

QUEEN'S UNIVERSITY  
SCHOOL OF REHABILITATION THERAPY  
REHABILITATION THERAPY SOCIETY COUNCIL MEETING

**Date:** Monday, May 6th, 2019

**Time:** 4:15-5:45pm

**Location:** LDA 119 (Conference Room)

**Regrets (please add your name to this list if you cannot make the meeting):**

**AGENDA**

**Land Acknowledgement:**

"To begin, let us acknowledge that Queen's is situated on traditional Anishinaabe and Haudenosaunee territory. We are grateful to be able to be live, learn and play on these lands."

**1. Amendments/Approval of minutes from last meetings**

- Motion: Aimee
- Second: Domenica
- IN FAVOUR: 22

**2. Amendments/Approval of today's agenda**

- Motion: Carly
- Second: Emily
- IN FAVOUR: 22

**3. President: Aimee**

- Welcome all members
- Group Norms - Expectations
  - Being respectful, present, punctual; turn-taking
  - Communication - if you need help, ask
  - Engaging/participating in the events being put on by council members - promoting interprofessionalism
  - Expectations:
    - Check FB group
    - If you can't attend the meeting, tell Aimee and Carly as soon as possible - send a proxy if possible (delegate voting powers, represent you when you can't come) - just needs to be a member of PT/OT class

- Icebreaker - What is one important aspect about your program/ profession/ goals that you want other professionals to know.
- What are you excited about for the upcoming year, what goals are you hoping to achieve
- Does everyone have access to their transition report? Emails?
  - Amanda, Ash, Emily & Yuho, Pro Reps (?OTs and PTs) - don't have access to emails
- RTS office - clean up crew
  - Interested members contact Aimee
- Motion: First Year Elections Constitution change → technically in constitution, should be elections; make a motion to formally change that to have 2nd year students go to 1st year classes and get them to submit a paragraph
  - Motion: Aimee
  - Second: Ashley
  - In favour: 23

*Amending the Constitution*

*Any amendments of an Article contained in this Constitution requires a two-thirds majority of those present and voting at the Council meeting, or of those voting in a referendum of the Society at a General Meeting.*

- O-Week Coordinators
  - O-Week: Sept 2-9
  - Have hired orientation committee, have had a meeting re: vision for O-week and what events to keep/cut
  - Might cut crest painting from O-week → have RTS Council run instead?
  - Location changes
  - RTS Council: president and treasurer helped w/ sanctioning events
  - Have been in contact w/ Charlie re: fees
  - Volunteer coordinators will be reaching out soon to garner interest - likely good if council members volunteer (if 1st years have questions re: council)
  - Boat cruise has a fee for 2nd year students

**4. VP PT: Ashley**

- PT month ideas
- PTs last exam - May 29 → want to rent out Grad Club as a post-exam, PT-month celebration

**5. VP OT: Caitlin**

- PT/OT soccer game w/ faculty @ beginning of next year

## **6. Treasurer: Charlie**

- Funding Requests → Google form posted on rehab group (name, email, event, reason for money, etc.) → to get reimbursed for small purchases
  - Keep receipts!
  - Has to be under \$200; exec committee has to vote to approve it
- For larger events (i.e., O-Week), Charlie will be in direct contact
- Will know our budget by next year (Oct?) → send Charlie an email about it if you want to buy things now

## **7. Secretary: Carly**

- Reiterating my FB messages:
  - Google drive folder that contains everyone's personal Queen's emails and the minutes from meetings
  - If there are things you want to talk about during the meeting, please put them in the google doc before the meeting begins--last year's secretary said that worked best
  - If you miss a meeting in the future, please add your name under the 'Regrets' section at the top of the doc

## **8. Speaker: Shoshana**

- Review of Roberts Rules
  - i. Cheatsheet on FB group - if it isn't, Shosh will post
- Speaking in turn vs. casual discussion

## **9. Social Reps: Thomas (PT) & Domenica (OT)**

- Social tonight for rehab council after the meeting @ the grad club
- Interested in doing more interprofessional events (OT/PT, maybe med and nursing as well)

## **10. OT Professional Reps: Juliana & Emma**

- Have been working on creating a gOT spirit video - have created committee, starting to film and record the song in the next two weeks
- Started organizing potential workshops for September/following year - likely first week of Sept

## **11. PT Professional Reps: Janessa & Stacey**

- End of the month event for PT month → booking Grad Club - reached out today but hasn't heard back yet

- Grad Club bookings during the week free for members; \$200 on weekends for private bookings

## **12. Athletics Reps: Yuho (PT) & Emily (OT)**

- Intramural update
  - Able to fill soccer and softball teams for summer
  - Have been in contact w/ Charlie - have ~\$40 profit

## **13. Merch Reps: Caray (PT) & Sabrina (OT)**

- Email password updated
- Meet up prior to end of PT term (May 29th) to make a game plan for Fall order
- Transition report from 2018-2019 stated to contact merch provider in late August (want to have an idea of items/financing)

