

MPHA Epi Section

Agenda

May 10th, 2011

2:00 – 3:00

Call in Line Information

Toll Free: 877-336-0711

Access Code: 63903350

- I. Call to Order/Role Call Fatema/Everyone
Present: Fatema, Scott, Annie, Nickie, Niki, Diana, Tiffany, Roger
- II. Approval of Minutes Fatema
- III. Section Membership
 - a. Introduction of New Members/Elected Officers Fatema
 - b. Budget (see copy of treasury information) Fatema/Roger
 - i. Are there bills that need to be paid - **will look at May treasury report to see how we stand**
 - ii. Are there outstanding checks from sponsors - **Sponsors are from last year; need to check on past conference – are there still outstanding sponsors?**
 - iii. Need to get more detail on sponsor payments as well as detailed conference costs – **Can Roger add detail about sponsor payment?**
Over 6000 in the account; 2 larger deposits; Received sponsor checks from MIDS, GSK, Greater Detroit APIC, MAPPP for both years, Altarum, MPHI (not sure about Public Health Foundation)
Fatema will see if Mary has a list of checks; Roger has asked before and never received
 - c. Combining Treasurer/Secretary Duties Fatema
Duties include handling sponsors for the conference, keeping track of funds; Fatema will forward treasury reports.
MPHA provides a treasury report that is separated by section; there is not an itemize list, just February, April. Individual sponsor checks are not listed; Roger may have itemized but Fatema will contact Mary. Will keep the combined position
 - d. Epi section list Fatema
Current epi numbers – 38 people (members); Do we want more members? Is anyone missing that should be a member; Fatema will ask Kathleen about total MPHA numbers

To be put on next agenda – is anyone interested in being the membership chair? You could recruit others, letting people know why it's a benefit to be part of the Epi Section; Roger may have talked about this in the past

IV. 2011 Conference

- a. General Thoughts/Impressions Everyone
 - i. Venue (1st time in UMSPH)- **good venue; with such a big increase in registrations, it was good the auditorium could hold everyone; probably some complaints about parking**
 - ii. Food – **people liked it and leftovers went to Delonis Center**
 - iii. Attendance (no shows?) – **can ask Carla for the final attendance; there were some no shows**
 - iv. Sponsors – **will follow-up with Roger next meeting; sponsors, next to the food, had a good set-up**
 - v. Speakers – **Scott stated speakers were well received**
 - vi. Abstracts/Poster Session – **Scott and others thought it was a bit crowded in the poster session**
 - 1. Judging results – **Diana has most but missing Roger, Scott and Brian (out of town); This was resolved and only 1 non-student poster received a 20 (there were 2 19s). # 2 – Beth Anderson received a year membership from MPHA; for student posters, it was more difficult; 6-way tie with a score of 18; The winner of these 6 (poster # 25, 18, 33, 54, 42, 9) will be picked randomly**
 - 2. John Snow Award – **Brian Hartl in charge of plague; Carla had talked to him. Fatema will check to see if he needs reimbursement; Fatema will check with Carla about the award**
 - vii. Evaluations (see spreadsheet) – **99 means blank**
- b. What is left to do
 - i. Post information on website –**Scott had access to the site for a few days only; Anything to go on the site has to go through Kathleen**
 - ii. Other – **Evaluations – Carla will send evals to speakers**
Presentation abstracts from breakouts were supplied to Carla except Dr. Noji (tried to upload to gmail account but there were issues); A summary was sent to afternoon speakers last year. Diana has afternoon

speakers' contact information; Fatema will work with Carla – can give speakers their tally for evaluations
For future conferences – create minute signs for speakers – 5 min and 1 min marker signs

V. 2012 Conference

- a. Location Everyone
MSU for 2012; Wayne State has been in the discussion but looking at the usual attendants, it is probably best to keep it at MSU or UMSPH; May be scheduled for March 30th or April 6th
Would be good to check midterms and spring break schedule; Fatema will follow-up
- b. Assignment of Tasks Fatema
- c. Tasks that need to get started right now Fatema
 - i. Sponsors - Tiff
 - ii. Speaker/Topic - Chair works on keynote speakers but if anyone has ideas, please pass them along – environ epi? Vaccine preventables?

Abstracts (a program chair) – Diana and Carla did last year but Diana coordinated and received abstracts; who should do this task for the 2012 conference? Niki asked what this involves – request for abstracts (verbal or poster), breakout session planning, poster planning; In the past all abstracts have been accepted; Diana has templates that she can share via gmail. One would communicate with submitters, getting their presentations and bio forms; There are usually 12 speakers. Can use the gmail account to receive materials

Scott will do CEUs again, but someone should do it with him to train

VI. Student Orientation/Panels Everyone
School is not in session, but contact UM, MSU, Wayne and others to determine orientation times

VII. New Standing Agenda Items Everyone

- a. Revision of the Bylaws – tabled for next meeting; **ACTION ITEM**- please look at bylaws; take a look at the functions of our group; is there anyone we don't do but could?

- b. Mentoring Program – **start thinking of ways to develop a mentoring program**
- c. Connecting with other state epidemiology committees – **especially MidWest area.**
- d. Other Goals for 2011 – **newsletter?**

VIII. Additional Items from the Group Everyone
May be Diana's last meeting

IX. Next Meeting
a. Tuesday, June 14th, 2011 at 2:00