

# MPHA Epi Section

## Conference Call Agenda

March 9, 2010

2:00-3:00

Scott Schreiber, Joyce Lai, Diana Brown, Jennifer Merte, Carla Marten

- I. Call To Order
- II. Approval of Minutes

Meeting minutes were approved. Scott made the motion to approve, Diana Seconded. Scott will convert to pdf and post to website.
- III. Section Officers
  - a. Business Meeting - Ballots/Officer election

This will be during lunch at the conference in the SUN ROOM – set up for a meeting of 20.  
Fatema has agreed to be the Chair Elect  
Tiffany Henderson will be on the ballot as a counselor.  
We will need a secretary/treasurer, Joyce will send out an e-mail about this later.  
The ballot will be provided to present members during the meeting.
  - b. Student representation - UM ESO, MSU

Jennifer sent out a message regarding a permanent member of MPHA Epi from the UoM ESO. There will be turnover in February of each year.  
Erol was not on the line. He's the usual MSU rep. Joyce will check with the MSU Epi Department to see about getting a permanent member.
- IV. 2010 Conference
  - a. Moderators for Afternoon Sessions

Scott will separate the bio stuff and send them to Diana and Carla and then the rest to Joyce who will dole the other two out.  
Carla Take Infectious Disease (#4)  
Diana Takes Social Epi (#1)
  - b. John Snow Award

Joyce will make an announcement of the John Snow award in the morning and say who won it. UM won even though it is at MSU. Jennifer the UM rep will accept the award for the school.

- c. Conference Day Details  
Will have coffee and ice tea in the afternoon, possibly also a water cooler.
- d. Conference Preparation Duties
  - a. Logistics → Current Chair (Joyce)  
The continental breakfast is what we'll be going with. We will skip the sliced fruit because it's an extra \$2/person.  
Lunch will be the Beaumont boxed lunch. They sound good. Lunch service will include lemonade and ice tea. Only vegetarian lunch comes with water or pop. We may get some walk-ins. We will be charging walk-ins.  
Carla, Scott and Diana will try their very best to be there at 7:00 AM. That's the earliest we can get there. We will have 13 sponsor tables (includes MSU) and two tables for registration.  
To rent a projector is \$200  
To rent projector for two rooms is \$400  
We will need laptops to attach to projectors. **Joyce and Carla can bring them in.**
  - b. Budget → Treasurer (Fatema)  
Think have 12 sponsors.
  - c. Sponsors → Program Co-Chair (Fatema)  
Think have 12 sponsors.
  - d. Save-the-Date and Agenda → Program Co-Chair (Brian & Joyce)  
Joyce will send out a final registration reminder.
  - e. Abstracts → Section Counselor (Diana)  
Diana sent out all the abstracts for the posters. There are 44 posters.
  - f. CEU/CME → Section Counselor (Scott)  
We are approved for CEUs
  - g. Registration → Section Counselor (Roger)  
Many people have already registered. Roger will need to tally up the registration and then we can have a good idea of who's coming.
- e. Additional Items from the Group  
None.
- f. Adjournment- Set up next meeting(s)

