**2016-2017 COPH Student Association (INFORMAL) Meeting Minutes**

**Date:** May 18, 2016

**Location:** MCPH 2008

**Time:** 5:00pm-6:00pm

**Attendees:**

President: Kushal Karan

Vice President: Kandy Do

Treasurer: Jessica Semin

Secretary: Shelby Braun

Student Senator: Tatiana Tchouankam

**Guest Attendees:**

N/A

1. Bylaws
   1. Suggestions
      1. Elections
         1. Vote through the CARE website and move it earlier
            1. Can we have our ballot attached to the senate ballot?
      2. Associate Dean for Student Affairs
         1. Does not include Jessica Tschirren’s position
         2. Use the wording “Associate Dean and/or Director of Student Services”
         3. **ACTION**: Get clarification if Jessica Tschirren’s position will always be involved (and include in bylaws) or if she is only around until the position is filled
      3. No individual can hold more than one position
         1. Add: Nominated individuals can only run for one position
         2. Better clarification; cannot be more than one position (P, VP, Treasurer, Secretary)
         3. The process was perfectly fine
            1. Nominated, contacted, then accepted nomination
      4. June 1st and May 31st
         1. Change the dates to earlier in the beginning
            1. End of April?
            2. Around finals week?
         2. **ACTION**: Ask Jessica Tschirren why these dates were picked
      5. Secretary’s notes/minutes
         1. **ACTION**: Ask IT how to make changes/upload files on the website
      6. Conducting business by electronic methods
         1. We will use WhatsApp as a key method for communication
2. Event Ideas
   1. Dr. Grimm’s office may have money for National Public Health Week
   2. Jessica Semin and finance office will connect sometime in June
   3. Orientation week ideas
      1. Do the student-led panel again
         1. Work on budget to get prizes to capture people to stick around campus for this panel
      2. **ACTION**: Talk to Brenda about what she is thinking for orientation week, get an agenda, then ask people to join the panel
      3. Do COPH volunteer day again
      4. Campus Tour
      5. Set a designated time during orientation to get IDs
      6. Welcome pamphlet for non-residents?
      7. International Student Association
         1. Contact them and coordinate orientation week
         2. **ACTION**: Get schedule of both orientations from Jessica
      8. Presentation from Terri (COPH Librarian)
         1. Full presentation?
         2. Brief presentation, then a workshop shortly after orientation week?
      9. COPH scavenger hunt
      10. Annual picnic held near the ice rink
          1. Set up a COPH pop-up tent at this event?
   4. Campus-wide Volunteer Day
      1. Get other organizations and clubs involved
      2. Variety of volunteer sites for students to choose from
         1. If student is interested in a site, contact that club’s president rather than one source
      3. Hold this during National Public Health Week?
   5. Newly admitted students
      1. Invite newly admitted students to like our facebook page
      2. 1 or 2 weeks before orientation send a welcome email
         1. To both UNMC email and personal email?
         2. Attach the facebook link
         3. Reminder of our orientation events
   6. Create calendar of events
   7. Can Student Association get their own email address?
      1. Email us with questions
      2. First welcome email will have all board members’ email addresses
         1. Include the FAQs list on our webpage
   8. Improve our webpage
      1. Bring in more resources
      2. Update
         1. Links to different things
            1. Living
            2. Make sure not redundant with Jessica Tschirren’s information

Put a link to their page on our webpage

* 1. Do NOT do a movie day
  2. Opportunity fair
     1. Move fair to a sooner date?
     2. One in fall and one in spring?

1. Funding
   1. Start early; approval can take a long time
   2. Have to be free-will donations
   3. Aim to do something within first month of semester; as early as possible
   4. BOSS proposal
      1. Do for campus-wide volunteer day?
   5. **ACTION**: Ask if sponsorship is possible
   6. Mentioned after meeting adjourned
      1. UNMC COPH apparel by Fall start
2. Goals
   1. Get more COPH students involved in Student Association and their events
   2. Pilot new positions/committees
      1. Ex. PR position, volunteer coordinator position, etc.
      2. Interested students submit applications
   3. First annual campus-wide UNMC volunteer day (faculty, staff, students, etc.)
3. Next Steps
   1. Continue brainstorming ideas for events and orientation week
   2. Continue brainstorming fundraising opportunities
   3. Next meeting: Tuesday, May 24, 2016 5:15pm-7:15pm
   4. Request meeting with Brenda and Jessica for morning of Thursday, June 2, 2016