

Executive meeting – Smusi – 16.10.2023

Agenda items:

1. Election of new EB members
2. Newsletter of Swimsa
3. AK/CoFo
4. Public relations
5. Shared decision making
6. Updates of all parties
7. General information

Record of 1st executive meeting

Date: 16.10.2023

Location: Università della Svizzera italiana, 3rd floor

Start: 19:00 o'clock

Present: Moira Rudolphi, Alessia Riediker, Hanna Walter, Tobias Kälin, Stefan Morais, Emanuele Mobiglia, Johanna Pekrun, Mia Baruffol, Sven Lifka, Niklas Wiesmann, Mirjam Dillier, Jasmin Stähli

1. Election of new EB members

- General secretary: Jasmin Stähli got elected
- Events manager: Alessia Riediker got elected
- Sponsoring: Johanna Pekrun got elected

2. Newsletter of Swimsa

- Short texts and pictures can be sent in until the deadline: 20.10.2023
- ➔ Moira will write an article, Niklas and Sven will counterread it

3. AK/CoFo

- Last Sunday Sven and Niklas had a meeting in Berne, it was more of an introduction day
- All representatives of the different universities gave some updates
- They talked about how the medical education is structured in Switzerland and they also discussed some problems, e.g. podcasts/recordings
- Checkpoint -> want to collect some data to improve the use of Checkpoint and create a survey
 - o Want to find out how other universities use it and how they are supposed to use it
 - o French-speaking universities also use it, but in a different way
 - o Niklas created a GoogleForms document -> wants to send it to all the students of the universities that use Checkpoint -> collect data and then bring up some suggestions for the universities to use it in a more unified way
- Gestu
 - o .ics data cannot be downloaded/synchronised with the calendar -> contact deanery
 - o Contact Alessia first before contacting the deanery to avoid misunderstandings

4. Public relations

- Merch order
 - o Hoodie -> we will keep the same colour and the same design
 - o Order some free goodies (bottle openers, stickers, bags) to give away at some events as a thank you
 - o Mug, hoodie, bag -> these three items can be ordered
 - o Order is binding
 - o Double check price calculations of Moira -> Mirjam
 - o Prepayment should directly go onto the Smusi-bank account
 - o State in the registration that the hoodies are rather small (if they are between two sizes, rather choose the bigger one)
- Instagram
 - o Continue as managed now
- Skiweekend
 - o Michelle Meyer and Lynn Benz have organised the skiweekend
 - o Up to now they have 40 registrations (in total there are 100 spaces)
 - o Question if we should also send the invitation to former ETH-students -> no, rather only send it to current or former USI-students
 - o If there are still enough spaces towards the deadline, we could forward the invitation also to students that will start studying at USI the following year (from ETH, Basel and Zurich) -> ask Mesa for contacts
 - o Before deadline and also before forwarding the invitation to other students, write another reminder for the USI-students
 - o At the next AK/CoFo meeting get in contact with University of Zurich, Basel and ETH in order to receive the contacts of the students of the subsequent year
 - o Michelle will get in contact with Mirjam regarding the bank account
- Beerfridge
 - o Moira and Sven are responsible for the Beerfridge
 - o They want to check the finances once per month to see if everything adds up
 - o Maybe adjust prices in order to fully cover the 1.3%-tax for Twint
 - o Lynn will design the posters for the beerfridge

5. Shared decision making

- It would be appreciated if tasks were communicated earlier
- E.g. if events or something else are discussed in a smaller group, the rest of the EB should also get informed via WhatsApp
- Before distributing tasks, a leader should be chosen which coordinates everything
- In the future, tasks are going to be announced on Tasks on Google and additionally communicated via WhatsApp
- Give more updates between the executive meetings (on WhatsApp)
- Events should be planned more in advance so that the sponsoring team has more time to find sponsors

6. Updates of all parties

- Sponsoring
 - Should pharmacological businesses and health insurance companies also get asked for sponsoring Smusi? -> ask Monika if there are any regulations of the university concerning this topic
 - Pharmacological businesses and some other companies would sponsor us if they could organised some workshops for us in return
 - Website should always be up to date with current events, dates and flyers
- AK/CoFo
 - Niklas cannot attend the next AK/CoFo-meeting on the 11.11.2023 -> Mirjam is going to replace Niklas
- General secretary
 - Records will be written in English
- Events-Team
 - Halloween
 - For each event a helpers-chat should be created and general information should be written in the EB Smusi chat
 - Participation fee
 - Should a participation fee be demanded from everyone attending the event? -> this idea is not appreciated -> drinks and cake should be payed at the event
 - Update from Monica regarding using rooms at USI
 - Beerpong can only be played on the terrasse or in the forecourt
 - Christmas-Party and other events
 - Nothing planned up to now
- IT/Webmaster
 - Homepage
 - Representatives should get updated on the website -> Tobias will get in contact with Lenke and Alessia
 - Gmail-Accounts
 - Old private accounts are going to be deleted
 - Calendar
 - Should only be used for general remarks and events and should not get mixed up with private events
- Finances
 - Remove all documents that are not about finances from the finance-file -> should be read-only for all apart from Mirjam
 - There is still missing some information -> overview of finances is not complete yet
 - Skiweekend
 - Should be self-financing
 - Conquering -> about 200 CHF minus
 - Pizza of the executive meeting -> about 200 CHF minus
 - Halloween
 - Food cannot get sponsored
 - Should be self-financing

- Christmas-Party
- Should be self-financing, no other information present at the moment
- Current standings: about 400 CHF minus (current standings are about 4'000 CHF, but this amount should be kept on the bank account for potential advance payments)
- Events always need to be payed in advance
- Presidency
 - Presidency meeting was held on the 15.10.2023 in Berne
 - Paul-Ehrlich Contest -> University of Berne would like to organise that
 - All members should be informed equally
 - Coach my career
 - Is done by all universities, but handled in different ways
 - Career talk as pilot-project -> two talks with two resident physicians and two senior physicians (from each group one is representing internal medicine and one surgery) -> they can tell us how they organised their career pathways and how everything works
 - Should be a discussion, like a Q&A
 - Is already organised by Maria Grazia Mele -> get in contact with her about this event
 - Research representatives should also be included

7. General information

- General assembly
 - Held on the 27.11.2023
 - Combined with PubQuiz -> Stefan organises that
- Staatsfeier
 - 15.12.2023 at Seven, Lugano

End: 20:45 o'clock

The general secretary:

Jasmin Stähli
16. Oktober 2023