**MPHA Epidemiology Section - Meeting Agenda**

**Tuesday, December 3, 2013**

**3:00 – 4:00 pm**

**Call in Line Information:**Toll Free: 877-366-0711 ~ Access Code: 63903350

1. Call to Order/Roll Call Tiffany/All

Niki, Annie, Tanya, Mike Thompson, Tiff, Bethany, Joyce, Fatima, Allie, Bryan, DeeDee, Suzanne, Roger

1. Approve October 22, 2013 minutes All

Minutes approved

1. Bylaws Tiffany/All

Updated based on Survey Monkey responses, copy sent out to section with revisions, please let Tiff know by end of the week of any other changes and if nothing to discuss, will send it on to MPHA as final.

Joyce: Question, role of the program chair? Pg 4 on Bylaws.

Tiff: Niki is serving this capacity right now (abstracts in, organizing that). This was not a change for the bylaws right now, at the end of Niki’s term we may want to reconsider defining this position.

1. Budget/Treasury Update Tiffany/Annie

Difference less than $1000

MPHA was asked to pay 2 memberships, Heidi said these did not come out from our section accnt - Cristi Carlton, Lindsay Miller; will check against list of members and go from there when we get it from Heidi. May need to contact them and tell them they have a membership waiting if they sign up?

Tiff: I have the list from Kathleen Oberst, can check it.

Annie: Heidi is receptive to itemized Section report

We have 3 line items that MPHA has taken out, but we don’t know what they are – will send to TH/RR, and they will see if we can figure it out.

1. Website Tiff
2. Membership recruitment/Facebook updates/ Interview Questions Allie

**Could still use a few more completed interviews if anyone wants to do one:**

* 1. Where do you work and what is your job title and role in your organization? How long have you been there?
  2. Can you give us a brief overview of what it is you do in your work?
  3. Where did you attend undergraduate and graduate school? What is your degree?
  4. What made you want to be an Epidemiologist?
  5. What has been the most interesting aspect of your career thus far (could be an interesting case, investigation you were involved with, place you’ve been, etc…)
  6. Is there anything you would have done differently in school or the early stages of your career?
  7. What advice would you give to someone thinking about a career in Epidemiology or Public Health?

1. Mentoring/Students Emailed Questions Allie/Tiffany
   1. Mentorship email 2013 (Wayne, MSU, UM)

DeeDee: has list of email addresses we can use from UM.

Tiff will use these to send out a mentorship email (modified recently from previous years). Then we will need to keep an eye on our website.

1. Goals for 2013-2014 MPHA Epi Section Tiffany/Roger/All
   1. Increased Section Participation
      1. Re-gain the involvement of past members/officers
   2. Fundraising Ideas- Funding is currently dependent on a few large sponsors
      1. MPHA Epi Section, T-shirt sales, Mug sales
      2. Social athletic club: Organized group participation in 5Ks, etc.
   3. Grow Conference Participation from within and surrounding states –
      1. Wayne State/What groups can we target for 2014 invitations?

Would like to see broader representation, but not much space at MSU to grow the number of attendees.

* 1. Growth of Perceived MPHA Epi Section Membership Benefits
     1. Posting of job opportunities and internships
     2. Increase professional networking opportunities

1. **2014 Conference Planning** Tiffany/All
   1. Sponsorship

Time to get started. RR will assist with this. **Will set up a sponsorship call** - Roger, Tanya, Annie, Fatema (to look at the NIH grant), Tiff.

Others? More the merrier. Annie will chair, RR co-chair. We will set up a call.

Half a table for $100 sponsors. Limited to ~12, will approach bigger sponsors first.

* 1. Date and Location – MSU: 3/28/2014!!

Signed and submitted, the lead person there is great to work with, energetic.

Poster session: Concern that we won’t have enough room. Will use the two rooms plus breakout session rooms upstairs with big open section (so on same floor, with ~20 per room). All would be adjacent/on same floor.

Easels – would have to rent them or they’d need a hard back. Not workable in cost or labor. We do own 25 trifolds (36x48); ~$60 per 25 trifolds so could spend $120 and get 50 more trifolds, total 75. We would own these, seems like obvious best option.

* 1. Save The Date

Save the date template is ready, needs abstracts date added.

Call for abstracts: could we make a survey form on Google Docs? Link on call for abstracts so they can access the link and put in their info.

Niki just needs to create the form, and we’ll be ready to ask for them. Can put the link on our save the date.

* 1. Catering

Menus on their website change periodically. Take a look at the menus Tiff sent out please. Breakfast now includes juices, coffee and tee ($9.25/person though). Can we ask what the options are, given our budget? Tiff will ask.

Last year we ordered 200 breakfasts. Let’s go with that this time.

Snack: skip snack?

Lunch includes sandwich, apple, chips, water. Tiff will ask if we can leave out the apple and have it for a snack in the afternoon?

Will ask about rice crispie treats, if they are “homemade” and in saran wrap is okay (vs. packaged vending machine type snacks).

Lunch – will order greater proportion vegetarian ones.

Can always add, better to under order than over order. 300 lunches & breakfasts: $5,800. Can go lower (less than 300 breakfasts). Last year 260 lunch, attendance was ~300, and we had more lunches than needed (not all stayed for lunch).

Will ask for discounts: as non-profit, as having a local sponsor, as benefitting MSU students.

* 1. Nurse required for planning board (CEUs)

Is there a requirement for number of meetings need to attend? Asking Scott if ONA has any recommendations. They do not need to be MPHA members.

* 1. Ideas for speakers/topics
     1. Chronic/Infectious Trends in Economically Burdened Countries by Austerity (Greece, Portugal, Ireland).
     2. Socio-Economic transitional factors / social epidemiology
     3. CONCORD Study on Cancers Internationally – emailed
  2. Sponsorship: new sponsors, MPHA, etc

1. Action Items Tiffany
   1. Potential topics for 2014 conference
   2. Think of potential sponsors / alternative fundraising
      1. Scimetrica
      2. NIH Grant – volunteer? [Fatema, see above in minutes under sponsorship]
   3. Committee interests
      1. Sponsorship: Roger
      2. CEUs: Bethany
2. Additional Items from the group All
3. Next Meeting: ~~December 24, 3PM - CANCELED~~

**Dec 17 3PM**

Will plan to meet every two weeks for conference planning from then on.