



MSAND MEETING MINUTES

DATE	23 rd July 2009		
VENUE	Boardroom		
CHAIRPERSON	James Runciman	MINUTES: Ania Smialkowski	TIMEKEEPER: Ania Smialkowski
APOLOGIES	SamB, MF		
START TIME	1838		

No.	HEADING	ITEM	DISCUSSION POINTS	ACTION ITEM	NAME	TIMEFRAME
1.	Minutes from previous meeting	1. Accepted	Moved: JR 2 nd : CR			
2.	Business arising from previous meeting	<ol style="list-style-type: none"> 1. JR to complete notice board signs by July meeting 2. Year reps to distribute MSAND survey over next few weeks. LN/SamB to email to RCS students 3. GW to post inventory list on forum and print copies for MSAND room 4. AS to complete members list for year reps to distribute for confirmation of details 5. MW to report on progress for laminated cards for clinical students 6. FA and AS to continue search for missing footy jumpers 7. FA to check order and confirm number & location of white MSAND shirts 8. RS to confirm booking for med200 half way dinner 9. AS to put Bursary draft on forum for comment by committee members. Will be discussed in detail at July meeting. 10. Exec to meet and discuss Painathlon 11. LC to promote Painathlon within ND and school of medicine on behalf of Jonno as a social justice event 12. AD to help out with website for Painathlon (link to MSAND) 13. MW, GK and exec to make MSAND/Ocamp info forms to send out to next year's applicants before interviews 14. Med300/400 year reps to create budget for clinical Sundowner and email to Exec for approval 	<ol style="list-style-type: none"> 1. Group photo to be taken at next meeting, will then print and frame to put on board. 2. Poor return from med100 & 200 (less than 1/3 of students). They thought it was too complex. AS to organize meeting to analyze data. 3. GW lost list, but room has become very messy again anyway. GW & AS to redo. 4. Work in progress 5. Work in progress 6. Fintan got electronic design for footy jerseys. Waiting on reply for quote and then will start selling at same time as hoodies. 7. Return white shirts before next meeting so Fintan can make final count. 8. Red Herring = booked out on Wednesday, so tentatively booked. Thursday → Committee think Tuesday is better as Thursday is first day of holidays and people will probably go away on Wednesday night. 9. Will discuss later 10. Done 11. Done 12. Done 13. Work in progress 14. Done 	<ol style="list-style-type: none"> 1. Group photo to be taken at next meeting. JR to print and frame after this. 2. AS to organize meeting to analyze surveys with LN, SB, MF, MW. 3. GW and AS to reorganize MSAND room and redo inventory. 4. MW to keep working on laminated cards, ready for next year. 5. Everyone to return white shirts by end of July. 6. RS to confirm booking of Red Herring for Tuesday night. 		
3.	New business					
4.	Portfolio reports					



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4.1	President's report	<ul style="list-style-type: none"> i. AMA meeting ii. AMSA council iii. Dean → extra funding iv. AMC report v. WAMSS vi. Premedical course vii. Alumni 	<ul style="list-style-type: none"> i. AMA meeting → still talking about mentor program. ii. AMSA council July → GHC club for next year. Chantelle to discuss more. Good to catch up with ND Sydney. iii. Dean → about \$1000 funding for MSAND for general items. iv. AMC final report due out in October. Great feedback. No recommendations in bottom category. Two student forums worked well. v. WAMSS is still keen to meet. Invited to ball. Pump up footy. vi. Pre medical course at ND → can we integrate them into our events? Elizabeth Asher would like to discuss with us <i>AS → we can offer them a \$10 one year membership while doing premed course that gives access to discounts to events and forums etc. Also just send email letting them know about MSAND and website so they can find out about our events. More than welcome to come to any of them.</i> vii. Alumni → discussed with Lyn Isted → get webpage so people can log into and check up on ND stuff. Alumni cocktail night/reunion early in following year (March). Keep it external from MSAND. James to contact Lyn about getting details for this year med400 this year before grad events in October. 	<ul style="list-style-type: none"> 7. JR to email AS details of pre med course. AS to make email to send them about membership etc. 8. JR to contact Lyn about getting current Med400's details for alumni program before October exams. 		
4.2	Vice President's report	Final Sponsorship.	<p>Finished sponsorship drive for this year. Rest of the year please make sure sponsors are kept happy.</p> <p>Clinical sundowner → Mosman Park bowls club 18th September. Lachy given Roger's email to contact about invite.</p> <p>Avant medicolegal workshop needs to be organized soon. MN to organise (just for</p>	<ul style="list-style-type: none"> 9. LN to email Roger from Avant details and invitation to Clinical Sundowner. 10. MN to organize Avant Mock trial for Med100/200. 		



