

MPHA Epi Section

Conference Call Minutes

February 8, 2010

2:00-3:00

- I. Call To Order
Joyce, Roger, Fatema, Scott, Diana, Carla, Erol, Brian
- II. Approval of Minutes
 - a. Fatema motioned to approve the minutes
 - b. Carla seconded
 - c. Meeting minutes can now go on website
- III. Section Officers
 - a. New officers - Tiffany Henderson, etc.
 - i. Tiffany Henderson is the Region 1 epidemiologist who has expressed interest to join the group
 - b. Officer positions to be replaced
 - i. Scott's term may be over this year, but he will stay on this year but not as an officer
 - ii. This may be Brian's last year
 - iii. Diana, Roger, and Fatema have at least one more year
 - iv. We need a new chair elect
 - v. We need a new section councilor
- IV. 2010 Conference
 - a. Poster Session - Judging Decisions
 - (1) Review abstracts and prioritize which posters to judge
 - (2) Break down posters into groups
 - Assign 2 people per group
 - Come back with top choices and judge
 - 44 posters and 12 verbals
 - Separate judging for students and professionals
 - Discussion of 2 methods to judge the posters
 - o Question of whether there is a worksheet to use to judge posters
 - o Diana sent a document that could be used
 - o The group voted to split into groups and review all posters then reconvene with top choices and decide as a group

- Two longer poster sessions (odd numbers then even numbers) when presenters can be by their posters and judging can take place

b. Career Roundtable - review participants

- We do have representative for animal surveillance, Lawrence Judd
- Dr Peng
- Berrien County Epidemiologist
- Joyce requested that MSU epi department to volunteer a faculty person
- We need a state representative. Probably get someone from MDCH CD
- We need a hospital epidemiologist. Fatema will talk with Tiffany about getting someone from Sparrow

V. Conference Preparation Duties

a. Logistics → Current Chair (Joyce)

- Posters
 - We have to rent boards for posters
 - We also need to provide Velcro
 - Arrangements will be made through MSU dept of Epi
- Discussion about where registration will be set up
- Parking map will need to be made
 - Erol sent Joyce a map with additional parking
 - That map will probably need to be sharpened up
- Discussion about renting electronic equipment or borrowing it from MDCH Imms
 - We will rent from MSU Union

b. Budget → Treasurer (Fatema)

- Review of the budget so far
- Joyce will talk to Jane Goddeke at MSU

c. Sponsors → Program Co-Chair (Fatema)

- ~10 sponsors so far
- We will need space for sponsors

d. Save-the-Date and Agenda → Program Co-Chair (Brian & Joyce)

- Joyce and Brian are still working on the agenda
- Once final it will be sent to the group for review
- Once approved it will be posted on the website and sent to the presenters

e. Abstracts → Section Counselor (Diana)

- 56 abstracts

- ii. Initial instructions have gone out to both
- f. CEU/CME → Section Counselor (Scott)
 - i. Discussion about bio forms received for CEUs
 - 1. Verbal abstract presenters are sending their bio forms in
 - ii. Discussion about Conflict of interest forms
 - 1. Fatema is working on getting the rest of them from the sponsors
 - iii. The application needs to be in by March 19th
- g. Registration → Section Counselor (Roger)
 - i. Discussion about registration
 - ii. Some changes will need to be made from forms used in previous year's registration form

VI. Additional Items from the Group

- a. Brian will check into getting a plaque for the award
- b. Question about help for registration on conference day
- c. Copies will most likely be made at MDCH

VII. Adjournment- Set up next meeting(s)

- a. Next meeting February 23rd at 2:00 pm