

Student Council Meeting Minutes 11/6/2013

- I. SIG Budgets
 - a. COMET update about Budget proposal
 - i. Student council will review Emily's written budget proposal and add any necessary information
 - ii. This budget procedure will then be placed on COMET so that all SIGs can access this information
 - iii. All budget request approvals will be sent to Melanie immediately after meeting
 - b. Review of SIG budgets up to this point
 - i. Double checked numbers so that there is enough funding for SIG groups
 - c. Soccer Budget Proposal (requested amount: \$500)
 - i. Budget was not accepted due to the fact that student council does not fund intramural uniforms
 - ii. We suggested that the intramural teams create a universal UVM COM Shirt and each participant chips in to pay for this
 - d. Discuss Taste Buddies proposal (\$200)
 - i. Murtaza will email to get more details on how the funds will be spent
 - ii. As soon as Murtaza gets a response from the SIG we will do email vote to review the budget
 - e. SNAIL budget
 - i. Group was allocated 100 dollars for the year and they were 5 dollars over their budget
 - ii. We approved the \$5 increase

- II. SIG Requests
 - a. Medical Students for Reproductive Justice (MSRJ)- approved via e-mail
 - b. SIG Calendar Development
 - i. Outlook school calendar will be advertised in the next weekly wire
 - c. Christina and Murtaza will be giving a presentation in Jan and June for SIGs and renewal procedures

- III. Halloween dance recap
 - a. Budget

i. Ticket Sales (income)	\$600.00
ii. Leonardo's pizza	275.00
iii. Shaw's	127.15
iv. Bar Set-up	95.00
v. DJ	450.00
vi. Security	245.00
vii. Total money spent=	592.15 (our allotted budget from last year was 2000)
viii. There could be an additional charge for cleaning or rearranging-	last year it was 400 the year before it was 255
 - b. Dance Experience
 - i. For next year's dance we will include a more in-depth analysis of what was purchased so that we do not make unneeded purchases
 - ii. Possible idea for selling tickets at the door is to increase the price from 5 dollars to 7 dollars
 - iii. Look at venue earlier to book a date that may correlate better with the date of Halloween

- IV. UVM COM Sweatshirts
 - a. Individual in class of 2016 create survey to see student interest in ordering a jacket/sweatshirt/vest
 - b. If there is an overwhelming interest from the student body to purchase sweatshirts student council can then assist with this process

- V. Exec Board Update
 - a. Bylaws of committees (Fitness and advancement) added to the student handbook so it is more readily available for students
 - i. Students should know that they should go to their own class rep if they will be presenting in front of the committee
 - b. SEG
 - i. will be conducting elections to place members on to the exec board
 - ii. recently completed their elections for new representatives from the class of 2017
 - c. Wellness
 - i. conducted their elections for new members from the class of 2017

- VI. Updates from Previous meeting
 - a. Inter-class Bonding Activities
 - i. Camping Trip- day trip, weekend after orientation
 - 1. Dr. Zehle will pitch this idea during the orientation meeting
 - 2. Bryce will be in contact with Dr. Zehle to further discuss the planning of this camping trip
 - ii. Field Day
 - 1. Possible timing could be between HSF and CMB
 - 2. Or during Match week
 - iii. Broom ball/ ice skating /sledding chocolate are other ideas for inter-class bonding
 - b. Community Service
 - i. Re-create COM cares day
 - ii. Soliciting ideas from current students about events that they would like to take part in and if they would be interested in leading this organization
 - iii. Formal job description of this position will be created
 - iv. Incorporating links on the website where students can get direct access to community service databases (united way etc.)
 - c. Website Design
 - i. In contact with Nina Shedd who is in charge of creating website pages for UVM COM/UVM
 - 1. She has designed pages for SEG and Wellness
 - ii. We approved her website design and are currently trying to set up a meeting with her to discuss the next steps for the website

- VII. Weekly Wire Suggestion
 - a. There are tabs on top of the weekly wire to navigate easily through the email
 - b. there is also a weekly wire archive link at the top of the email which brings you to where they are posted on the COM website
 - c. Kiersten Hallquist who is in charge of the WW will become our rep from the OMSE present at our meetings, so we can offer her feedback and suggestions at future meetings

- VIII. Misc. Items
 - a. Kiersten Hallquist will be our representative from the OMSE (Barb Brisson will continue to work with us on event planning)
 - b. Dr. Waterman and Natalie Feldman will be covering Dean Zehle's maternity leave (she will be gone December 23rd through April)
 - c. Vanessa will re-submit the Bylaws survey which Dean Zehle will send out over regular email so we can get our necessary responses

