

Attendance: Carla, Roger, Scott, Caitrin, Tiffany, Rebecca, Diana, Fatema, Donna

- I. Call to Order at 3:17
- II. APPROVAL OF MINUTES
  - Moved by Fatema, 2<sup>nd</sup> by Diana
- III. BUDGET
  - Treasurer of MAPPP was out of town for several months, retired, and caring for elderly parents. She is mailing Carla a check to be forwarded to Mary Scoblic. Told this information one week ago, but still waiting.
  - Carla will contact MPHA President about regular budget updates.
- IV. 2011 CONFERENCE PLANNING
  - a. Speakers
    - Oil Spill Speaker Update
      - Paul Makosky - 2<sup>nd</sup> Plenary Speaker from Calhoun Co (EH Director). The Health Officer will be unavailable.
      - Key Note of Dr. Noji is exciting. Other speakers are set.
  - b. Conference Location
    - Carla will conduct a site visit at UM SPH on Nov 19<sup>th</sup>.
    - Roger suggested we gather site specifics for vendor set-up in preparation for sponsor-seeking.
  - c. Catering Estimates
    - i. Additional Estimates – 5 estimates now. (\$2,700 -\$5,500)
    - ii. Turkey sandwich (No options). Breakfast was bagels and fruit and 1 sandwich (Turkey on wholegrain). 20% veggie, hummus, potato chip, ice tea and water. Coffee and water and tea for snacks.
    - iii. Carlson's Catering \$4,080. Several options (biodegradable), ham, roast beef – not fancy. Assorted pop and water. Snack of cookie/brownie, veggies and dip. Fresh fruit, bottled water. Breakfast of continental breakfast, juices coffee, Danishes etc.
    - iv. Moveable Feast \$4,500, 4,600, Zingerman's was \$5,500.
  - d. Conference Budget
    - We need to create a conference budget to know our costs in choosing a caterer.
    - Rooms are free, Printing is usually provided by the state. We got color printing from Kinkos 2 years ago, and we paid for that.
    - Carla will contact MPHA for a firm treasury budget.
    - Fatema reminded us that last year we paid \$2,000 for the rooms. But MSU covered the \$4,000 lunch.

V. Conference Tasks

a. Sponsors

Fatema/Roger

Carla is a little nervous waiting until the New Year. But Fatema says she waited until just after the New Year planning for our last conference.

Roger: FYI: We usually get about \$7,000 from the conference sponsors each year. Also, we need to know some site specific information to provide for the sponsors. It would be good to have this before we solicit their support.

Carla: Our goal is to keep this conference free as much as possible, but we're always close to losing that option.

- We do charge for late registrations, and not having to pay for rooms this year is a good bonus. Maybe UofM can contribute some funds too?
- MSU will contribute "something" this year too.
- Fatema: We usually have the chair approach the schools, not the sponsorship chair.
- Carla will talk to Jim Collins (MDCH), Sharon Kardia (UM), and Dr. Gardiner (MSU)
- Roger will contact Rick Keller (Altarum)

b. Save-the-Date and Agenda Sent

Carla

- Caitrin: UM Students are concerned that international or non-Michigan epi would be of less interest... NOT true!

c. Career Round Table

**MDA:** Brenda is a go.

**MDCH:** Tom Largo is a go

**Academician:** Dr. Boulton is on Sabbatical

**Academician:** Contacted Dr. Noji, -- is a go

**ICP:** Contacted Susan for Assistance

**Industry:** Has anyone contacted Brian Bieber? –No

*Diana will check with Ottawa Co for contact info (Region 6).*

*At this point I'm not sure we need to ask Dr. Funk.*

VI. Other Business

Everyone

- Caitrin: A survey to UM Epi students – 30 students showed interest in a mentorship opportunity.
- Roger: I'll draft a letter introducing MPHA to those students, providing our email address to receive any field / career questions and we (Carla) can farm those out individually to section members for reply and relationship building.

Roger will send a letter draft to Carla and Fatema for review and Carla will forward to Caitrin for paper copies to distribute at her Friday, Nov 12<sup>th</sup> (*I believe this was November 18<sup>th</sup>, Added by Carla*) meeting.

- VII. Tasks to work on before the next meeting
- a. Contact MPHA President for receipt of regular budget updates      Carla
  - b. UM SPH – Site Visit, Nov 19<sup>th</sup>.      Carla
  - c. Update Prior Sponsors Contact information      Roger
  - d. Draft an MPHA introduction letter inviting student mentorships.      Roger

VIII. NEXT MEETING

- a. **December 14<sup>th</sup>, 3:15PM**
- b. We will discuss how much we can spend for Catering.