



DATE	18 May 2011					
VENUE	Michael Quinlan Room					
CHAIRPERSON	Jen Melvin	MINUTES: Roesia Miranda			TIMEKEEPER: Roesia Miranda	
ATTENDEES	AH, AP, CCS, GZ, JM, JMO, JO, JS, KH, RM, SE, SF, SSI, TC					
APOLOGIES	MF, SS, LO, MH, JEK					
START & FINISH TIME	6:40pm- 8:30pm					
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		Nil.			
4.	Portfolio reports					
4.1	President's report	4.1.1 Meeting with Prof Frost 4.1.2 Big Ideas Night	<p>Meeting with Prof Frost (13/4) Assessment Committee will hopefully be coordinating the review of the IPE database. Luke to discuss with people at council (June) if they have positions on their Medical School's executive. The water fountain in the medical school has been fixed. The university will look into the defibrillator.</p> <p>Meeting with Prof Frost (13/5) Had to be rescheduled.</p> <p>Big Ideas Night</p>			



		4.1.3 Report Cards	All feedback has been very positive. Report Cards The executive will create and email out report cards to let everyone know what MSAND has been up to this year. Each portfolio holder to contribute as well.	Portfolio holders to send in highlights from their events held so far.	CCS, SF, JEK, JO, SE, KH	20 July
		4.1.4 External Course Review Meeting	External Course Review Meeting The SoM has an external course review panel who will be reviewing the school. The executive will attend this and bring up the current issues on the AMC document that has been submitted. Any new issues to be discussed at this meeting should be emailed to Luke.	Year Reps to email LO about any new issues to do with the course.	SS, MF, JMO, AP, MH, GZ, AH	24 May
		4.1.5 Feedback	Feedback Students are yet to receive feedback from the 2010 end of year exams. This was to be discussed with Prof Frost but the meeting had to be rescheduled. The committee discussed whether or not MSAND should continue to push for feedback. It was decided that MSAND will no longer push for retrospective feedback.			
		4.1.6 AMA DIT Meeting	AMA DIT Meeting Scott and Mike represented MSAND.			
		4.1.7 AMA council	AMA – Council Further discussions regarding WACHS becoming a PAC. The DIT committee have taken control of this issue.			
4.2	Vice President's report	Sponsorship update	Rio Tinto have signed agreement. However they have decided against offering a rural health placement this year. All emails regarding MSAND receiving			



			<p>sponsorship from Rio Tinto should be forwarded to Jen.</p> <p>Hollywood Fertility Clinic have also signed.</p> <p>Health super would like to offer MSAND sponsorshi[to be part of the Facebook group. Before this can be investigated changes need to be made to the current Facebook group which is about be archived. The committee agreed to start a new Facebook group and invite members to join. The old group will be left open for a week while MSAND members swap over.</p> <p>Facebook can still be used to advertise for events. However if event pages are going to be used, they should only include the event time and date with a link to the MSAND website. The RSVP option should also be disabled, as it is not a reliable indicator how many people will attend.</p>	Creation of new facebook group.	JM	
4.3	Treasurer's report	<p>4.3.1 Tax concession</p> <p>4.3.2 April Events</p> <p>4.3.3 External Auditor</p>	<p>MSAND have been approved for a tax concession.</p> <p>The April activity report was presented. Overall events are running close to their budget. Cocktail party was only \$257 down but there is still money to be collected.</p> <p>MSAND may need to source an external Auditor to audit the accounts. It is desirable to have an audit of the accounts for legitimacy and transparency. The Treasurer has started making monthly reports to show where money is going in and out.</p> <p>The committee discussed the feasibility of introducing MYOB. It was suggested that excel works well enough and is sufficient for MSAND's needs. MYOB may not work well with future committees. This will need to be</p>	Final funds from cocktail party to be collected.	SF & TC	



