I plan to promote the various HSSA events and encourage medical students to participate in these events with our future colleagues.

2. Review your position description in the MSA Constitution, here.
   Junior: Describe your plan and timeline to meet the expectations of your role.
   Senior: List what parts of your role you have completed and what still needs to be done.

   I plan to continue promoting all the HSSA events to our faculty and be a liason between the two students’ associations. This will be an ongoing process throughout the year.

3. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.

   HSSA Council Meeting: October 7th, 2015
   HSSA Council Meeting: October 21st, 2015

   We discussed various events that the HSSA would be hosting and other routine council matters.

4. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them.

   I have not faced any challenges that my Senior HSSA Rep has not been able to guide me through.

Do you require any assistance? I do not
2015/2016 MSA Councilor Report #1
Name(s): Sameena Sherman, Eniola Salami, Reid McKibbon, Silken Stone-Janzen, John Storwick
Position: Orientation Week Committee
Date: November 2, 2015

1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or compete).

   Orientation Week 2015 was a great success, and was completed August 28th 2015. During our tenure as O-Week Committee we did the following:
   - Raised enough money to cover all of our O week related costs and kept a detailed budget
   - Debuted two new O Week events (Student Initiatives Lunch and Breakout)
   - Coordinated and executed all the financial and administrative duties if our position with regards to fee collection
   - Coordinated and executed all Student led events during O Week without incident
   - Fulfilled all our duties to faculty with regards to meetings and reporting

2. Review your position description in the MSA Constitution, [here](#).
   Junior: Describe your plan and timeline to meet the expectations of your role.
   Senior: List what parts of your role you have completed and what still needs to be done.

   Aside from regular attendance at MSA meetings and reporting duties, all O Week related duties are now completed for the year.
   The only role we have a senior team is creating a transition package for our predecessors, which we have completed and documented in a well-organized Google site.

3. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.

   The Orientation Week committee has had representation at all meetings since August 1 as well as attendance at the annual MSA retreat. As for our purpose and contribution, we as a five member team have voted on the ratification of several MSA related policies and issues.

4. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them. Do you require any assistance?

   As a committee we have no specific challenges to report at this time, as most were handled during Orientation Week itself. In terms of assistance for future O Weeks, we have internally come up with strategies we will pass on to the new committee to reform the way the different parts of the FoMD work together for Orientation Week planning and have discussed this at various meetings with reps from UME and the LAW office. This next step will make things even smoother for the incoming committee.
2015/2016 MSA Councilor Report #1
Name(s): Justin Khunkhun
Position: PAC Chair
Date: November 2, 2015

1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or compete).

One of the primary goals of PAC is to organize Provincial Lobby Day. At this point, a topic has been chosen and a date for Lobby Day has been secured from the Minister of Health.

One of my other goals for the year is to increase political engagement among students. A debate viewing event was held by PAC and Community Engagement that provided students with a dinner and chance to view the Leaders’ Debate as a group. Hopefully another few events will be held once Lobby Day is in the rearview mirror.

2. Review your position description in the MSA Constitution, here.
Junior: Describe your plan and timeline to meet the expectations of your role.
Senior: List what parts of your role you have completed and what still needs to be done.

Since a date for Lobby Day has been secured, there are many tasks that now need to be completed in relation to it. This week PAC will begin emailing MLAs in order to set up meetings on Lobby Day. An “ask” document” will also be created to present to MLAs at meetings. In addition, a training day for Lobby Day must also be organized in the coming weeks. Contact with the AMA needs to be made in order to have a speaker provide us with advocacy training.

3. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.

   PAC Meetings:
   Sept 24; introduction to PAC, brainstorming
   Oct 8; discussing/paring down ideas
   Oct 13; discussing method for choosing cause topic

4. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them. Do you require any assistance?

   Contacting the Minister’s office was challenging but was resolved using the help of our AMA contact.
1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or compete). We intend to continue providing a resource for student for all professionalism issues as well as mentor our junior professionalism reps. Additionally, as the chair of the Student Professionalism Committee, Jillian intends to direct the committee towards achieving a project for the year.

