



DATE	14 September 2011					
VENUE	Michael Quinlan Room					
CHAIRPERSON	Luke O'Neil	MINUTES: Roesia Miranda			TIMEKEEPER: Roesia Miranda	
ATTENDEES	AH, AP, CCS, JEK, JM, JMO, JS, KH, LO, MF, MH, RM, SE, SF, SS, TC					
APOLOGIES	GZ, JO, SSI					
START & FINISH TIME	6:17pm -7:45pm					
No.	HEADING	ITEM	DISCUSSION POINTS	ACTION ITEM	NAME	TIMEFRAME
1.	Minutes from previous meeting	MSAND committee meeting	Approved.			
2.	Business arising from previous meeting		Nil.			
3.	New business	MSAND Special Interest Groups 2012 (SpIGs)	<p>The committee discussed the inclusion of MSAND TBH, MSAND SIG and MSAND EMIG in 2012.</p> <p>Motion: That MSAND TBH be incorporated as an MSAND SpIG after accepted amendments.</p> <p>Amendments: -Financial member to be changed to member -Length of contract needs to be included.</p> <p>Proposed: Scott Sargant Seconded: Mike Flood Motion passed.</p> <p>Motion: That MSAND EMIG be incorporated as an MSAND SpIG after accepted amendments.</p> <p>Amendments: -Financial member to be changed to member -Length of contract needs to be included. -All references to 'founder' will need to be removed -Under Selection of Officers, MSAND NDEMIG to be</p>	Follow up with SpIGs regarding amendments.	RM	



			<p>replaced with MSAND EMIG Proposed: Scott Sargent Seconded: Mike Froid Motion passed.</p> <p>Motion: That MSAND SIG be incorporated as an MSAND SpIG after accepted amendments. Amendments: -Spelling error on title, interest not interest -Membership section missing -Under governance NDSIG needs to be replaced with MSAND SIG -Outline the people on the committee as per operational guidelines template -MSAND education representative's attendance at meetings should be optional not required.</p> Proposed: Mike Froid Seconded: Scott Sargent Motion passed. <p>MSAND GHG is yet to submit their operational guidelines. Four deadlines have passed and all members have been informed. MSAND GHG will still be able to submit a document within one month following the AGM.</p>			
4.	Portfolio reports					
4.1	President's report	SoM Meeting 14 September	SOM meeting outcomes: – IPE database will no longer be a requirement as of 2012. -A Student representative will be able to attend SoM Exec meetings four times a year. -The Global score and its use has been looked into by the SoM. They appreciate the validity of the comments brought up by students and are looking into ways of improving this part of the assessment,			

			<p>possibly by using video suites.</p> <p>-MSAND Teaching awards have become a problem again this year. Potential ways to improve the process and the validity of these awards was discussed. It may be more appropriate for students to nominate their favourite staff member by means of a written submission about why they should receive the award. The MSAND Executive can then shortlist and de-identify the nominees for voting. The committee discussed whether the awards were worth continuing in future years. It was decided that the Awards should stay but the 2012 committee will need to decide on how voting should be implemented to make it fair and legitimate.</p> <p>-The SoM have organized for Library shelving to be put in the MSAND room. The committee discussed whether this would be of any benefit considering how small the library shelving is.</p> <p>-Graduation photos in the lecture theatre have been approved.</p> <p>- A \$25 fee for remarking exams may be implemented. The SoM is entitled to charge students a fee due to out of pocket expenses associated with remarking exam papers. There is a huge cost involved and this fee will not cover the whole cost but may be used to deter students from applying without any significant reason. The committee agreed that the SoM should indicate on the application form why there is a cost associated with remarking of exam papers.</p>			
		AGM	Email through AGM slide by the end of the week.	Ask SoM about the type of shelving that will be used in the MSAND room.	LO	
		Meeting with Gavin Frost	An invitation for expressions of interest about undertaking research was put up on blackboard but there have been no further updates.	Luke to bring up these two topics with the Dean.	LO	



		MSAND recognition	<p>ND Medicine hoodies require approval from the Dean.</p> <p>Luke to email out letters to committee members formally recognizing their participation on the committee in 2011. Will need to create one for mentoring also.</p>	<p>Letter of recognition MSAND</p> <p>Letter of recognition Mentoring</p>	<p>LO</p> <p>SS</p>	
4.2	Vice President's report	Sponsorship update	<p>Unfortunately SJOG have cancelled the second clinical skills night. This was due to doctor availability. They have kindly offered \$500 towards another event but due to the time of year, another event seems unlikely. Jen is in contact with SJOG to see if MSAND can use the sponsorship for anything else.</p>			
4.3	Treasurer's report	<p>4.3.1 MSAND Income Statement</p> <p>4.3.2 Med Ball</p> <p>4.3.3 Clinical Sundowner</p>	<p>See attached income statement. The figures in this income statement are all inclusive and represent MSAND 2011 in its entirety (i.e. remaining costs/income have also been included).</p> <p>Luke was successful in reducing the final bill paid to the Burswood. Originally, the Burswood wanted to charge us for 20 extra people, which would have meant an extra \$1,500. Now this matter has been dealt with, the final figures have been totaled and there was a loss of \$10,523.81 made on the 2011 Med Ball.</p> <p>The SoM have been invoiced for the \$1500 they agreed to put towards the Clinical Sundowner.</p>	<p>Luke to follow up with SoM for payment.</p>	<p>LO</p>	
4.4	Secretary's report	<p>4.4.1 Event and General handover documents</p> <p>4.4.2 2012 Elections and Handover</p>	<p>Due 23rd September.</p> <p>Important dates: AGM: Tuesday 20th September</p> <p>Handover drinks Thursday 6th October</p>			

