

HCOPHSA Meeting Minutes

Date: **10/1/2024**

Meeting Intention: Recapp old business, disucss new business, hear from each chair on their initiaves.

Attendees:	10 Speakers	3 Students - Zoom	Up-Coming Dates:	October
Michael Tirado	Brianna Anduss-		15th noon	Health Symposium -lunch
Odera Onyema	Deepthi Padakandla-Zoom		24th 5-7pm	HCOPH alumni & friends
Skyley Teague	Ian Smith		29th noon	Health Literacy
Toby Clampitt	Rashmi Jaggad - Zoom		7-9pm	Student Social
Brandon Nguyen	David Bolade - Zoom			

Old Business Task/Action Item:

Ownership:

To send out announcement for undergrad recruitment	Toby
IPE Special event proposed for Friday Novermber 22nd	Bri
Physical sign-in sheet on the microwave cleaning	Michael
Student Social proposed for Tuesday October 29th	Ian
Post-Event Review posted for documentaton on teams files for documentation	Michael

New Business Task/Action Items:

Ownership:

Community Service fall event date due	Deepthi, Odera
Meet with Gina & Dr. Vesely about agenda and minutes publicaton to students and pose question to have a zoom login that is specifically for HCOPHSA	Michael, Skyley
November Health topic to be posed at next meeting for speaker recommendation	Deepthi, Odera
Put together IM social media post for Kendall, including details	Ian, Bri
Put IM details in Monday Motivational email	Ian, Skyley
GRA satisfaction survey - emailed to ONLY GRAs - after 10/2	Rashmi
Advise EXEC. About GRA survey prior to Survey distribution	Michael

Key Decisions:

- 1 Kendall is responsible for all social media posting. We should prepare our own social media post content and then submitt it to her for posting.
- 2 Budget update we are practicing good spending habits. Toby reports budget is healthy.
- 3 Anthony Nathan should be contacted about vendor list before selecting vendor - details in Secretary Channel
- 4 October social: Invite students to come dressed in costume
- 5 All event orders need to be facilitated by Toby. Teams make decision and hand off for completion.