2. Review your position description in the MSA Constitution, here.
   Junior: Describe your plan and timeline to meet the expectations of your role.
   Senior: List what parts of your role you have completed and what still needs to be done.
   We are in the process of refining our position description for both the MSA and class council constitution to make them look more similar. However, we have been and continue to be a resource to students for professionalism issues, Orysya sits on the faculty professionalism committee and Jillian is chair of the SPC and we both sit on the SPC. We have been available to the 2019’s for professionalism concerns before the junior reps were appointed and plan to continue being there as a resource to them.
   In regards to subsection 27 (12), 27(13), and 27(14), we are in the process of deciding whether we should remove this from our constitution. This job seems to have been deferred to the sports reps.

3. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.
   We were involved in our first SPC meeting with all 4 years of professionalism reps. As chair, Jillian led the meeting. We also had a MD representatives meeting that unfortunately, neither of us were able to attend due to prior commitments. We have attended the class council, MSA meetings, MSA retreat, pre MD representatives meeting, and Orysya attended one faculty professionalism meeting and presented our responsibilities to the first years interested in running for class council.

4. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them. Do you require any assistance?
   No problems to report.
2015/2016 MSA Councilor Report #1
Name(s): Natalia Binczyk; Cary Ma
Position: Professionalism Representative
Date: November 2, 2015

1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or compete).
   1) educate class on the roles of the professionalism representatives (complete)
      a. sent out a letter to our classmates to introduce them to the roles of the professionalism representatives
   2) provide class with different methods to voice concerns (always in progress)
      a. created an anonymous feedback form
      b. continue encourage students to approach us in person
      c. receptive to emails
   3) rewarding colleagues that demonstrate outstanding professionalism (not started)
      a. one colleague will be recognized at the end of the academic year
   4) collaborate with involved parties to improve Party Like a Pro presentation (in progress)

2. Review your position description in the MSA Constitution, [here].
   Junior: Describe your plan and timeline to meet the expectations of your role.
   Senior: List what parts of your role you have completed and what still needs to be done.

   We will collaborate with affected student groups and representatives to organize a Party Like a Pro presentation in
   September 2016 prior to Icebowl and AMSCAR. We plan to attend all the meetings outlined in the MSA Constitution
   according to the prearranged dates for FCP, SPC, class council meetings, MSA meetings and MD Representatives
   meeting. According to the constitution, we will review jersey names/logos for the incoming class when the Orientation
   Committee provides them to us. However, according to the senior professionalism representatives, this responsibility
   may no longer fall under our jurisdiction in the future.

3. List any meetings you have attended between August 1 and November 1 and
   describe, in general terms, the purpose and your contribution.
   1) MSA Leadership Retreat – introduce students to the structure and purpose of MSA
   2) MSA Council Meeting #2 – discuss changes updates to the constitution
   3) Class of 2019 Class Council Meeting #1 – fill in the vacant Class Council positions
   4) MD Representatives – provide Dr. Hiller and 2016/17/18 class/curriculum/professionalism representatives with an update on
      professionalism-related matters for the class of 2019, including some of our initiatives
   5) Party Like a Pro Debrief – all affected parties attended this meeting to discuss the effectiveness of PLP presentation and agreed
      on improvements to the presentation that will be implemented in the upcoming year
   6) Professionalism Representatives 2018/2019 Meeting – discuss roles and responsibilities of the professionalism representatives

4. Describe any challenges, if any, you’ve experienced in your role thus far and how you
   resolved or plan to resolve them. Do you require any assistance?

   We have not encountered much challenge to our role thus far; however, we are continuously looking for
   new ways to better serve our classmates.
2015/2016 MSA Councilor Report #1
Name(s): [Jaeun Yang & Daman Goondi]
Position: [SHINE SR Rep]
Date: November 2, 2015

1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or compete).

SHINE Education Day was held on September 26, 2015 which was promoted to the Faculty of Medicine students. Unfortunately, the participation from the faculty of medicine was quite poor (very few people showed up to the Education Day, which is a prerequisite for participation in SHINE outreach programs). My goal for 2015-2016 is to ensure SHINE gets promoted earlier (i.e. late in the summer to 2019 and 2020s) in order to ensure that students have sufficient notice of the event, and can plan the weekend in advance. Otherwise, I will continue to report the updates of SHINE to MSA council.

2. Review your position description in the MSA Constitution, here.

Junior: Describe your plan and timeline to meet the expectations of your role.
Senior: List what parts of your role you have completed and what still needs to be done.

