

MPHA Epi Section

Conference Call Agenda

February 23, 2010

2:00-3:00

- I. Call To Order
Joyce, Carla, Fatema, Jennifer, Scott, Diana, Donna
- II. Approval of Minutes
 - a. Carla motioned to approve the minutes
 - b. Diana seconded
- III. Section Officers
 - a. Officer positions to be replaced - Chair elect
 - i. Preference is to have someone experienced
 - ii. No one has volunteered or been suggested for this position yet
- IV. 2010 Conference
 - a. Poster Session - dividing labor
 - i. A spreadsheet was sent with the posters divided and assigned to committee members to judge
 - ii. Erol may not be able to judge
 1. We need to find another judge in case he cannot
 2. Donna can judge if needed
 3. Erol will let Joyce know by Monday
 - iii. Diana developed an evaluation form for judging the posters
 - b. Career Roundtable - review participants
 - i. One more person from hospital epi has yet to confirm
 - ii. Fatema will let Joyce know
 - iii. Joyce needs to know in time to finalize the agenda so we have time to make copies
 - c. John Snow Award
 - i. Brian sent out a diagram and description of the award
 - ii. It would be a good idea to put a website or some description on the award
 - iii. Discussion about different sizes
 - d. Decision: providing lunches to membership only vs. all
 - i. Last time at MSU lunches were provided for everyone
 - ii. Lunch price has jumped up

- iii. We average ~200 people per year
- iv. MSU has given enough to subsidize lunches
- v. Discussion of whether to provide lunches to everyone
- vi. This year will have more costs than last year
 - 1. Poster set up
 - 2. Audio/visual
- vii. Discussion about charging a registration fee
- viii. Vote to provide lunch for everyone
- ix. Number of lunches needs to be give to MSU at least 7-10 days in advance

V. Conference Preparation Duties

a. Logistics → Current Chair(Joyce)

- i. Paula will help with copies, registration packets, evaluations
- ii. A packet assembly day will be sometime next week in Lansing
- iii. Joyce talked to MSU about setting up posters
 - 1. All posters will fit into parlors A and B
 - 2. Registration table and exhibitor tables will be in the concourse area
 - 3. The ballroom will have the morning session as well as one afternoon breakout
 - 4. Parlor C will be where the afternoon breakout session will be as well as the MAPPP meeting
 - 5. Epi officer meeting will be during lunch in the ballroom (in the small sunroom)
 - 6. Joyce can send a floorplan if people like
 - 7. Discussion on where to set up lunch and snacks
 - 8. Joyce will have to talk to MSU on where the best place would be

b. Budget → Treasurer (Fatema)

- i. Part of our budget is going to the conference calls
- ii. Discussion about budget and sponsor funding

c. Sponsors → Program Co-Chair (Fatema)

- i. Joyce told MSU we would need 12 tables
- ii. There is room for one more
- iii. Scott needs to get in the rest of the Conflict of Interest forms to Ohio Nursing Association

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

- i. Joyce sent out an agenda
- ii. Discussion about where to have the career roundtable and when

1. They could be in the ballroom at lunchtime
 2. Another option would be during the concurrent session
 3. Vote to have it during the end of lunch
- e. Abstracts → Section Counselor (Diana)
- i. Everyone who is speaking has returned a bio form
 - ii. Abstracts will be sent to judges
- f. CEU/CME → Section Counselor (Scott)
- i. Scott submitted the application
 - ii. He got feedback
 - iii. There is a little more information to get from the speakers/planners
 - iv. Scott will get an e-mail to presenters
 - v. There are a number of items that need to go into the packets such as evaluations, an announcement of any conflicts of interest, and a list of sponsors
- g. Registration → Section Counselor (Roger)
- i. Pam will handle registration
 - ii. Scott can post the registration on the website
 - iii. Roger can put the registration out as soon as today
 - iv. Scott had a few changes he will send to Roger
 - v. One other change will be to mark whether you will be taking a lunch
 - vi. The deadline to register will be March 12th
 - vii. Lunch tickets will be needed for vegetarian lunches
 - viii. Discussion of further changes
- VI. Additional Items from the Group
- a. There will be Public Health Day during National Public Health Week at the capital
 - b. Discussion of whether the Epi Section should be represented
- VII. Adjournment- Set up next meeting(s)
- a. Next meeting is March 9th at 2:00 pm