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

**Date:** July 5, 2016

**Location:** MCPH 2009

**Attendees:**

Vice President: Kandy Do

Treasurer: Jessica Semin

Secretary: Shelby Braun

**Guest Attendees:**

N/A

1. Updates
	1. Kandy
		1. Room schedules
			1. Research the costs of our different ideas/options
				1. Computer lab schedule of weekly classes for semester
				2. Classroom weekly class schedule with note that schedule subject to change

One-two big master schedules for classroom on each floor

* + 1. Membership drive
			1. Dr. Grimm may have access to funds to help pay for promotional items/membership discount
	1. Shelby/Jessica
		1. Volunteer day planning is underway
			1. Habitat for Humanity and Open Door Mission
1. Review proposed bylaw amendments
	1. Vote during a later meeting
2. Committees
	1. Ideas: Community service and engagement, Research, Fundraising, PR, Social, Diversity
	2. General rules
		1. Application for chairperson for each committee and COPH SA would decide
		2. Each executive board member responsible for overseeing the chairperson of the events he/she was previously assigned to
		3. COPH SA send out google form for interest to be on committees with name and email
		4. Chairpersons meet for half an hour twice a month with executive board
		5. Chairpersons meet with committee members at least once a month
		6. Executive COPH SA not required to attend committee meetings
		7. After chairpersons are selected, sit down with each of them to discuss expectations
		8. Chairpersons need to respond timely
		9. If chairpersons are unable to fulfill duties, COPH SA executive board can appoint someone else
		10. On google form, have a ranking system for them to rank what committee chair position they want
	3. Community Service and Engagement
		1. Coordinate community service events
		2. Help coordinate opportunity fair
		3. Come up with other community service and engagement events
		4. Coordinate with “SLA” organizations and events
	4. Research
		1. Be on the research committee
		2. Coordinate student/faculty research events
	5. Fundraising
		1. Come up with new ideas; helping coordinate fundraisers
	6. PR
		1. Added on now; come to every meeting; one single person not committee; make flyers; work with social media and website; be responsible for coordinating with Jessica Tschirren’s newsletter and SA board
	7. Social
		1. Help with social events; come up with more social events; in charge of “Free Saturday” events
	8. Diversity
		1. Cultural potluck
		2. work with diversity initiative
		3. work with HR and their spring cultural fair
	9. Schedule:
		1. Promote positions to new students during orientation
		2. Email go out Aug 15 for application opening
		3. Applications due Aug 26
		4. SA board meet Aug 29 or 30
		5. Contact elected chairpersons by Aug 31 (tell them to attend the Fall Open)
		6. At Fall Open over lunch, Sept 7 or 8, introduce chairpersons and provide the opportunity for students to sign up to be a member of a committee
	10. **ACTION:** Contact Jessica T. to see if there are any schedule conflicts for the Fall Open meeting
	11. **ACTION:** Divide the above positions; appointed lead finish descriptive paragraphs in OneDrive document by **Next Meeting (2 weeks)**
	12. **ACTION:** Jessica Semin create mock application in Survey Monkey by **Next Meeting (2 weeks)**
3. Review survey results
	1. Our events and added committees will help to address the “issues, wants, concerns, and ideas” brought up in the survey
	2. Wednesday was the most preferred day
	3. 11:00am-1:00pm was the most preferred time frame for events
4. Review “Action Items” and appoint leads
	1. Appointed leads for the most important current issues
	2. **ACTION:** look at the OneDrive “Action Items” and “Issues, wants, concerns, ideas” tabs for your assigned tasks
5. **Next Meeting:** **July 19th 5:15pm-7:15pm**