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

**Date:** June 8, 2016

**Location:** MCPH 2009

**Time:** 3:00pm – 5:00pm

**Attendees:**

President: Kushal Karan

Vice President: Kandy Do

Treasurer: Jessica Semin

Secretary: Shelby Braun

Senator: Tatiana Tchouankam

**Guest Attendees:**

N/A

1. Proposal sheets for event planning
	1. Fill out a proposal checklist for each event you are doing
	2. **ACTION:** read through the document and give feedback by next meeting
	3. **ACTION:** work on these sheets for your individual fall event (have this completed by the second week in July)
2. Review survey and intro flyer/email
	1. Move forward without the SA specific email address
	2. Survey closes Friday June 17
3. Review orientation panel
	1. 7 yes, 1 waiting on response
4. Updates
	1. President
		1. Confirmed all 4 panelists
			1. **ACTION:** Kandy will contact Dr. Medcalf to see if she knows any emergency preparedness students
		2. Fall open meeting
			1. Our introduction as SA board to the students and gauge the students’ interests/ideas
			2. Once Kushal is back, can figure out more details
		3. Dean’s forum and Dean’s book event
			1. Up to us, how we want to do it
			2. Dean’s forum
				1. Maybe purchase a couple copies of book to give away
				2. First week in October
				3. Ask him to put a plug in for APHA and opportunity fair
			3. Book event
				1. Last week in August or the week of September 11th-17th

Late afternoon on a Friday? Consider the schedules of other colleges

* + - * 1. Ask bookstore and see if they are able to get a deal on book purchase

Collaborate with the bookstore to see if they want to have a table for further information about bookstore and take orders/sell dean’s book

* + - 1. **ACTION:** Kushal email Dean’s secretary to set up a meeting
		1. **ACTION:** look over the Letter to Incoming students (talk about it next week’s meeting) BY SATURDAY
		2. Jessica and Brenda can meet on June 13 morning
			1. 9:00am-11:00am
				1. 9:00am-10:00am – Brenda and Jessica
				2. 10:00am-11:00am – Us
	1. Yesterday’s retreat
		1. Strategic planning committees start in August, and anyone can join
	2. Volunteer day planning committee
		1. Add Jessica Semin to the planning committee
		2. **ACTION:** Shelby email Brenda who will be involved.
1. Review issues, wants, concerns
	1. T-shirt/gear idea paired with fundraiser
		1. *Lead: Jessica Semin*
	2. How to get more people involved with PHAN and APHA and why it is important
		1. *Lead: Jessica Semin and Kandy Do*
		2. August 22-26 possible dates for membership drive
	3. List of opportunities for COPH students-upcoming health events, clubs, etc. & calendar
		1. Link to a COPH SA calendar or post opportunities on the blog
			1. Includes our upcoming events and other extra events
			2. Have email alerts whenever a new entry is posted
		2. Piggy-back off of Jessica Tschirren’s newsletter
		3. **ACTION:** Shelby email IT how to update webpage/blog
	4. Committees OR have more offers
		1. Discussed more next week
	5. Welcome email and survey results
		1. **ACTION:** Send an email releasing the results and discuss them at the open meeting
			1. Release results in 2-3 weeks after survey closed
	6. Conference call capabilities in all COPH rooms
		1. Low priority, but it is a concern for other students
	7. Have a list online to show what rooms are in use on what days – have signs outside the rooms as well and/or a large sign/tv that says what rooms are in use and what times
		1. Adopt something like Sorrell
			1. Have the system on the one TV screen
		2. Computer lab is one of the main issues
	8. Have advisor guidelines/expectations
		1. Student Affairs level
	9. Provide different student awards (leadership, outstanding, community, etc.)
		1. College of Nursing has a neat program
			1. Keeps track of how many volunteer hours/work you do
			2. Different levels (bronze, gold, etc.)
			3. Recognized at convocation
	10. Provide an internal scholarship/travel funds
		1. We are giving back to our students in an academic way
		2. Partner with alumni?
		3. Separate from our budget
	11. Have community and UNMC faculty and staff be speakers as oppose to just guest speakers (to support our community, faculty, and staff)
		1. Bring awareness of what is going on here and learn from each other
	12. (First) Annual report for SA (to have a report at the end to show off what we’ve done)
		1. Pictures, paragraph, summary of event, successes of event
		2. “Thank you for a wonderful year” document for everyone
		3. Link over to Facebook
		4. Aim to submit the middle of May 2017
	13. SA website with survey link where people can give input
		1. As opposed to blog post comment to keep it anonymous
		2. Board members will have to check it regularly
		3. Something to consider – don’t want others abusing the system
	14. Eco-friendly events/catering
		1. Check the catering service to see what they offer for eco-friendly
			1. Something for Jessica Semin to keep in mind
2. Questions for Jessica and Brenda
	1. Ask about update of capability of selling shirts so we have them for orientation week
	2. Conference call capabilities in all COPH rooms? – who do we talk to
	3. Concern: have advisor guidelines
		1. Feedback system?
	4. Committees positions and officers
		1. Committees start here through SA, then branch off down the road if the time is right
		2. Process for creating new positions
3. **Next Week:**
	1. Discuss updating the website and blog
	2. Positions for committees
		1. Ideas: PR/marketing, community service, fundraising, diversity, social, education/academic, alumni
		2. Legitimate reason for the added positions
	3. Review letter to incoming students