

International Development and Global Studies Graduate Student Association

Wednesday, August 14th, 2019

Opening:

Shannon Fournier called the meeting to order at the University of Ottawa at 5:41 on Wednesday, August 14th, 2019.

Present:

Shannon Fournier

Rebecca Dick

Kayla Richardson

Jennifer Bonti

Janet McParland

Gabrielle Marseille

Andrea Khan

Lukas Van Aragorn

Adrian Murray (by telephone)

Absent:

Bryn Copp

Étienne Côté Vaillant

Approval of Agenda

Unanimous

Approval of Minutes

N/A

1. Business from the Previous Meeting

N/A

2. New Business

- 2.1.** *Canadian Association of Independent Development Professionals*, October conference and youth forum, other potential opportunities

- Professor Elissar Sarrouh has asked the Association to collaborate with the Canadian Association of Independent Development Professionals to have youth attend a conference in October. Professor Sarrouh also mentioned potentially collaborating on other initiatives.

2.2. AEDSA undergraduate Mentorship Program

- The International Development and Globalization Student Association's (AEDSA) is running a Mentorship Program that puts undergraduate students in touch with professional working in the development field.
- They have asked for our assistance but it is unclear whether they want our help as mentors or if they would like us to help get in contact with other professionals for the program.

2.3. Centre for Global Health Security and Diplomacy, funding and collaboration on events, conferences and internships

- The *Centre for Global Health Security and Diplomacy* has expressed interest in providing us with funding for and to collaborate on internships, events, and conferences.

3. Plan orientation activities

- The department is organizing an orientation session for incoming students on September 3rd. We will have 45 minutes at the beginning of the session, divided by 15-20 minutes for introductions of the committee and for students and 20 minutes for an ice breaker activity, followed by a debrief and questions at the end.

3.1. Collect incoming students' emails for better communication?

- To communicate effectively with incoming students, we will collect their emails at the orientation. During the session, we will ask them what their preferred method of communication is and add them to the Facebook group. We will also mention that the website has an events calendar, and that they can sign up to receive email reminders.
- During the year, we will also go to first year classes to advertise our events and answer any questions.

3.2. Potential ice breaker activities

- We want the orientation event to be more casual at the beginning than last year. An ice breaker activity is a good way to do this.
- We suggested a matching activity, where each person is given a card upon entry and must find their match in the room. We decided against this since it could mean that some people only talk to one other person, which goes against an ice breaker activity.
- We decided on a Bingo activity, where there will be different categories for which participants have to find someone who matches each one. This activity sparks

conversation, encourages participants to learn each other's names, and to talk to more people.

- Lead: **Rebecca and Janet**; email ideas to them
 - By: Orientation on September 3rd

3.3. Organize documents for new students

- We have decided to create documents and a list of links to useful information, key dates, and contact information. The working list we came up with at the meeting is as follows:
 - Key dates, general deadlines
 - Contact for association and members, professors, administration
 - Differences between MRP and thesis (Louisa handout)
 - Field work document
 - Union information, where to find it
 - Scholarships
 - Workshops that could be useful
 - Study rooms
 - Should we create a handbook? Tips, important dates, contacts
- Lead: **Janet** will put it together
- Small printouts with important websites to share at Orientation (bookmark; way to sign up to mail list)
 - **Abby**

4. Begin thinking about September event

4.1. On campus event for both MA and PhD students

- We will be hosting an event on Wednesday, September 11, from 6 to 8 PM in FSS 8003. We have decided to not hold it at a bar because more people may feel more comfortable attending.
- After discussing different activities, such as a paint night, we have decided to do a Trivia night. It will be more general this year and less focused on development themes. The teams will be a mix of degrees and years, to both share experience and expertise and to meet new people.

- Questions: **Rebecca**

- We will advertise this event at Orientation and hand out small posters with all necessary information. We will also create an event on Facebook and post on the website.

- Lead: **Janet**

- We will have a budget for food, but we have not yet received any money, so the amount is undetermined. We may get some food donated.

- Donations: **Shannon**

- The department will still be organizing an event at Cafe Nostalgica with professors and students.

4.2. Start thinking about first off campus event

4.3. 5 à 7 throughout the year?

5. Determine absences protocol

5.1. Number of meetings that can be missed

5.2. People doing field work

6. Introduction to monday.com

6.1. Organization and communication

- We will be using monday.com, a phone application, to keep track of tasks and who is responsible for each one. The app allows users to set due dates and connect through Google to receive reminders for tasks to be completed. Users can also set meeting times through the app.

- **Shannon** will send an invitation to Association members.

- **Abby** will be in charge of setting tasks, due dates, and meeting dates through the app.

6.2. Allocating and tracking tasks

7. Logo

- The Association has a logo that was created two years ago, but Janet does not have a vector file for it. The logo can be found on the old student association website and in the newsletter. The logo found on the agenda is the one used by the department.

- The logo is nice and colourful, and would be nice on our publications. However, Janet needs the vector file because then she can work with it; without it, the picture will be pixelated.

- **Andrea** will send a message to Emilie Sing to find vector file.

8. Expectations for blog posts

8.1. Other ways to get people involved

- The Association runs a blog that is open to any DVM grad student to post on. Posts could be written submissions of course work or research, photos of field work, or anything else of interest to graduate students and undergraduate students who are interested in the program.
- Each member of the Association will make one mandatory post; each member will be assigned the month of their choice. The month chosen should be a month where they are doing something interesting or worth noting, such as field work, a workshop, etc. Posts can also be used to announce events and to share important information.
- We will advertise the blog on our Facebook and Instagram pages.
 - Lead: **Janet**
- There was some debate around whether or not the blog is useful and what its purpose is. According to Andrea, last year's committee inherited a mess and had to reevaluate what to pay for (what to keep, what to get rid of). They decided to keep the blog.
- The main concern with the blog is participation. Not many people seem to know about it and are not using the platform to share their experiences or writing samples. This leads to questions about how, and if, we are promoting it. We have to come up with a communications plan that either includes promoting the blog and really pushing for it, or letting it go.
- Some arguments in favour of keeping the blog are that it:
 - Allows students to practice their writing skills;
 - Looks good on a resume to have been published on an academic blog;
 - Allows anyone in the department to post on it;
 - Provides an outlet for students to publish their writing and have others engage with it (even if it's just a few students, any kind of engagement is worth it);
 - Builds an academic, intellectual community;
 - Larger institutions and development programs give their students this opportunity;
- Some arguments against keeping the blog are that it:
 - Does not get a lot of attention or participation;
 - Could make the Association be too aggressive with too many things in terms of communication, which would lose more participation and attention
- Suggestions:

- Early blog posts could be about what we wished we knew in our first years;
- We could ask professors to promote the blog space (ask them to encourage students with good papers to post them on the blog)
- We could send out monthly email to update students on what is happening (including any new blog posts with a reminder for how to post yourself)

8.2. Other practical uses for the website

Other

Adrian — Bargaining meeting (wanting bargaining to happen earlier, waiting for ON gov. to sit)

9. Next meeting date

September 5th

10. Agenda items for next meeting

10.1. Business from the Previous Meeting

- Check-in on tasks allocated at previous meeting
- First off campus event
- 5 à 7 throughout the year?
- Absences protocol (total meetings allowed to miss; field work)
- Monday.com: allocating and tracking tasks
- Other practical uses for the website

10.2. New Business

- List of past events that should be continued (including event on research)