**MPHA Epidemiology Section - Meeting Minutes**

**Tuesday, February 11, 2014**

**3:30 – 4:00 pm**

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

1. Call to Order/Roll Call Tiffany/All

Annie, Suzanne, Shurooq, Allie, Roger, Fatema, Tiffany, Susan

1. Approve January 28, 2014 minutes All

Approved

1. Publishing in MJPH

If anyone interested in writing for MI Journal for Public Health – Roger will write an email to students. Brian suggested this, he may have more thoughts.

1. Budget/Treasury Update Tiffany/Annie

Checking with Heidi Hilliard, to make sure still 9917.20 (if not let Tiff know)

1. Sponsor Update Tiff/Annie/Roger/Tanya

Total now pledged is about $5,500

Tiffany will upload to Google docs (through our email accnt) for each person to edit the ones that we are working on and send a link to Tanya, Roger, Annie and Susan

1. Membership recruitment/Facebook updates/ Interview Questions Allie

Nothing new to report, we have some job postings on FB

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

3 students contacted, sent links to info to help direct them.

Recommended they come to the conference.

1. **2014 Conference Planning** Tiffany/All
	1. Date and Location – MSU Union: 3/28/2014!!
	2. Save The Date – sent out
	3. Catering – sent out 200 (can up to 250-260) lunches planned (turkey, beef, pork, veggie options); continental breakfast; popcorn for a snack/iced canned lemonade
	4. Abstracts update Niki
		1. Publish abstracts? Were due yesterday, need to be finalized and then notify people. Tiff will be working with Niki to finalize.
	5. Speakers Tiff

all accommodations taken care of, have 2 of 3 forms in hand

* + 1. KEYNOTE: International CONCORD Study on Cancers
		2. Plenary: Dr. Shumate on the Princeton Meningitis Outbreak
		3. Plenary: Dr. Margerison-Zilko on Social Epidemiology
	1. Post-conference functions Tiff

Eden wants us to have one/U of M, should be fine. Dr. Holzman/MSU also offered we could provide a room if they wanted to do a student function or alumni reception

* 1. Webcast?? If you have any ideas, send Tiff an email
	2. Hotel reservations

Marriott didn’t give a government rate, so too much (more than Kellogg Center even); instead found another that will give rate ($75 for 10 rooms for any attendees) – more info to come from Roger

1. Action Items Tiff
	1. Career roundtable members

Looking for infection prevention person, someone from local health, lab. Let Tiff know if have someone.

* 1. Conference tasks

Shurooq & Suzanne will take on registration.

Moderators: Allie, Roger, Susan, **one more**

Time keepers: interns(?)

Poster judging: all planners

**Photojournalist**: posters, presenters (intern)

* 1. Sponsorship
	2. Bio-forms/conflict of interest forms for CEUs Bethany

Have some, send to Bethany if still need to.

Would like to have everything submitted by 2/21.

1. Additional Items from the group All
2. Next Meeting: **February 25, 3:00-4:00PM**