

2015/2016 MSA Council Meeting #4 - Agenda

Monday, December 7, 2015

12:00pm-12:50pm, KATZ 1-080

A. Speaker's Business (5 min.)

1. Call to order
2. Attendance
3. Next Meeting Date - *January 4, 2016 (TBA)*
 - i. *Note:* Midterm Councillor reports are due by January 3, 2016. Template will be distributed.

B. Executive Reports (15 min.)

1. **PRESIDENT** Space Survey Survey Report and space utilization discussion.
 - i. *2015 Student Space Survey Results - See item below.*
2. **PRESIDENT** Affair of the Heart gala update and tentative MSA Executive plan for moving forward.
3. **VP STUDENT AFFAIRS** MSA Clubs and student-event issues rectification discussion (BearsDen and Event Organizer Training).

C. Executive Business (15 min.)

1. **VP ADMINISTRATION/VP FINANCE** MOVE to implement Policy #3 the MSA Financial Reporting Policy as outlined.
 - i. *Policy #3 - MSA Financial Reporting Policy - See item below*
2. **VP ADMINISTRATION/AMA SENIOR** MOVE to appoint Savita Rani to the Alberta Medical Association Physician and Family Support Program Steering Committee.
3. **VP ADMINISTRATION/AMA SENIOR** MOVE to appoint Jenny Yoon to the Alberta Medical Association Constitution and Bylaw Committee.

D. Member Reports & Business (5 min.)

1. **CLASS REPRESENTATIVE (2018)** MSA Constitutional role discussion.

E. Question Period (10 min.)

F. Adjournment

1. Attendance
(<https://docs.google.com/a/uofalberta.ca/spreadsheets/d/1on5AEmMTgWDOgWfYAHEOIA0hM2ZPcy2sdSiI0WJHbk/edit?usp=sharing>)

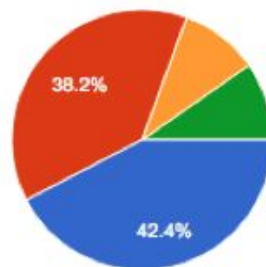
2015 Student Space Survey

Compiled by Brandon Christensen & Fatemeh Ramazani

November 27, 2015

1. Participation

Select your class



2019	61	42.4%
2018	55	38.2%
2017	14	9.7%
2016	14	9.7%

Total participants = 145

Analysis: majority of students from the first and second year classes.

2. Overall Impression of Student Space

“On a scale of 1 to 10 how well does the space setup suit the needs and facilitate the function of the MSA and all students we represent.”

Mean score = 7.23

Median score = 8

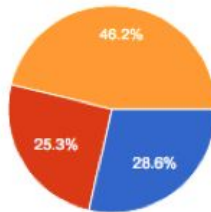
Mode Score = 8

Analysis: Overall, students are generally pleased with the use of space allocated to the MSA with quite impressive scores.

3. UME Monitor

a. Current usage:

2018s, 2017s, and 2016s, only: When this display was in use last year, did you view the information on it?

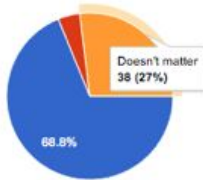


Yes	26	28.6%
No	23	25.3%
Didn't know it was there	42	46.2%

Analysis: Approximately 46% of the students didn't know the monitor existed, 25% didn't use it for information for a total of 71.5% of students who did not use the monitor.

b. Future ideas

All students: Would it be more useful to have this display located on the wall directly in front KATZ 1-080 as you walk in from the atrium?



Yes	97	68.8%
No	6	4.3%
Doesn't matter	38	27%

Analysis: The vast majority of students believed it would be useful if this monitor was located outside of the KATZ 1-080 lecture theatre where students could view it during lunch hour or while waiting for access to the lecture theatre between class.

Verbatim Feedback:

-Tell us about events. Communications/messages from Deans office. A 'goodluck' before final exams from the deans office would be quite a nice gesture.