			researched and voted on at a later meeting.			
4.4	Secretary's report	4.4.1 Bursary applications 4.4.2 Event Documents	The Bursary selection panel have selected winning applicants and they will be notified. In general everything worked well for this round and there was a good number of applications. It was suggested that running the bursary earlier in the year might encourage more applicants. Event Documents need to be handed in by the start of next semester. They need to be as descriptive as possible for the 2012 committee.	Event Documents to be sent to RM.	KH, SE, JO, JEK, SF, CCS	
4.5	Social report	4.5.1 Ball	The ball is the next social event and will be held on Saturday 30 th July. Year Reps to inform their cohorts and help advertise. The committee has received great feedback about the cocktail party.	Year reps to include the Ball in their cohort emails.	SS, MF, JMO, AP, MH, GZ, AH	
4.6	Rural report		Cameron is still looking into the Indigenous curriculum. MSAND has received a reply from the MED100 indigenous placement proposal. MSAND was informed that there is no room in the academic calendar for MED100 indigenous placements.			
4.7	Social justice report	4.7.1 Teddy Bear Hospital	Teddy Bear Hospital (TBH) is progressing well. 65 MED100/200 students attended the first training evening to become Teddy Bear Doctors. The night ran without a hitch. Avant also attended and enjoyed the night. The first TBH visit was at East Fremantle Primary School on May 12th. 16 eager Teddy Bear Doctors saw 48 worried parents and their teddies. It was a great day. The group hopes to run at least 4 more schools so they can filter through all the Doctors that were trained.			

		<p>4.7.2 Vision MSAND GHG</p>	<p>The \$500 provided by MSAND covered TBH for the training evening and first visit but they have requested another \$250 for further visits later this year. Each school visit requires a large amount of printing and some equipment equating to about \$50-\$60 per visit. Jen is working on sponsorship from Officeworks. The committee agreed to funding TBH's future visits. Peaches provided fruit for the first visit.</p> <p>The group are looking for a paediatrician to endorse the program.</p> <p>Shahab has made a TBH webpage on the MSAND website.</p> <p>The Vision MSAND GHG Chair and reps have been selected. Chair: Nick Baillieu Clinical Years Rep: Kath Stead Pre-Clinical Years Rep: Shaf Karim</p> <p>The first meeting was held and preliminary ideas for events were discussed. At this stage the group is focusing on movie nights and making birthing/pregnancy kits which will be sent overseas.</p> <p>Another meeting will be held with all students who have shown interest in being part of GHG. The next step is to get recognized by AMSA and become part of the global health network.</p> <p>The committee discussed whether MSAND should fund the GHG chair's ticket to attend the global health conference. Need to look into whether this is something that AMSA funds.</p>	<p>JO to look into whether or not AMSA will fund the ticket to GHG.</p>	<p>JO</p>	<p>1 June</p>
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		<p>4.8.3 Panacea Article submissions</p> <p>4.8.4 AMSA Membership Database</p>	<p>Many thanks to Jayne Schoppe who wrote the UNDF article for AMSA's biannual magazine, Panacea. The theme was TV shows, ND's theme was who wants to be a millionaire available online should be around July. Kate has submitted an AMSA report to Panacea.</p> <p>AMSA reps were asked if possible to implement an "opt out" membership system, whereby students would opt out of having their MedSocs pass on their contact details to AMSA's membership database.</p> <p>In regards to the database:</p> <ul style="list-style-type: none"> - all contact details will be stored securely on the AMSA server - the mailing list will be used only for the distribution of Embolus. There may be other rare circumstances in which we will use it, but this would be discussed with AMSA reps/MedSocs first. <p>Alternate options to opt out memberships system are:</p> <p>a) A "retrospective opt-in" whereby an email is sent by AMSA rep or someone on the committee to students, with a brief blurb about AMSA, and what our mailing list is used for, and then asking them to reply "I consent" if they consent to having their contact details forwarded on to AMSA.</p> <p>b) Specific promotion for students to actively sign-up to AMSA via the website (e.g. AMSA rep email)</p> <p>AMSA would like students to register to their website. There is plenty of information on it so it is well worth it. The committee decided passing on MSAND member email addresses. The AMSA rep will instead send out an email and link it to the AMSA website for registration.</p>	<p>Email to be sent out to MSAND members with link to the AMSA website for registration.</p>	<p>KH</p>	<p>20 July</p>
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			<p>The school is looking at ways to improve implementation.</p> <p>Students have expressed concern that it is difficult to figure out what they are assessing. There also needs to be a general feedback box at the end for comments.</p> <p>mini-CEX Some of the difficulties/frustrations students have with the mini-CEX were brought up in the mini-CEX planning meeting.</p> <p>The changes made for next year: -No longer in booklets -Forms will still be part of study guide packs, however they will also be available at clinical sites and on campus if you require more -minor changes will be made to the form to make them easier for Drs to complete, e.g. the area for name/signature will be bigger and at the bottom of the page.</p> <p>The onus will be on the student to ensure they hand in a complete set of mini-CEX. Staff will not chase up missing forms.</p> <p>Students need to be reminded -all aspects of the form must be filled in <i>remember to check the Dr has signed it</i> -photocopies cannot be accepted as they do not work with the marking machine <i>originals must be used hence the increased availability next year.</i></p> <p>The committee discussed the use of Notespool for notes and exam resources. It has been part of the</p>			
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			<p>forum in the past and has been taken down due to SoM disapproval.</p> <p>Steven is trying to organize a Clinical Audit between 300 and 400. This has not been approved. Steven will try to push it a bite further by getting a survey from the MED400s and take it to the SoM.</p>	Survey of thoughts about Clinical Audit from MED400.	SE	
4.10	Publications report		Nil.			
4.11	IT report	<p>4.11.1 Notre Damus hits</p> <p>4.11.2 Iwannaticket</p>	<p>A counter has been set on the website to monitor how many hits the Notre Damus gets after it goes online. The total after the May edition to date was 450 hits.</p> <p>Shahab has approached a rep from Iwannaticket and has been looking into getting a new system for ticket sales. Iwannaticket will charge \$1.50 + 2% per ticket, which is more expensive than paypal. However, it looks like this system will make organizing MSAND events a lot easier, especially the ball. There are more options for IT to play with in this system. They will not charge for free events.</p> <p>The main concern for the committee was the issue of security. The company uses the same security as paypal so this should not be an issue.</p> <p>The committee agreed to a trial to see whether or not MSAND should use iwannaticket instead of paypal.</p>	Set up trial with Iwannaticket.	SSI	
4.12	Sport & Rec report		Nil.			
4.13	4th year rep report		Nil.			
4.14	3rd year rep report		MED300/100 mentoring to start soon. The MED300 cohort has about 15 students keen to volunteer.			