		4.4.3 Bursary	<p>Venue: MDA Office, Level 3, 88 Colin Street (Cnr Murray), West Perth. Dinner following drinks at MDA venue TBA.</p> <p>Bursary Round 2 now closed. Received 7 applications which is awesome! Winners will be announced at the AGM.</p>			
4.5	Social report		Friday Friendlies at the last game of Footy – Friday October 7th 2011.			
4.6	Rural report		<p>Indigenous Curriculum meetings are still in place. At the moment they are trying to think of ways to put a positive spin on the curriculum by using indigenous placements and speakers. Bianual meetings will take place. Tim Leahy has been hired for 2 days a week, which has helped get things rolling. Jenny McConnell has also been influential.</p> <p>Kimberley trip went well.</p>			
4.7	Social justice report	Teddy Bear Hospital	<p>Conducted 6 school visits in 2011; planning 1 more metropolitan visit and 1 rural visit to York (23rd September)</p> <ul style="list-style-type: none"> - Held visits with new TBH Visit Coordinators; now able to conduct visits without Co-Chairs - Media release on ND website; news paper article in Fremantle Herald - Contacted by ND research department - they are helping with grant applications for 2012 - Call for applications for 3 TBH Co-Chairs for 2012 close Sept 29th 			
4.8	AMSA report		LDW was great. Not a great turnout from UWA because they didn't sell enough tickets. WAMSS owe MSAND some money based on the profit of the ticket			

			<p>sales.</p> <p>Think Tank meeting regarding the Refugee and Asylum Seeker Health Policy took place.</p> <p>MANDUS (ND Med Sydney) have organized Notre Dame Medicine Hoodies that have been advertised on facebook. Now UNDF students are interested in buying the same hoodies. Kate has received all the details regarding the design and creation of the Hoodies but it is far too late in the year for the 2011 committee to take this on. The hoodies have been approved from UNDA on both campuses; now just need approval from Gavin Frost. The committee decided that they will keep all the information ready for the 2012 committee to take this task on and implement early next year, potentially even making sales during OCAMP registration.</p>			
4.9	Education report		<p>Clinical Skills nights for pre-clinical years are proving to be a problem. Important for the next rep to negotiate with sponsors about the need for more pre-clinical skills nights. Clinicians are already engaging with 3rd and 4th years.</p> <p>SJOG pathology- Venepuncture night went well and they are happy to host so it could be an idea to include more of these nights.</p> <p>SKG have offered to do a Radiology lecture night in October but due to the time of year this will not take place. They have not committed to any sponsorship as yet.</p> <p>GP procedural skills night went well. Covidien provided sutures and equipment for the evening. They will be a useful contact for future procedural events.</p>			



4.10	Publications report		The next edition of the Notre Damus will be out in the next couple of days.			
4.11	IT report		Nil.			
4.12	Sport & Rec report		Footy match - was a great night despite the loss. Merchandise order sent- date of arrival TBA.			
4.13	4th year rep report		MED400 have had a few run ins with SoM already brought to their attention at the MSAND SoM meeting. Mainly the clinical audit requirements and the SoM verbally changing these requirements. The photo of the graduating class has been printed and plaques will be ordered.	Handover information about printing to be included in handover documents.	SS, MF	
4.14	3rd year rep report		The Clinical Sundowner was a bit disappointing in terms of the turnout of Clinicians and students. Only about 12 Clinicians came and about 30 students. 2012 years Reps organizing the event may like to lock the venue down early on in the year and create business size cards that students can use to personally invite clinicians throughout the year. It might be better to hold the night on a Tuesday or Friday to encourage greater attendance. IPE document is not on MED300 portal, possibly not an issue now, as it will not be used in 2012.			
4.15	2nd year rep report		Halfway dinner all on track. Staff are welcome to purchase their tickets this week.			
4.16	1st year rep report		Nil.			
5.	Miscellaneous business		Nil.			
6.	Next meeting		AGM – 20 TH September 2011.			



Key to Initials:

AP: Andrew Porritt	JO: Jazz O'Neill	SE: Steven Ellingworth
AH: Andrew Hewson	JS: Jayne Schoppe	SF: Scott Fleming
CCS: Cameron Crothers-Stomps	KH: Kate Hooper	SS: Scott Sargent
GZ: Ghassan Zammar	LO: Luke O'Neil	SSI: Shahab Siddique
JEK: John El-Khoury	MH: Michael Hale	TC: Todd Cruikshank
JM: Jennifer Melvin	MF: Mike Froid	
JMO: Jonika Mosedale	RM: Roesia Miranda	