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			<p>med100/200) → mock trial. Late August or early September.</p> <p>DFA drafted their own sponsor agreement, a few clauses we need to be aware of → need approval of posters/use of logo before printed. So need to email Marcel publications etc first.</p> <p>Please re-read agreement document before every event. Also don't forget thank you email with photos needs to be sent by you within 1-2 weeks.</p>			
4.3	Treasurer's report		<p>Funds are going well. Only event over was cocktail party so far.</p> <p>Don't assume full sponsorship for events as some money needs to be kept for unseen costs.</p> <p>Each portfolio to email GW budget and requested funds. By Tuesday.</p> <p>Have lists of all expenses for people to read.</p>	11. Each portfolio must email GW summary document of ALL events remaining by Tuesday. It must include all planned expenses, cost of tickets, incoming and outgoing costs etc.		
4.4	Secretary's report	<p>i. Forum</p> <p>ii. Bursary</p>	<p>i. We have more events this semester than previous one, so lots of communication will be needed. Please make big effort to use the forum and also to help out. We need input from every committee member, not just the same 4 people turning up to everything to help out.</p> <p>ii. Bursary → would like to set up by end of year. I have not received any feedback since last meeting. We need to make decisions about (a) how to make it objective and unbiased decision, and (b) how to keep it financially viable. Do we need a separate account? Where do we get money from each year?</p> <p><i>CR → comments from AMSA. De-identify application for panel review.</i></p> <p>AS → Will post again on forum for people to comment. Will finalise draft at next meeting and have it ready to be voted in at</p>	12. AS to put bursary draft on forum. Everyone to comment on it. Final draft to be discussed at next meeting and ready for AGM.		



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			the AGM.		
4.5	Social report	<ul style="list-style-type: none"> i. Ball ii. PBL games 	<ul style="list-style-type: none"> i. Ball → 8th August. Help needed selling tickets at lunchtime every day next week. Tickets stop selling 2nd August. Sold so far about 100. 4th years to make speech and Gavin Frost also. ii. PBL games → ?availability 11th September. Ania and Gabs to meet about PBL games stuff and delegate jobs. 	<ul style="list-style-type: none"> 13. GK to find out if PBL games can be moved to 11th September. 14. AS and GK to meet about PBL games and delegate jobs 	
4.6	Rural report	<ul style="list-style-type: none"> i. Rural night ii. Spinerfex iii. RCS 	<ul style="list-style-type: none"> i. Rural night last night, went well. Sean Hood spoke, good turnout also. ii. 3rd august Spinerfex night at ND. Bill Saunders speaking. Charlie to email year reps by end of week. Also do lecture announcement. Anyone can attend. iii. RCS interviews on 5th August. 	<ul style="list-style-type: none"> 15. CG to email year reps details about Spinerfex night on 3rd August. 	
4.7	Social justice report	<ul style="list-style-type: none"> i. Painathlon ii. Entertainment books iii. Trivia night 	<ul style="list-style-type: none"> i. Painathlon → Jono here: entries close tomorrow. Probably about 50 in total. Liz spreading word. Jono to come to lectures tmw to speak to preclinical year groups. Painathlon tops ready. In community news this week and western suburbs weekly. Most volunteer positions filled. Need about 10-15 more for the day. Painathlon meeting Monday before. Put word out for people to come to the finish line → solo guys at 2.30-3 until 5.30 at the top of Jacobs ladder...Mount St roundabout. ii. Liz → entertainment books. Sold about half. Keep pushing them. iii. Trivia night. 2nd October. Italian club locked in. Other expenses need to be paid 3 weeks (\$500 room hire). Ask Andrew Honen asked to book it so we can have alcohol. 	<ul style="list-style-type: none"> 16. LC to put details of Trivia night on forum. Everyone to read and try help out with getting prizes and donations. 	