			<p>MED300 have received an invite to attend a quiz night with the 5th years at WAMSS. The committee supported this event but decided that no sponsorship money will be allocated. Third years to include in their email.</p> <p>Many students not receiving MED300 emails. Need to update mailing lists.</p>	<p>Third year reps to follow up on Quiz night and email the cohort.</p> <p>SSI to send an updated list to year reps.</p>	SSI	27 May
4.15	2nd year rep report		Nil.			
4.16	1st year rep report		The MED100 cohort are concerned about the Wifi on campus and the lack of whiteboards in PBL rooms. The extra whiteboards have been left behind by previous students, the school does not supply any extra.			
5.	Miscellaneous business	SIG Working Party Group	<p>Kate has contacted AMSA reps at all MedSocs about how special interest groups are incorporated into their MedSoc. UNSW had the best policy. The SIG working party changed the UNSW policy significantly so that it suited MSAND. The document outlines that new SIGs need to have at least 30 members. Every SIG event should be run in conjunction with a current portfolio. This will ensure that new events are not added to the calendar. Rather old events can be changed to incorporate the SIG of interest. This might free up time for portfolio holders as well. Current groups will have to update themselves to match this system by the end of the year.</p> <p>An operational guidelines template is to be created for new SIGs to use.</p> <p>There is a definite need for a branding guide so that all SIGs can follow the right procedure for their events.</p>	<p>Operational Guidelines template to be created.</p> <p>AMSA branding guide to be sent to Exec.</p>	<p>KH</p> <p>KH</p>	<p>20 July</p> <p>30 June</p> <p>20 July</p>



			Need to send out an email to advise people how this will run next year.	Branding guide to be created	Exec	
6.	Next meeting		20 July 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 Sargant
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 Frood	
JMO: Jonika Mosedale	RM: Roesia Miranda	