-I think students should be allowed to put stuff on there... Are they allowed? Also, how about putting important deadlines on there? Like self assessments etc. as a reminder? That'd be awesome!!

-Upcoming events and talks (very common response).

-If it was moved, use it to display the schedule of what is happening in Katz 1-080 each day. It could be a slide show between that and some highlights of upcoming events, lunch talks, and other initiatives.

-Upcoming events for the week. Sync the MSA calendar and Faculty Events Calendar to scroll through various events for the week. Like it to the Steth somehow

-Upcoming events like lunch talks, club events or the schedule of Katz 1-080 for the day

- important deadlines - changes to curriculum/policies that we need to know - event notifications

-To make it more useful -- let students know about it at the beginning of each year or occasionally (for very important things) let us know to check it via listserv.

-Lunch talks/events for the day Relevant current events New medical breakthroughs

-MSA/non-MSA Announcements, Bus/train schedule, The Steth, Deadlines, MSA Calendar

-Last minute room changes, up coming lunch talks, DL room booking schedule

-Put it in a more prominent place. Mention it on MedSIS or include in emails (such as The Steth or administration emails sent by UME)

-If it reminded us of upcoming lunch talks and deadlines for things. If it reminded us of different faculty talks if we would be interested in. For example the global health rounds. I think it would be useful if MSA groups could use it for their club. I know the Mental Health club is doing a photo series with different classmates talking about how mental health is a neglected issue in society. It would be nice to see things like that there.

-Put up reminders for deadlines or talks coming up in the theatre or information about electives and when the deadlines for them are. Just some of the stuff we get in emails that is less specific to our courses since, to be honest, they get skimmed over a lot but might get looked at while we're waiting for lecture.

Policy #3 - MSA Financial Reporting Guidelines

Drafted by: Brandon Christensen & David Ma

Date of Consideration: December 7, 2015

Purpose: to ensure clubs, student initiatives, council projects, MD Ambassadors, and any other registered initiative properly report both finances and the existence of bank accounts to the MSA. Furthermore, to ensure accountability with regard to independent bank accounts by mandatory reporting.

Policy:

A. Existing Accounts

1. All initiatives that receive financial aid, support, or allowances shall report their finances to MSA Council through the Vice President, Finance.
2. Detailed reports to the Vice President, Finance shall occur at least once each academic year based on a timeline outlined by the Vice President, Finance.
3. The Vice President, Finance has the right to request any additional detailed reports based on a timeline outlined by the Vice President, Finance.
4. Minimum reporting shall include the following:
 - a. The existence of any external bank accounts or financial savings;
 - b. The current amount of capital held in the aforementioned accounts;
 - c. A detailed budget and overview of all revenue, expenditures, savings, and liabilities;
 - d. An overview of all assets and all liabilities, including but not limited to cash, savings, accounts receivable, accounts payable and loans;
 - e. Official financial statements from the institution in which capital is held corroborating expenditures, revenue, and savings;
 - f. A list of individuals with access to the financial accounts, including contact information; and
 - g. Any other requirements outlined by the Vice President, Finance.
5. The Vice President, Finance shall be given signing authority on any bank account within 30 days, if they so request.
6. The Vice President, Finance may request any receipts, invoices, bank statements or other documentation in any form at any time.
7. Failure to comply with any or all of this policy may result in the following penalties, prescribed by the MSA Executive Committee:
 - a. Removal from the MSA Budget;
 - b. Disqualification from joint funding;
 - c. Deratification as a student group, initiative, *etc.*; or
 - d. The appointment of new leaders.

B. Creation of New Accounts

1. No initiative, club, MD Ambassadors, council project or other group shall create an independent bank account without the express approval of MSA Council.
2. An applicant group seeking an external account shall provide a detailed explanation to the MSA Executive Committee regarding the rationale for the account.
3. The applicant may then submit their request to MSA Council through the Vice President, Administration.
4. Approval shall be by simple majority.
5. The Vice President, Finance shall have signing authority on all new accounts created under this policy.
6. The new account is subject to the rules prescribed under Section A of this policy.