



DATE	19 October 2011					
VENUE	ND104					
CHAIRPERSON	Ghassan Zammar	MINUTES: Amy Rosario			TIMEKEEPER: Amy Rosario	
ATTENDEES	Andrew Hewson, Casey Lissiman, Amy Rosario, Ghassan Zammar, Hayden Coutts, Monica R Bell, Ramya Raman, Molly Kehoe, Shaf Karim, Janette Nyugen, Rhys Bellinge, Courtney Taylor, Ian Jacob, Momoko Combs, Tahira Bhatti, Jen Melvin, Roesia Miranda					
APOLOGIES						
START & FINISH TIME	1833 - 2035					
No.	HEADING	ITEM	DISCUSSION POINTS	ACTION ITEM	NAME	TIMEFRAME
1.	Minutes from previous meeting	MSAND AGM				
2.	Business arising from previous meeting					
3.	New business					
4.	Portfolio reports					
4.1	President's report	4.1.1 Welcome		Contact details to Amy Attend all MSAND events where possible	Committee Committee	ASAP 2012



MSAND

Medical Students' Association of Notre Dame

		<p>4.1.2 Procedural Guidelines for Meetings</p> <p>4.1.3 Handover Issues</p> <p>4.1.4 OCamp</p> <p>4.1.5 Meeting with Prof Frost</p>	<p>GZ ran through appropriate meeting conduct as per Robert's Rules of Order. Encouraged committee to forward any agenda items to AR for future meetings.</p> <p>GZ asked committee if there were any handover issues encountered and encouraged committee to come to him with any they encounter/ any confusion about role.</p> <p>OCamp will be held 27/01/12- 29/01/12 at Nanga Bush Camp in Dwellingup. GZ expressed we need as many committee members as possible to attend as well as someone to coordinate the weekend.</p> <p>Please email curriculum, school issues for discussion with Prof Frost to GZ as they will meet regularly. GZ will relay info from these meetings to the committee.</p> <p>-IJ brought up issue of internet in SoM. GZ outlined possible plan to get router where clinical rooms are. Prof Frost has indicated that this will require lots of paperwork and require VC input.</p>	<p>Email AR with expressions of interest to coordinate/ attend OCamp 2012</p>	<p>Committee</p>	<p>ASAP</p>
--	--	--	---	---	------------------	-------------



		<p>4.1.6 Proposed Curtin SoM</p>	<p>At Prof Frost's request, GZ raised the proposed Curtin SoM with the MSAND Committee. A document outlining aims, course structure is held by GZ currently.</p> <p>The following was discussed by the committee: positions of WA SoM's (UWA against, UNDF for); position of the AMA (supportive); Curtin course structure; WAMSS position; AMSA position.</p> <p>Concerns raised by the MSAND committee: Intern Places, Rural Focus, Country Placements, Use of Curtin Labs, MD or MBBS, Bottle necking in Training Programs, Time, Quality of Training, Public Hospital Placements, Quality of Lecturers, DoH Reshuffle, Curtin reaction to MSAND opposition, UWA opposition to UNDA.</p> <p>Outcome: General feeling in committee that we should hold off on a strong position for or against for the time being. It was felt that the focus of our opinion should be on the quality of medial school training.</p>	<p>Email Curtin SoM proposal document to Committee</p> <p>Email AMA letter to committee</p> <p>Email WAMSS letter to committee</p>	<p>GZ</p> <p>GZ</p> <p>GZ</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
<p>4.2</p>	<p>Vice President's report</p>	<p>4.2.1 Money Owed</p>	<p>AH disclosed to committee that monies are still owed by MDA (\$5000); InvestTEC (\$4000); SJOG (\$300).</p>			



4.3	Treasurer's report	<p>4.3.1 Financial Regulations</p> <p>ACTION</p> <p>Motion to approve</p> <p>4.3.2 Budgets</p> <p>4.3.3 Petty Cash Form</p> <p>4.3.4 Credit Card</p>	<p>The following financial regulations were proposed by CL and approved by the committee: spending up to \$100 needs to be approved by one of the exec members; spending of \$100-\$300 needs two of exec members to approve; spending of over \$300 needs to be approved by all four executive members. The motion was passed unanimously.</p> <p>CL introduced the Petty Cash Form and asked that all committee members use it.</p> <p>JM raised the issue of using the credit card and mentioned that all portfolio holders have to be responsible and organized. CL can give card to people. Committee made aware that there is no policy around credit card.</p>	Create MSAND Credit Card policy	GZ and Committee	TBA
4.4	Secretary's report	<p>4.4.1 SpIG</p> <p>4.4.1.2 Successful CoChairs 2012</p> <p>4.4.2 Event Documents</p> <p>4.4.3 Handover Documents</p>	<p>AR discussed SpIG Policy Document and requested committee members became familiar with the document.</p> <p>AR announced successful cochaIRS for SpIG's in 2012: for TBH Meghan Kooyman, Tara Hillier and Jen Melvin; for SIG Aaron and Kristina; for EMIG Alex Cox; and for GHG Nick Bailleau and Jasmine O'Neill.</p>			



