

Attendance:

Scott, Diana, Carla, Roger, Tiffany, Susan F-G, Fatema, Rebecca

Note: Minutes from the last meeting seem to be lost... Joyce will forward what she has to Carla.

Student orientation... we'll discuss that again today.

TREASURE REPORT - ROGER: We currently have \$6,094.74. Looking back to February, I cannot see any payment from MAPPP.

MAPPP still owes us \$500 ... Dr. Torres-Burgos is the current president. We need to find out why we haven't been paid. Joyce will follow-up with MAPPP.

CONFERENCE PLANNING:

Conf Date: April 1<sup>st</sup>, 2011

Speakers are set: Dr. Eric Noji (keynote) on Disaster Preparedness.  
Eden Wells: Disaster response on oil spill in Marshall

Dr. Julie Funk (Center for Epi and Food Safety at UofM – head of food safety) talking on Food Safety.

Still need afternoon speakers we'll discuss further with the request for abstracts. At the same time, who do we want for the career round table?

Catering estimates... needed two caterers for bids. Big Bonus: We don't need to pay for the room. Two possible caterers: Moveable Feast and Carlson Catering. Both were recommended by UMSPH. Estimates on box lunches, continental breakfast (with healthful choices) and an afternoon snack with beverage service all day. Box Lunches (online caterers) offered various options (with or w/out salad).

Moveable Feast estimated \$4,549 (including breakfast, lunch and snack and beverages and staff): Continental breakfast with fresh fruit, muffins scones juices and coffee. Various beverage options all day. Really nice lunches... sandwich utensils, fruit, MANY sandwich choices and vegetarian options (quinoa, wild rice, red skin potato, tortellini) Snack is fresh fruit, granola bars and beverages. Estimating 170 attendees.

Carleson Catering also sounded good. Basically the same thing - fruit trays, bottled water and sodas... beverages would NOT be available all day. Boxes contained sandwich, chips and cookies... not quite as healthy, but certainly cheaper at \$2,510. Pastries, muffins etc would be provided for breakfast at an additional \$1,574 (Total of \$4,084). Generally we get about \$2k from sponsors. \$2,889 was paid last year at MSU for the

whole conference. If we paid \$4,550... and included the anticipated sponsorships of about \$2k... we'd be spending about \$2,550 for food.

Total conference costs were \$6,500 last year. The MSU Epi Dept contributed \$4,000. UMSPH is facing potential program closings, so we couldn't expect more than a couple hundred dollars this year.

Numerous strategies were discussed for reducing the costs... paying for lunches, no lunches, increased fundraising efforts... we can wait until December to decide... but Carla will get a couple of more estimates.

**SPONSORS:** Fatema and Roger.

Sending letters to prior years sponsors... put in the amount of money they contributed previously... every year we need to brainstorm additional sponsors. Anyone with ideas, please email Fatema and Roger and cc. Carla.

**SAVE-THE-DATE (Carla):** Will be emailed next week (hopefully) including the keynote speakers.

**ABSTRACTS (Diana):** Last year we extended the deadline until January. Start off with the January date this year. Looking at the calendar... if we have them in by the 2<sup>nd</sup> week of January... that gives me a couple weeks to determine posters vs. oral... (Jan 14<sup>th</sup>). That's the date we can put on the Call for abstracts. We can send that out with the save the date email. Diana to start working on that right away.

**CEUs (Scott):** Need to wait until we finalize the agenda and speakers... probably won't do much until January... but it will have to be done by March 1<sup>st</sup>. Typically we based the call for abstracts dates based-upon when we needed the application for CEUs submitted.

**REGISTRATION (Joyce):** Don't need to worry about this quite yet.

--TASKS--

- Diana working on Save-the-date and Abstracts.
- Fatema and Roger working on Sponsors Letters.

#### STUDENT OUTREACH:

Joyce and Tiffany attended the orientations as UofM and MSU... what did we have happen, what did we accomplish?

**JOYCE:** Basically I was sitting at a table called the Resource Fair. The first few days the students arrive, they're acclimating and have this day with lunch and wander around to resource tables to learn what they're interested in. We got 27 interested students, mostly

epi students (General and Hospital Epi) some Health Behavior/Education students. Don't know if any visited our website, but I provided a handout (previously used) and talked about our conference this year and provided email addresses for Carla and myself.

We talked about creating a listserv to insure these students get all of our announcements (Call for abstracts and save-the-date).

TIFFANY: There were just epi students. Presenters came in and we each had 15 minutes with folders with our mission/vision statements and applications/handouts... I talked about MPHA, the Epi Section, and our conference. I gathered contact info like Joyce did, to be added to our Listserve.

CARLA: So we'll copy them on Save-the-date and call for abstracts.

#### ITEMS FROM THE GROUP:

CARLA: Catrin Kelly (UofM Student Rep)- 2<sup>nd</sup> year Epi student... they all have a mandatory stats class, so she cannot attend our meetings. She's outgoing and bright, so it's too bad she can't attend. She recommended we contact a 1<sup>st</sup> year.

ROGER: How about we change our meeting times to accommodate her? And is Erol from MSU still going to participate... he's availability is just as important.

- Roger will work on a membership email letter to students to be utilized as a standard letter to be communicated to MPHA members (not just us conference planners) interested in student mentoring. The email addresses gathered by Joyce and Tiffany would be quite well suited to the student mentoring concepts.
- Carla: Will bring this idea to the MPHA Board... they'll probably love the idea as they've been discussing creating a student membership committee. The next meeting is the 1<sup>st</sup> Thurs of October at 9am ... oh, that's during our work conference... well perhaps I can step out to call into the meeting?

Next meeting: OCT 12 at 2pm... I'll let you know if this changes to accommodate the student reps.

**\*\* Meeting time was later changed to 3:15pm.**