**2016-2017 COPH Student Association Meeting Minutes**

**Date:** June 2, 2016

**Location:** MCPH 2008

**Time:** 10:00am – 11:15am

**Attendees:**

President: Kushal Karan

Vice President: Kandy Do

Treasurer: Jessica Semin

Secretary: Shelby Braun

Senator: Tatiana Tchouankam

**Guest Attendees:**

Director of Student Affairs: Jessica Tschirren

Director of Career Services: Brenda Nickol

1. Bylaws suggestions
	1. CARE website
		1. CARE website is not user-friendly on the backside
			1. Also a deterrent to voting because have to log-in versus just clicking
		2. SurveyMonkey – people can vote twice
		3. Maybe use RedCap?
	2. Earlier transition
		1. Previous boards have done way late and way early and end up coming back to around this same time
		2. That one week in May allows extra room for people who are graduating to help with transition
	3. Jessica’s position in not currently in the bylaws
		1. Wait to update until new permanent position for Associate Dean
		2. Suggestion for next board
	4. **ACTION**: contact Atul (spelling?) for questions about updating website
		1. CC Jessica Tschirren on those emails
	5. **ACTION**: board member work with Jessica Tschirren to clean up the wording of bylaws and bring back to the rest of the board
		1. Discuss changes at fall forum before officially changing bylaws
2. Questions
	1. Email
		1. Justin looking into email account, it has been dead for a few years
		2. If already set up, then revitalize the existing one
	2. Orientation weeks
		1. The finalized international students’ schedule coming soon
			1. August 11, 12, &15
			2. ISA and International Health and Medical Education Office
		2. Campus schedule will be finalized in July
			1. August 17th – IPE in afternoon
			2. August 18th – full campus and college
		3. August 26th I Am UNMC BBQ
			1. Current students, new students, staff, faculty
		4. Jessica Tschirren is waiting to find out what hours COPH SA can have during orientation
			1. Trying to carve out atleast an hour
			2. Do something with food?
		5. **ACTION**: Send Jessica Tschirren list of suggestions of things to include in orientation
	3. Opportunity fair
		1. Not sure about both semesters, but a version could be possible
		2. Food may be an issue
			1. A large amount of money was spent last year
		3. Start planning 2-3 months in advance
		4. If have one in the fall, October would be the month
		5. **ACTION**: Appoint a board member to work with Brenda to organize the event
	4. Pamphlets
		1. Superiors looking at using a website for orientation, as opposed to pamphlets
			1. Distribute campus-wide information
		2. If we want to add our own touch by making a quick-grab item, go to the branding website
	5. Fundraising
		1. COPH SA budget will be a rolling account and can be added to from fundraising
		2. Jessica Tschirren is getting the information together of what is and is not allowed for fundraising
			1. For sure no raffles
			2. Hopes to have the list around July
		3. Create shirts specific to COPH for possible fundraising item
		4. Get feedback from other colleges who have done fundraising
			1. Ask what works and what doesn’t, the return vs. the amount of work put in
			2. Ask the question: What are we fundraising for?
		5. Student Senate budget
			1. There is no layout of how it is distributed to different associations across campus
				1. How are the funds portioned out
				2. Look into maybe a grant program out of their funds
			2. **ACTION**: Student senators keep bringing up this conversation at senate meetings
	6. Twitter
		1. No existing COPH SA twitter account
		2. **ACTION**: Talk with Stacy Hammel (spelling) to get that set-up, if decide to have a twitter account
	7. Add more positions
		1. Good thing to consider
			1. PR position, volunteer position, etc.
		2. Talk to student body about what they want
		3. Process
			1. Re-look through bylaws
				1. Add ad-hoc members to group
			2. Think strategically about positions
				1. Survey students for their opinon
	8. Increase student participation in APHA and PHAN
		1. Brenda’s website lists top ten reasons to join
			1. Pass out the list to students
		2. Membership drive was held in the past
			1. Do one again?
		3. The Student rep. for PHAN is a good contact to move forward with ideas
		4. APHA in Denver this year
			1. Have a push early in the school year
			2. Brenda’s surviving APHA 101
				1. Move earlier in the fall
				2. **ACTION**: if we a co-sponsoring, move forward with this event
			3. APHA conference is an investment in your career
			4. There are special events at APHA for students
		5. Send an email now for fall conferences?
			1. Who would it come from?
				1. Jessica Tschirren, Brenda, SA?
			2. In the email, point to some ideas for funding resources
	9. If want to add stuff to the student newsletter, email Jessica Tschirren
		1. Short pieces of information, not novels
3. Tentative calendar of events
	1. An event with Dean Kahn for his recent book?
		1. Book signing? Something else?
	2. First two weeks in November, fundraising event
		1. May be difficult because overlaps with APHA
	3. **ACTION**: Appoint one board member as the lead for each event
	4. Fall volunteer day
		1. Brenda out of town, so might not happen?
			1. We can take it on, how much support we have is the question
			2. Brenda and Laura need to be involved in planning this event because they have the contacts with organizations
		2. Last year:
			1. Shirts (there is no money for shirts this year)
			2. Student affairs paid for lunch
		3. **ACTION**: designate one person to contact Brenda to plan this event
	5. Capstone jam
		1. Laura might already have a date set
	6. Sport day
		1. In the past:
			1. Field day – wellness council
			2. Badminton tournament was successful
	7. Stress day
		1. Jennifer Youlaf (spelling?) is who we should contact to be involved