4.5	Social report Momoko Combs	4.5.1 Social Events	<p>MC discussed ideas for social events in 2012. Main points included: wariness of timetabling of social and other MSAND events; possibility of a WAMSS/ MSAND joint social event (scrubcrawl); later date for the ball; and whether an event should be scrapped.</p> <p>TB brought up the idea of a clinical sundowner held with UWA and of having “save the date” cards to give clinical year students.</p>			
4.6	Rural report Courtney Taylor	4.6.1 Rural Events	<p>CT discussed ideas for developing the rural portfolio including: bringing rural night forward; hosting a fundraising night and further promotion of Spinrphex and WAALHIBE.</p> <p>TB raised the idea of a venue change for rural night, possibly the Orient.</p> <p>CT raised the Indigenous Curriculum Meeting, AH and CT will sitting on it as MSAND representatives. In light of this CT raised holding an Indigenous night.</p>			
4.7	Social justice report Janette Nyugen	4.7.1 Handover	<p>JN discussed her ideas for development of the social justice portfolio including raising refugee awareness.</p>			



			Concerns were raised about the Vision GHG by GZ and RM, mostly that it should be run like TBH and SIG.			
4.8	AMSA report Hayden Coutts	4.8 Handover	<p>HC reported on the most recent AMSA council meeting where 2 policies were passed one on funding for medical schools and one in regards to refugee health.</p> <p>In regards to AMSA events, LDW for this year may be earlier ?May. HC also raised Movember med soc competition but it clashes with our exams.</p>			
4.9	Education report	4.9.1 CMC Outcomes 4.9.2 Education	<p>JM reported on CMC Outcomes and MSAND representation - we are represented across committees and are allowed at every 2nd meeting. JM also discussed ophthalmology teaching.</p> <p>JM brought up proposed Education events for 2012. In discussion the following points were made: 12 events including SplGs, as SIG had 5 events this year, may be cut down to 3; outcome decided was for 6 education events 2 sjog, survival night, electives, 2 lec night, 1 tbh training, 2 sig, 1 emig, 1 gp and 1 floating.</p> <p>GZ raised GPSN and the need for MSAND to try not to overlap with their events in</p>			



			order for students to have the most opportunities.			
4.10	Publications report	4.10.1 Notre Damus	<p>MK discussed her plans to update the Notre Damus including: publishing every 6/52; trying to get hard copies published, and aiming to be more organised with communication.</p> <p>RM raised that it is really expensive to print copies, and we may have to acquire sponsorship to print. AH brought up the possibility of AMA sponsorship.</p>			
4.11	IT report	4.11.1 Website 4.11.2 Facebook 4.11.3 Email Handovers 4.11.4 Tickets 4.11.5 Money	<p>RB discussed the website, use of facebook, email handovers, ticket handling and IT funding. Concerns raised involved acquiring content management software for ~\$100. Plans outlined included setting up the MSAND website like the uqms website (as a blog); fixing the calendar; utilizing the closed facebook group for communication; and being more contrained in ticket sale software.</p> <p>MK mentioned that she has not yet had email handover.</p>			
4.12	Wellness report Ian Jacob	4.12.1 Handover 4.12.2 Merchandising	<p>IJ reported that he had not received handover yet.</p> <p>IJ reported that he received some “angry” emails in regard to returning merchandising samples. IJ reported that</p>			



			John El-Khory has met with the provider and returned samples.			
4.13	4th year rep report Ramya & Monica	4.13 Graduation Dates 4.14 Events	RR and M reported that they can not pan events until they have graduation dates for 2012.			
4.14	3rd year rep report	4.14.1 Events	TB and RM discussed plans for a combined WAMSS/ MSAND clinical sundowner as well as the mentoring events for the second half of next year.			
4.15	2nd year rep report Shaf Karim	4.15.1 Mentoring Program	SK raised concerns about the relationship between 1 st /2 nd years this year, and the committee had a lengthy discussion about the mentoring program. AH suggested an associated certificate with training may encourage participation. GZ mentioned he is in process to thank this year 3 rd year ones. JM made reference to the written document on the Mentoring Program. Outcome: all to read current document and discuss at next meeting	Send out Mentoring Program Document	GZ or AR	ASAP
4.16	1st year rep report	N/A				
5.	Miscellaneous business	5.1 Documents to be developed (GZ) 5.1.1 MSAND History and Structure Document	5.1.1 Structure Document <ul style="list-style-type: none"> GZ wants to record the chain of communication within MSAND 5.1.2 Alcohol Policy <ul style="list-style-type: none"> GZ: MSAND needs to be seen as a responsible organization. Plan to consult other MedSoc Policies and 	Draft and distribute proposed structure document, alcohol policy	GZ	Before next meeting



MSAND

Medical Students' Association of Notre Dame

		5.1.2 Alcohol Policy 5.1.3 Physicians SpIG 5.1.4 Friday Friendlies	AMSA guidelines and put something together 5.1.3 Physicians SpIG <ul style="list-style-type: none">• There is a lengthy proposal that will be circulated to the committee• Decision to be made after the exam period 5.1.4 Friday Friendlies:TB to take charge of them for next year	Circulate Physicians Society proposal	GZ	
6.	Next meeting	14 November 6pm				



Key to Initials:

AH: Andrew Hewson	JN: Janette Nyugen
AR: Amy Rosario	MB: Monica Rikard Bell
CL: Casey Lissiman	MC: Momoko Combs
CT: Courtney Taylor	MK: Molly Kehoe
GZ: Ghassan Zammar	RB: Rhys Bellinge
HC: Hayden Coutts	RM: Roesia Miranda
IJ: Ian Jacob	RR: Ramya Raman
JM: Jen Melvin	SK: Shaf Karim
	TB: Tahira Bhatti