I. BUDGET REQUESTS

SIG	Request				
<p>Name of Interest Group: FC infectious Socceritis --- they said that they were under intramural soccer</p> <p>Amount requested: \$500 Dollars</p>	<p><u>Name of Interest Group:</u> FC Infectious Socceritis <u>Group Leaders:</u> Sargis Ohanyan <u>Faculty Advisor:</u> Jerry Larrabee, M.D., jerry.larrabee@uvm.edu <i>Budgets cannot be funded without an advisor</i> <u>Group Contact</u> (Please try to have a group member attend the Class Council meeting to answer questions about requested funding) <ul style="list-style-type: none"> - Name: Sargis Ohanyan - Phone Number: 617-708-9476 - Given Box #: 328 <u>Amount requested</u> (Note: Please read the "Purchasing & Reimbursement" rules prior) <u>Have you or do you plan to fundraise?</u> No <u>Reason for Funding Request</u> (Please be as specific as possible and include a description): To represent the UVM College of Medicine in intramural soccer tournaments in an appropriate sports uniform. <u>Intended Use of Funds</u> <i>e.g. Arts and Crafts materials for AMWA's Girls Science Day – face paint, popsicle sticks</i></p> <table border="1"> <thead> <tr> <th><u>Items Requested</u></th> <th><u>Amount Requested</u></th> </tr> </thead> <tbody> <tr> <td>10 Uniforms and 1 soccer ball</td> <td>\$500</td> </tr> </tbody> </table>	<u>Items Requested</u>	<u>Amount Requested</u>	10 Uniforms and 1 soccer ball	\$500
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II. Current SIG requests and Budge

SIG	Annual Allocation	Requests	Current Budget
AMWA	\$700		\$700
ANDSIG	\$500	\$150	\$350
FMIG	\$500	\$122.86	\$377
GSA	\$100		\$100
IM Sports	\$400	\$75	\$325
Medical Students with Children	\$300	\$100	\$200
Palliative Care	\$700		\$700
Physiatry Medicine	\$100		\$100
PSIG	\$200	\$100	\$100
Red Wheelbarrow	\$100		\$100
SmileDOCS	\$300	\$211.85	\$88
Sun Salute Yoga	\$1,000	\$440	\$560
Taste Buddies	\$100	\$100	\$0
Wilderness medicine	\$1,000	\$200	\$800
Global Health	\$100	\$50	\$50
SNAIL Mail	\$100	\$50	\$50

Student Council SIG Funding Guideline

Goal: The purpose of this document is to provide a general guideline for what Student Council can and cannot fund for all student interest groups at The College of Medicine.

What we will fund:

Student Council will support events that involve and benefit the College of Medicine student body and to which ALL College of Medicine students are eligible to participate. Events must promote students' overall medical school experience pertaining to medicine, health and overall well-being. In funding requests, we must see that SIG leaders have made an attempt to reduce costs as well as to fundraise for the benefit of the group.

What we CANNOT fund:

- Food
- Gifts for individuals or speakers
- Memberships to professional societies
- Travel expenses

Exceptions:

- Taste Buddies is eligible to apply for funding of food.
- IM Sports do not require an advisor to receive funding.

Fall 2013 Update:

Summary:

Anytime a SIG wants to request money, a **budget request form must be completed** and sent to the Student council. The major changes are that SIGs can now spend money on food and SIGs no longer have to wait for approval if they remain within their allotted budget (the budget request form still needs to be sent to student council). If the amount requested exceeds the SIG's allotted budget then one of the SIG leaders must attend the student council meeting and seek approval. **Previous budget rules and guidelines are still active unless otherwise stated (see page 1 and COMET: Budget Rules).**

Purchasing Food & Budget Review/Allocation: SIGs are allowed to purchase food using their allotted budget. Please keep in mind that student council will review each SIG budget request annually. We recommend that SIG groups do not spend the majority of their budget on food. Each SIG is allocated a budget based on some of the following factors:

- Attendance of events
- Goals of SIG are in align with spending
- SIG activity (# of events/semester)
- Fundraising
- Previous spending
- Required attendance to SIG Fair

BUDGET APPROVAL PROCESS:

All SIGs recognized by student council will be emailed an allotted total budget for the year. This allocation is based on past spending. New SIGs approved by student council will receive an allotted budget of \$100 per year.

Please follow the steps below to access an allotted budget or receive additional funding:

- 1. Budget request form must be completed** (even if the amount requested is within the allotted budget) and **sent** to Murtaza.Bharmal@med.uvm.edu.
- 2.** SIG leaders may then contact Melanie Sestokas about reimbursement, and the amount will be deducted from the SIG's allotted budget.
- 3.** If the amount requested **exceeds the allotted budget**, then the amount **must be approved** by Student Council. These budget request forms must be submitted before the **last Wednesday of each month**. The budget requests will be reviewed the **1st Wednesday of each month**.
- 4.** If SIG groups request over 500 dollars for a given event, an **attendance sheet** must be provided to student council within **two weeks after the event** takes place.
- 5.** Every semester student council will review SIG spending and potentially adjust allocations.
- 6.** If any request does not fulfill the goals of the specific interest group or does not meet the regulations and requirements of the OME the request can be denied.