- The roles of SHINE Jr. and Sr. are to report updates of SHINE to MSA council throughout the year, which we will do so through our MSA meetings

3. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.

- September 26th, 2015 was the Education Day which Sr. rep attended
- Day to learn about the progress of SHINE, and what outreach programs entail

4. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them. Do you require any assistance?

- As mentioned before, we will work on promoting SHINE to 2019 and 2020 class during the summer and early in the year in order to increase participation from SHINE
- My personal opinion from the faculty of medicine may be due to the discrepancies between what SHINE clinic used to be (where medical school students would partake in clinical work) vs. what it has become (focused on addressing social sides of inner city youth). Along with the Community Engagement team, I am hoping to set up some type of inner-city shadowing opportunities where medical school students can partake and observe clinical work in inner cities.
2015/2016 MSA Councilor Report #1

Name(s): Daman Goondi
Position: SHINE Jr. Representative
Date: November 2, 2015

1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or compete).

My three goals as a SHINE Jr. Rep were to (1) increase awareness of the multidisciplinary setting and the opportunity to be involved in care of vulnerable populations (2) to increase medicine’s involvement in the SHINE organization and (3) promote interdisciplinary work along with HSSA representative. On September 26th, we had three 1st year medical students take part in SHINE Education Day. SHINE has recently started an outreach program for the youth in downtown where the incoming students will be present for any health-related questions or just someone to chat with.

2. Review your position description in the MSA Constitution, here.
Junior: Describe your plan and timeline to meet the expectations of your role.
Senior: List what parts of your role you have completed and what still needs to be done.

The recruitment for SHINE outreach is now complete, and we had three students from Medicine become involved. We were hoping for a larger involvement from Medicine, but it is a step forward from last year. SHINE understands that medical students are involved in numerous projects that involved vulnerable populations and health care. We will continue to update the students on any developments that occur within the organization. Lastly, I plan to collaborate with HSSA Reps in December to organize an interdisciplinary teaching session.

3. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.

I was not able to attend the SHINE Education Day as I was away for Ice Bowl. I was present for the opening of outreach day in Stanley A. Milner Library downtown. We were involved in educating the public of our role in the downtown area, and the type of help we can provide.

4. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them. Do you require any assistance?

I have not experienced any challenges so far in my role and thus require no additional assistance.
2015/2016 MSA Councilor Report #1
Name(s): Bailey Komishke
Position: Social Committee 2018
Date: November 2, 2015

1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or compete).
   - Plan one drinking (block party) and one non-drinking event every month- 6 weeks (at minimum one of each per block) - we are on track with this goal.
   - We have the Mexico trip planned and have 62 attendees confirmed.
   - We are working with a number of other student groups (Sports reps, AMSCAR) to create a Party Like a Pro committee and putting this role into our constitutions to ensure institutional memory

2. Review your position description in the MSA Constitution, here.
   Junior: Describe your plan and timeline to meet the expectations of your role.
   Senior: List what parts of your role you have completed and what still needs to be done.
   - We have worked with the junior committee to plan social events so far and will continue to do this.
     o Med Formal is a second semester event and we will begin planning for this later in the first semester.

3. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.
   August 26: Meeting with travel agency to plan Mexico trip
   September 14: Party like a Pro meeting & presentation – SOCOM presented a case and was available to answer student questions
   October 1: Meeting with 2019s to teach them about the role
   October 19: Party like a Pro debrief & future steps meeting

4. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them. Do you require any assistance?
   Navigating the new SGS risk management website was a bit difficult at first but our group will get the hang of it. We will continue to ask for assistance with risk management and event planning as needed. Thank you.
2015/2016 MSA Councilor Report #1
Name(s): Darby Brox
Position: Social Committee 2019
Date: October 31, 2015

1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or compete).
   - Plan one drinking (block party) and one non-drinking event every month - 6 weeks (at minimum one of each per block) - we are on track with this goal. (we are planning the next block party for our class)
   - We are planning to work with members of our class to partner with some of the awesome non-drinking ideas that they have and we could act as sponsors/help out with their events – this way attendance between our 1 non-drinking event and any other major events that our classmates want to plan wont be so split. (for example, Halloween pumpkin carving or Friendsgiving that was in October planned by a member of our class)

2. Review your position description in the MSA Constitution, here. 
   **Junior**: Describe your plan and timeline to meet the expectations of your role.
   **Senior**: List what parts of your role you have completed and what still needs to be done.
   - We have worked with the senior committee to plan social events so far and will continue to do this.
     - Helped sell pub crawl tickets and hand out tickets for past tight and bright block party
   - We are currently planning the next block party and non-drinking event for November!

3. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.
   October 1: Meeting with 2018s to learn about the role and what worked for them etc.
   October 5: MSA Council meeting – debated motions with other council members
   October 19: Party like a Pro debrief & future steps meeting
   October 30: Meeting with whole 2019 SOCOM; planned future block party, and came up with themes for future events etc.

4. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them. Do you require any assistance?

   Biggest challenge is planning a non-drinking social event without accidentally stepping on someone else’s toes. We think that if we plan to partner with our class, that way we wont have too many events for the class each month and it’ll make our fellow classmates lives easier not having to plan their own events if they don’t want to!
2015/2016 MSA Councilor Report #1
Name(s): Mack and John
Position: Sports Representatives
Date: November 2, 2015

1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or compete).
   
   Increase Icebowl turn out and have successful event- complete
   Organize ski-trip- in progress, mostly complete
   Interphase- not started
   Winter Classic- not started
   Increase interclass sports events- in progress

2. Review your position description in the MSA Constitution, here.
   Junior: Describe your plan and timeline to meet the expectations of your role.
   Senior: List what parts of your role you have completed and what still needs to be done.

   - Icebowl has been completed and organized
   - Interest in Med Games has been low in past, but in touch with organizers
   - No problems to date with the class Sports Representatives needing our help

3. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.

   MSA Council Meetings- members of MSA council
   Party Like a Pro- contribution due to high risk event (Icebowl), coordinated future of Party Like a Pro and ensured standards of professionalism met at Icebowl
   Icebowl Sports Reps meeting- met with sports reps from other schools to plan for future of Icebowl

4. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them. Do you require any assistance?

   Putting deposits on future expenses- We have had to coordinate two busses (Icebowl and Ski-trip) and hotel rooms (ski-trip), which require deposits. Because we have to book these so far in advance, we have no money from those who will be attending, therefore our own credit cards are used for costs into the thousands. It would be nice if the MSA did something to help students put in this situation, because it doesn’t seem to make sense that students should be at risk of losing their own money for planning student events.
2015/2016 MSA Councilor Report #1
Name(s): Meagan McLavish & Brandon Lieu
Position: Student Health & Wellness Reps (Senior)
Date: November 2, 2015

1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or compete).

<table>
<thead>
<tr>
<th>Goals</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organize regular wellness &amp; physical activity sessions</td>
<td>Wellness activities brainstormed. First session (support session) planned for late November/early December. Physical activities sessions scheduled for November and for 2nd semester (in conjunction with Top Condition Mission). Application for Joint Fund Submitted.</td>
</tr>
<tr>
<td>Plan “Balance Night”</td>
<td>Balance Night will be reinvented this year (based on feedback from last year’s event and from LAW office). Will entail small group sessions rather than lectures, with aim to normalize stress rather than promote unrealistic ideals about balance. Students will choose which sessions they would like to go to, based on their interests. Will be planned for end of November.</td>
</tr>
<tr>
<td>Introduce “Support Sessions” (based on Queen's program)</td>
<td>Contacted Queens for feedback on their program. Contacted LAW office to have psychologist Jaleh facilitate first session (as per student request at October MSA meeting). Will be scheduled for late November/early December.</td>
</tr>
</tbody>
</table>
2. Review your position description in the MSA Constitution, [here](#).

**Junior:** Describe your plan and timeline to meet the expectations of your role.

**Senior:** List what parts of your role you have completed and what still needs to be done.

<table>
<thead>
<tr>
<th>Roles</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) coordinate the activities of the class Health and Wellness Representatives;</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>
| 2) liaise with other medical schools regarding their health and wellness initiatives; | Completed & Ongoing - Member of CFMS National Wellness Committee  
- Attended monthly CFMS teleconference  
- Sought feedback from Queens on their support sessions  
- Liaised with other medical schools in organizing national wellness competition in January  
- Member of subcommittee group planning National Wellness Competition (meetings on-going) |
| 3) organize and coordinate well-being efforts for the betterment of the social, psychological, and physical wellness of the student body; and | Completed & Ongoing - Regular wellness and physical activity events, spanning throughout the year |
| 4) organize Balance Night in cooperation with the relevant office of the Faculty of Medicine and Dentistry. | Ongoing                                                 |
3. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.