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			<p>Donation letters sent out today. Put list on forum so committee members to suggest ideas. Capacity = 250. Promote to wider community. Mobile GP = charity (Andrew Davies). Waiting on prizes. Ania to ask friend for MC.</p> <p><i>AS → City to surf → MSAND team? Raise money for Freo heart patients</i></p>			
4.8	AMSA report	<ul style="list-style-type: none"> i. NT med school ii. LDW iii. Global health network rep needed at UNDF iv. Rural: remote area classifications have been changed. Refer to www.doctorconnect.gov.au for more info v. MIGA elective grants vi. Bursary fund info from other uni's vii. Alumni establishment viii. For discussion: drinking culture of med. in particular boat races - to feedback to AMSA ix. NRHS - cancelled due to pulled funding x. NLDS xi. Vampire Cup blood drive xii. Elective database on website xiii. Archiving (website) / year book 	<p>AMSA Council in July.</p> <ul style="list-style-type: none"> i. Initiation of med school in NT → part of flinders program. Cohort in 2011, 24 students, grad entry. ii. Wellbeing → we have a spot on the working party. Teleconference this Sunday going through different ideas for research and booklet for 1st years starting at uni. Also want to establish a Wellbeing policy. iii. We are the only uni without a global health network. Nicola Sandler was rep in past year. Discuss MSANDs ideas. iv. Alterations to remote area classifications. Check website v. Elective grants. Applications close 28th august, 2000 to fund elective. vi. Bursary → spoken about vii. Alumni → spoken about. ND Sydney keen to have Australia wide ND alumni. Most others run by the uni. viii. Year book → archiving on website? Get copies into the library? Jan Harmsen → JR to contact MSAND archive stand in library ix. NLDS → now open for applications close 1st august. Canberra 7-9th September. x. Blood drive → need help with promotion. Unable to get a van. Open now. All through august. 	<ul style="list-style-type: none"> 17. RS to fix MSAND banner 18. CR to look into MSAND flag 19. CR to write report of AMSA July council issues for next Notre Dame 20. JR to contact Jan Harmsen about MSAND archive in library and copies of year books on display. 21. CR to make poster detailing Blood Drive, send email to year reps with details, put forms on notice board. Everyone to help with promotion. AS will make facebook group once poster made. 		



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			<p>Need form and special code. Tracked by amsa. Can do it anywhere. Email with form attached. Also pin on notice board. Need help encouraging.</p> <p>xi. Online electives database. Possibly start on our website?</p> <p>xii. LDW → 11th august. Niche living centre, SCGH, 8.30 → 5pm. Open to all years. 7 people per year. \$25 per person. Tickets available from WAMSS website. Starting from next week.</p> <p>xiii. Awards at convention → nominate MSAND website for next year.</p>		
4.9	Education report		<p>Meg → results out next week? Last of Avant series last night Clinical skills night left. Happy to stick with 16th September. Rudy → med400 talk for med300 Wed 12th august med300 for med200. Student staff liason meeting. Next Wednesday. 5.30. LN apologies. AMA cocktails → james to get back to us on.</p>	<p>22. JR to confirm date of AMA cocktails.</p> <p>23. MW to organize med300 talk for current med200 and med400 talk for current med300.</p>	
4.10	Publications report		Apologies		
4.11	IT report		All fine.		
4.12	Sport & rec report		<p>Hoodies and footy jerseys → starting selling soon (waiting on reply for footy jersey quote). Footy 1st match at East Freo Others at Nth Freo. Live well study well → get onto Olivia. Try doing lunchtimes on Friday for pre-clinical and weekend sessions for everyone. Hope to get more people attending. Final event = fun run. Discuss at exec meeting on wed (funding for missing jumpers)</p>	<p>24. AS and FA to meet and plan program for Live Well Study Well.</p>	
4.13	4th year rep report		<p>Sorting out grad events with Marcel. Experien paradigm session went well. Came in under budget. Year book coming along.</p>		



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			<p>Sending budget for grad events Intern placements released → everyone in WA almost got 1st preference.</p>			
4.14	3rd year rep report		<p>i. Clinical sundowner. Booked Mosman Park bowls club. 5.30→9pm. Venue cost 480 (120 deposit). Other costs not confirmed (food, catering and bar tab).</p> <p>ii. Question brought up about changing date of elective so people can stay overseas for longer? Not possible, university rule. Worth mentioning at Staff meeting.</p>			
4.15	2nd year rep report		<p>Med 200 dinner → See if date available for Tuesday 22nd September. Red Herring. Ania to email Rohen details of tutors.</p>	25. AS to email RS staff contacts for invitation to med200 dinner.		
4.16	1st year rep report		<p>SG → People asking about non-alcoholic tickets for MSAND ball. GK → <i>Not offered by venues and difficult to police. Also lack of funding means MSAND can't subsidize like last year. Most other balls don't offer non-drinking tickets anyway.</i></p>			
5.	Miscellaneous business		Close meeting 8.58			
6.	Next meeting		Next meeting 20 th august. Apologies Steph and JC.			

Key to Initials

JR: James Runciman	MF: Mike Frood	SB: Stephanie Bishop
MN: Marcel Neurauter	FA: Fintan Andrews	JC: Jeremy Croker
GW: Georgia Williams	CR: Chantelle Ruoss	RS: Rohen Skiba
AS: Ania Smialkowski	LC: Liz Connor	ALS: Alex Sleeman
GK: Gabrielle Krahenbuhl	AD: Andrew Dunn	SG: Sarah Grainger
MW: Megan Wrate	LN: Lachlan Nave	
CG: Charles Gallagher	SB: Sam Blaxell	