

MPHA Epi Section

Conference Call Agenda September 8th, 2009 2:00-3:00

Present: Joyce, Fatema, Scott, Brian, Erol, Diana, Donna, Roger

- I. Call To Order
- II. Approval of Minutes
 - a. No changes given
 - b. Agreement to approve minutes
- III. Student Orientation/Panels
 - a. UM SPH Organization Orientation
 - i. Joyce attended the UM-SPH event on September 2nd. Unfortunately, Joyce had no new information to hand out.
 - b. Upcoming Student Events
 - i. Erol spoke of upcoming events like a student organizational fair.
 - ii. Suggestion to contact Dr. Bolton to suggest ideas and venues to speak with students.
 - iii. Fatema and Brian volunteered to speak at student events if they request a speaker from the MPHA Epi section.
- IV. 2010 Conference
 - a. Date and Logistics
 - i. MSU Union - April 19, 2010
 1. MSU put down the wrong date to save. They put down April 19th and we were looking at a March 19th
 2. Joyce discussed the rooms that are available for the conference. The ballroom became available. We can get 50% off of the room rental if we order food. The sales representative is on vacation so it is on hold right now. Ballroom rental is \$560 and the parlor with the three rooms is \$550.
 - b. Topics of Interest for Keynote and Morning Speakers – Update

- i. Joyce has not heard back from Mary Fran Sowers
- ii. Joyce called to invite a senior Epidemiologist for Roche who studies Tamiflu®
- iii. Roger confirmed had tentative speaker from MDCH SHARPS unit (nosocomial and antibiotic drug resistance surveillance).
- iv. Third speaker for morning session not yet identified - Kyle has not had anymore progress with Nigel Paneth
- v. We do not have a speaker identified as the keynote currently. If Dr. Paneth is not able to speak the Epidemiologist from Roche could be considered.

c. Assignment of Preparation Duties

V. Conference Preparation Duties (are there others?)

a. Logistics → Current Chair (Joyce)

- i. Conference cost to attendees depends on MSU funding
- ii. Joyce asked if we should provide lunch for everybody. There are some problems like having leftover lunches.
- iii. Further discussion about the rooms. The ballroom would be better because it has a larger screen.
- iv. Parking is still an issue. We have to direct people better to parking.
- v. There are likely some funds from MSU and MDCH available. Joyce is waiting to hear from MSU to see if we have to charge people.
- vi. Hoping to use onsite screens and equipment.
- vii. Joyce is waiting to hear from Jayne Goddeke (MSU Epi Dept)

b. Budget → Treasurer (Fatema)

- i. Fatema will e-mail Mary for the updated budget and cc Joyce.

c. Sponsors → Program Co-Chair (Fatema)

- i. Getting sponsors will be a lot easier once the date is finalized and a save the date is done.

d. Save-the-Date and Agenda → Program Co-Chair (Brian & Joyce)

- i. No updates

e. Abstracts → Section Counselor (Diana)

- i. No updates

f. CEU/CME → Section Counselor (Scott)

- i. No updates

g. Registration → Section Counselor (Roger)

- i. No updates

- VI. Additional Items from the Group
 - a. Brian asked about the minutes and agenda and the website. Scott has taken over for Kyle and will be posting those to the website. There is a template available from MPHA. The template is not preferred by the group. Scott can post the minutes in pdf format on the website. Currently they are on the website in word format.
 - b. Discussion about recruiting students. Suggestion to have a sign up list for interested students.

- VII. Adjournment
 - a. Meeting adjourned at ~2:30 pm

 - b. Next Meeting
 - i. Tuesday October 13th at 2:00 pm