<table>
<thead>
<tr>
<th>Meetings</th>
<th>Purpose &amp; Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFMS Wellness Committee</td>
<td>- September 13, 2015: General updates and items (Wellness Competition Subcommittee formation, wellness database, CFMS Wellness Website)</td>
</tr>
<tr>
<td></td>
<td>- Oct 25, 2015: National Wellness Challenge subcommittee meeting on logistics and planning for the event.</td>
</tr>
<tr>
<td>Resident Wellness Committee</td>
<td>- Update committee on wellness issues affecting medical students.</td>
</tr>
<tr>
<td>(Sept 16th, 5pm)</td>
<td>- Gain awareness of wellness issues affecting residents in various residency programs at the U of A.</td>
</tr>
</tbody>
</table>

4. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them. Do you require any assistance?

- One of our current challenges is trying to reinvent Balance Night. We want to retain what has made it a success in the past, while trying to be creative and innovative about our format and focus in order to best engage students.
2015/2016 MSA Councilor Report #1
Name(s): Henry Wiebe & Paxton Ting
Position: Student Health & Wellness Reps (Junior)
Date: November 2, 2015

1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or compete).

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<tr>
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<td></td>
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<tr>
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<td>Balance Night will be reinvented this year (based on feedback from last year’s event and from LAW office). Will entail small group sessions rather than lectures, with aim to normalize stress rather than promote unrealistic ideals about balance. Students will choose which sessions they would like to go to, based on their interests. Will be planned for end of November.</td>
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<tr>
<td>Introduce “Support Sessions” (based on Queen’s</td>
<td>Contacted Queens for feedback on their program. Contacted LAW office to have psychologist Jaleh facilitate first session (as per student request at October MSA meeting). Will be scheduled for late November/early December.</td>
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<td>program)</td>
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</table>

2. Review your position description in the MSA Constitution, [here](#).

Junior: Describe your plan and timeline to meet the expectations of your role.
**Senior:** List what parts of your role you have completed and what still needs to be done.

<table>
<thead>
<tr>
<th>Plan</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Learn from the Senior Health and Wellness Reps and coordinate the activities of the class</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2) Liaise with our classmates and get input into what ideas they had for helping maintain their health and wellness.</td>
<td>Completed &amp; Ongoing - Yoga Sessions - Paint Night - Continued input ongoing</td>
</tr>
<tr>
<td>3) organize and coordinate well-being efforts for the betterment of the social, psychological, and physical wellness of the student body; and</td>
<td>Completed &amp; Ongoing - Working with the LAW office and other bodies to put on health and wellness events. Building off of the successes of last year</td>
</tr>
<tr>
<td>4) Assist the Senior Reps whenever possible</td>
<td>Ongoing - Talked to local restaurants and businesses to secure donations and funding for prizes as part of future events.</td>
</tr>
</tbody>
</table>

3. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.

<table>
<thead>
<tr>
<th>Meetings</th>
<th>Purpose &amp; Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unwind Your Mind Meeting</td>
<td>- October 22, 2015: Get an understanding for Unwind Your Mind’s strategic goals and identified where our interests overlap. Established a working relationship whereby Unwind Your Mind can provide us with contacts and resources should we ever need help putting on a wellness event (e.g. finding a yoga instructor)</td>
</tr>
</tbody>
</table>
4. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them. Do you require any assistance?

- The timelines for Health and Wellness is quite packed, and we are trying to get a grasp on is coming up next and what we should be working on. We will continue to work closely with the Senior reps as well as the LAW office.
2015/2016 MSA Councilor Report #1
Name(s): [James Welke]
Position: [Class Representative 2018]
Date: November 2, 2015

1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or compete).
   
   Goals for this year includes enabling students in the spheres of academia and their roles in council. As usual, I plan on being available for students in person or via email.

   Other projects: I’m part of the new MSA Constitution Committee and I will be an awards MC for the Celebration of Teaching and Learning. Otherwise, I don’t think there are other planned events yet.

2. Review your position description in the MSA Constitution, here.
   Junior: Describe your plan and timeline to meet the expectations of your role.
   Senior: List what parts of your role you have completed and what still needs to be done.