## **14. Communications Officer: Amanda**

- Use my personal email in the meantime to send any requests for event info/dates/pics to be uploaded to social media or sent to student emails... send any important info re: events to Amanda (group emails, updates for the websites - include as many details as possible)
  - last year comms said there was issues with comms rts email anyways
  - Will contact Laurie to get class email lists (class 2020), in summer for class (2021)
  - Stick to OT/PT, rehab events, learning opps
  - Specify if you would like info to only be uploaded to a certain platform fb/instagram/emails
- Shared outlook calendar for events and dates → don't have to look through emails, FB posts, etc. for event dates
  - Organized by PT, OT, PT/OT events
- Instagram - @queensrehabociety\_
  - Share RTS council 2020 picture as a post
- Facebook page for all OT/PT members (1st and 2nd years) - Prevent from posting in individual pages. Linked to instagram
  - Private or public settings?
  - “Queen’s University Rehabilitation Therapy Society Student Council”  
<https://www.facebook.com/RehabCouncil/>
  - Posting anything on this FB page that relates to 1st and 2nd year PT/OTs, because we have a lot of FB pages
- Website (<http://www.rehabsociety.ca/intramurals.html>) - needs updating! If everyone could take a look at it and see areas where they could contribute, please

send me info on anything you would like to update (i.e. intramurals, fundraising, merch). I will try to fix it as much as I can based on what I know.

- Can send to Amanda or she can send the login password so we can update directly → email her

### **15. OT Class Reps Yr 2: Sarah & Jessica**

- Proposal for OT journal club
  - Extracurricular, informal club - focus: bringing research into practice, take turns looking at most recent evidence and presenting implications for practice
    - Weekly theme - guest speakers sometimes talking about their research, or students leading discussions
    - Running weekly or bi-weekly
  - Would try to have two 2nd years to run it (likely Sarah and Jess) and 1st year reps to ensure continuation when 2nd years leave for placement
  - Faculty very supported and interested → could potentially come and present on their research, as well; other guest speakers?
  - Have contacted AMS - submit for ratification in Oct and can then apply for bursaries, funding, use Queen's in the name → not expected to be a high-cost operation
  - Hope would be to start running in Sept and run the whole year; transition to 1st year reps if it ends up being successful
- Jess can liaise between O-Week and RTS Council

### **16. PT Class Reps Yr 2: Kayte-Lynn & Brianna**

- PT's have received their summer placements and (most) will be starting placement June 4th.
- Had a meeting with the chief financial and administration officer of the faculty of health science in regards to increasing availability of study, classroom and library hours.
  - i. In response to PT accreditation
  - ii. AC in LDA!!!
  - iii. Expansion in some classrooms, potentially working w/ Bracken to get more extended hours @ the library
- Still awaiting PT 898 research projects due to changes regarding responses to PEAC
- PT program is still working towards being fully compliant with PEAC standards—next report to be submitted at end of May → hopefully everything will be resolved after that and the full accreditation status will be reinstated

- Upcoming PEAC visit in June—students will be randomly selected to provide responses via webconference (as this will be during placement)

### **17. SGPS/Senator: Carrie**

- I have completed my profile for the Senate website and submitted to the University Secretary
- Term as the student Senator is effective September 1, 2019; first Senate meeting October 1 (3:30 p.m.)
- Reading through minutes from past SGPS meetings
  - SGPS Council does not meet in June/July
- Goal for next year: more interprofessional collaboration + involvement with other graduate programs (meaning outside health sci) on campus!!
- Carrie to follow up w/ requirements to have events under SGPS → do we need approval from them every time we run an event?
  - Make available to everyone if possible - e.g., if there's a doc we can post

### **18. Yearbook Coordinator: Caron**

- Yearbook meeting conducted! 7 OTs, 1 PT interested for Sept
  - Would be beneficial if more PTs were interested and can help yearbook team w/ identifying important events
  - PTs can come in in Sept to help
  - Contact Caron if interested in
  - Ashley to make an announcement/gage interest in PTs
- Fundraisers: CU Advertising, Button Sales, Variety Night with Amy?
- Started FB Google drive for ppl to upload pictures into - Caron to send that to FB group so PTs can post it on their group
- Will likely go with Jostens as our publisher (~\$3500) -- must budget well!
  - Last year, went over-budget (meaning offset the cost and made a profit)

### **19. Adjournment & Next Meeting**

- Class Reps - communicate with President on meetings
- Athletic Reps assist the President with developing an interprofessional OT-PT dodgeball tournament - please connect with VPs in this regard.
- Events
  - Treasurer needs to be keep in the loop of all money related activities.
  - SPGS Senator Carrie - please confirm requirements for event planning on campus.
- Motion: Amanda
- Second: Caitlin

**\*Get Care to send the group pictures to Meg and Merrill (O-Week Coordinators) - ask Meg if they need the group shot or the individual shots.**