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

**Date:** August 1, 2016

**Location:** MCPH 2009

**Time:** 5:15pm-7:15pm

**Attendees:**

Vice President: Kandy Do

Treasurer: Jessica Semin

Secretary: Shelby Braun

**Guest Attendees:**

N/A

1. Updates
	1. President
		1. Committee Positions
			1. Consider having 2-3 positions, rather than 5
			2. Ask for Brenda and Jessica T.’s input
				1. **ACTION:** Jessica S. send Jessica T. and Brenda the link to the application and ask for feedback
	2. Vice President
		1. Added evaluation questions to the event planning sheets
			1. Fill these out after the event to help for future SA
		2. Fall Open: ***Sept 8th 12:00***
			1. List of items to discuss is on the event planning sheet
	3. Secretary
		1. We now have access to the backend of our website
			1. Update the picture of executive board members in September when everyone is here
		2. **ACTION:** Shelby email Atul regarding the following issues:
			1. The space is running low?
			2. We have limited access, so cannot change/add links/labels
	4. Treasurer
		1. Proposed Budget has been posted to OneDrive
		2. Has a lot of reusable bags and sunscreen if we want to use it for prizes
		3. Provide reference number for victims of abuse/assault on cardstock pieces in the bathrooms
			1. Is this something SA would like to help with?
			2. Jessica S. will contact Keith
	5. Student Senate Reps
		1. BBQ
			1. Cannot have our own tent, but can sign up to have a table to provide information for entire campus
				1. Have information at table about:

Committee positions

Move due date to ***August 29*** at noon

Fall Open flyer

Student response team

Capstone jam

“This is Public Health” stickers

* + - * 1. **ACTION:** Kandy will ask if Student Response would like to share a table; ask if we can use the COPH table cloth
			1. Have students meet at COPH and walk over together is an option
1. Committee
	1. Application deadline moved to ***August 29 at noon***
		1. Go out through email and Facebook page
		2. Make a flyer to handout at the BBQ
			1. **ACTION:** Kandy will make the flyer
	2. **ACTION:** Jessica S. will ask Jessica T. when new student will be on ALL STUDENTS email server
2. Financial Aid: meeting update and next steps
	1. Encourage students to apply for additional scholarships, especially incoming students
		1. Mention this during the student panel
3. Student Orientation
	1. Orientation schedule posted on OneDrive
	2. ***Thursday August 18 8:30-8:50am*** Student Organizations
		1. SA has 10 minutes to talk – all available board members encouraged to be present the 20 minutes
		2. Each person will have a few minutes to talk
		3. **ACTION:** Jessica S. will write up an outline of talking points
	3. Campus tour
		1. Provide walking map with highlighted good-to-know areas
			1. **ACTION:** Shelby create the walking maps
			2. **ACTION:** Jessica S. create a list of important destinations
		2. In-person tour:
			1. Walk students around to the good-to-know areas
			2. ***Wednesday August 17 10:30-11:45am***
				1. **ACTION:** Jessica S. email ID office to check availability and email Terri (librarian)
		3. Send email out to students with attached walking maps on ***Wednesday August 10***
4. APHA/PHAN Membership Drive
	1. Updated flyers
	2. **ACTION:** Kandy will email the flyers to current students early this week
	3. Registration sheet has been posted on OneDrive
5. Review “Actions Items” and “issues, wants, concerns, ideas”
	1. **ACTION:** Kandy will email lady in charge of Dean’s schedule to inquire about a date for Dean’s forum
	2. Facebook: post events on the page, do not create an “Event”
	3. Email: calendar invites for some of our bigger one-day events
6. Next Meetings:
	1. **Monday August 15 5:15-7:15pm**
	2. **Wednesday August 17 5:15-6:15pm (ADDED DATE)**
	3. **Monday August 29 1:00-2:30pm**