   This role has fluid responsibilities and is mostly reactive to the class’ needs.

   I’ve been working on the MED2018 Constitution we have clear roles. We’ve cut some positions and clarified processes.

   I think the description is mostly clarified in the MED2018 Constitution.

3. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.

   Sep 21: Class Council AGM – as per the MSA Constitution
   Oct 13: GI focus group – collect student feedback on the curriculum and student life
   Oct 19: 2019 Class Council Meeting – starting off the 2019 council
   Oct 21: Student Curriculum Meeting – discuss the curriculum with Curriculum Reps
   Oct 21: Prep for the MD Program Meeting – coordinate with MSA members for the MD Program Meeting
   Oct 26: Class Council meeting – provide a forum for councilors for council business
   Various private meetings with students and Councilors – inquiries and issues, council suggestions
   Oct 27: MD Program – represent the 2018s to the MD Program team

4. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them. Do you require any assistance?

   Some Class Counsellors have not been taking their tasks seriously and we’ve had missed or delayed essential projects, such as the Adopt-A-Cause or the Alumni Event. The Class Rep and VP can try to monitor each position but some things get missed. Both Professionalism Reps missed the first MD Program meeting.

   We’ve been trying to update the Constitution at both the MSA and Class Council levels. If we can remove some non-essential positions, it may also reduce some micromanagement.

   I think I have sufficient help at this time, but I’ll be in touch if it changes.
2015/2016 MSA Councilor Report #1
Name(s): Aran Yukseloglu
Position: Year 1 (2019) Class Representative
Date: November 2, 2015

1. State your goals for the academic year and your progress thus far (i.e. not started, in progress, or compete).

After hearing concerns, I hope to improve my class's experience with the mandatory class sign-in sheets. This is in progress as I have outlined a structured method for sheets to be passed around the room; if adhered to, no one will miss the sign-in sheet. Later in the year, I plan to set up a sort of "Time Capsule", in which members of my class can put a small note to themselves (likely about their current thoughts regarding specialty matching in the future) and then have the Time Capsule opened after the CaRMS match-day. Another not-yet-started idea given to me by a classmate was to encourage a "Friendly Friday" sort of event, in which our class is encouraged to sit elsewhere in class as to meet more of their classmates. I also have a great deal of admiration for the "The Artery" made by James, and I hope to come up with an idea for a similarly brilliant keepsake that my class would enjoy – as my class seems to be quite musically talented, perhaps some sort of CD/performance compilation may be possible. Overall, my goal is to aptly respond to my class’s concerns as they arise while hopefully implementing some ideas that will increase my class’s sense of community and enjoyment of their medical school years.

2. Review your position description in the MSA Constitution, here.
   Junior: Describe your plan and timeline to meet the expectations of your role.
   Senior: List what parts of your role you have completed and what still needs to be done.

   My role of representing my class to the Council, and vice versa, along with liaising with the Faculty on relevant matters, is ongoing. No specific element has been "completed".

3. List any meetings you have attended between August 1 and November 1 and describe, in general terms, the purpose and your contribution.

   I attended MSA Council Meeting #2 on October 5, 2015 – at this meeting, I began to acclimatize to the MSA Council and attempted to gain clarity as to the nature and use of the Faculty Joint Funding.
   I attended an MD Representatives preparatory meeting on October 21, 2015 –
   I attended an MD Representatives Meeting on October 27, 2015 – at this meeting, along with the Curriculum and Professionalism Reps of my class, I voiced our concerns about varying issues, from physical exam sessions to ASL sign-up concerns.

4. Describe any challenges, if any, you’ve experienced in your role thus far and how you resolved or plan to resolve them. Do you require any assistance?

   The only initial challenges have been trying to determine exactly what falls under my jurisdiction as Class Rep, and working with other Representatives to determine what tasks each person will do. I am resolving these on an ongoing basis through discussing this with the other Reps, and through getting advice from the Class of 2018 Class Representative.
   The biggest challenge so far would be in assuming the role of Public Relations Representative in a time-pinch, and trying to figure out how to organize and get a gift for the Intro block coordinator. This was solved by simply sacrificing some study time to get it done. Unfortunately, the process of actually getting the gift to the coordinator is still ongoing, despite communication...