

MPHA Epi Section

Meeting Minutes
January 26, 2010
2:00-3:00

Members Present:

Jennifer, Joyce, Brian, Scott, Diana, Carla, Fatema

Members Absent:

Donna, Roger,

I. Approval of Minutes

Two separate minutes were presented

Brian made a motion to approve both sets of the minutes

Carla seconded the motion

In the future Scott will wait to post the minutes until they are approved.

II. Student Orientation/Panels

Update on Student Orientation/Introductory Presentation

The MSU Public Health Student Orientation is the day before our conference. The MPHA board is going work with them to introduce these students to MPHA. We can provide MPHA with our informational sheet.

U of M Orientation has not been planned yet. Jennifer will work with the appropriate people for let them know that we exist and such.

III. 2010 Conference

a. Deadline extension

An announcement was made the first day of school about the extension.

Joyce will send out another e-mail reminder of the extension.

b. Tips sheet for oral presentation

We had considered including a section on the format of a talk, but that was not included.

Brian thinks that we need to stress a few things, especially *timeliness*. The slide about 1-2 slides per minute is important. We will also include a note on the total time allotted on this

tip sheet. A letter will also be sent out to the speakers that emphasized the total amount of time.

Jennifer suggested that we include a couple of links at the bottom of the document for those who wanted additional information. Joyce feels that the box is enough this year because we are offering assistance and we would like them to contact us.

- c. Poster presentation guidelines: necessary?
Joyce thinks that we may not need to give out the guidelines. Posters are so variable that giving specifics on font size is not productive. The only information that people need to have is the minimum and maximum sizes of the posters.

IV. Conference Preparation Duties

- a. Logistics → Current Chair (Joyce)
Diana needs to have the rooms that we have booked so she can include that in the cover letters that will go out to the presenters.
Joyce is going to get a map of parking. Most people will be parking in public lots so we need to get those maps as well.
- b. Budget → Treasurer (Fatema)
Joyce is certain that the MSU and MDCH money are in the account.
- c. Sponsors → Program Co-Chair (Fatema)
Fatema heard back from Altarum they are for sure sponsoring
The money that we have is not as great as was received in past years, but we still are getting money in.
- d. Save-the-Date and Agenda → Program Co-Chair (Brian & Joyce)
- e. Abstracts → Section Counselor (Diana)
So far we have 31 abstracts.
13 to choose from for verbals
At least 15 posters.
16 students
15 are professionals
There will be 4 different sessions, 1 hour each.
We need to discuss the student round table. Jennifer thinks that it was worthwhile. She attended it last year and there were at least 2-4 people with each professional at any given time.
The Roche person will be a professional representative
Brian recommended the new epi from Berrien County for LPH
We should also have a state infectious and a state chronic

Possibly an ICP – Fatema thinks she might know someone at sparrow. Diana will check with Tiffany because that's her region.

Possibly someone in International

Possibly a veterinarian epi – Carla will check with Melinda Wilkins to see if she has any ideas.

Joyce will check with Nigel to see if he has anyone to recommend on the academia side.

f. CEU/CME → Section Counselor (Scott)

This is taken care of. Teri Lee Dyke is our BSN representative. Scott does not know if he has all the required documents. If he doesn't he will hunt you down (yikes – I think he has guns too)

Ohio has some separate documents on commercial support. He will most likely need something signed from all the sponsors. Scott will send this form to Fatema and she will take care of it.

g. Registration → Section Counselor (Roger)

Roger is absent so we don't have an update on this right now.

V. Additional Items from the Group

VI. Adjournment- Set up next meeting(s)

We are currently meeting every two weeks until the conference is complete.

The next meeting will be Feb 9th at 2 PM