



Medical Student Council Special Meeting
Monday, May 15th, 2017 at 6pm**
 Student Center Main Lounge

Minutes

Attendance (proxies): Jordana Meisel (Kurn Singh), Krystal Ealy (Maxwell Thomas), Sarah Galler (Michael Levine), Antonios Dimopoulos (Jonas Kwok), Pratik Chandra (Demitri Dedouris), Boey Li (Brandon Adelson), Elizabeth Moccia (Sam Einbender), Sol Geizhals (Omid Amidi), Zachary Feuer (Bhanu Seth)

Zach Feuer served as chair, and Jordana Meisel served as recording secretary for this meeting.

Zach Feuer called this meeting to order because that the Med Council had not previously formally approved the needed Budgets for Med Council, its Student Notetaking Service (SNS) and Iatros (Yearbook) for the fiscal year 2018 that begins June 1, 2017 and ends May 31, 2018. These budgets are now past due to be submitted to FSA for certification. This special meeting became necessary on an emergency basis to complete this requirement.

- 1.) **Closed Meeting:** The meeting to review and approve 2018 budgets. A motion to go into Executive Session (closed meeting) was introduced by Pratik Chandra and seconded by Boey Li and unanimously approved

Meeting is now closed.

2.) Budget Approvals

- a. MSC – Student Note Taking Service
 1. Proposed SNS budget as attached
 2. Options: Approval, modification in funding, disapproval
 3. Motion to approve the 2018 MSC-SNS budget in full made by Krystal Ealy, second by Antonios Dimopoulos
 - a. For: 17
 - b. Against: 0
 - c. Abstain: 0

Motion unanimously passes to approve the MSC SNS MS1 2018 budget and MSC SNS MS2 2018 budget as attached (See attachment 1).

- b. MSC
 1. Budget was initially presented and discussed by Med Council during its Spring 2017 budget planning process, as attached.
 2. Options: Approval, modification, disapproval
 3. Motion to approve in full made by Pratik Chandra, second by Sol Giezhals

4. Vote:
 - a. For – 17
 - b. Against – 0
 - c. Abstain – 0

Motion passes to approve the MSC 2018 budget as attached.(See attachment 2).

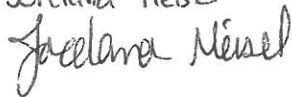
- c. MSC – Yearbook
 1. Proposed budget as attached.
 2. Options: Approval, modification, disapproval
 3. Motion to approve the MSC-Yearbook budget in full made by Boey Li, second by Elizabeth Moccia
 - a. For: 17
 - b. Against: 0
 - c. Abstain: 0

Motion passes to approve the MSC-Yearbook 2018 budget as attached (See attachment 3).

3.) Adjournment:

- a. A Motion to end meeting at 6:30pm was introduced by Sol Giezhals, Seconded by Boey Li, and unanimously approved.

Minutes submitted by: Jordana Meisel



Jordana Meisel, Medical Council Secretary

Faculty Student Association of DMC-Student Activity Fund

Medical Student Council Student Notetaking Service 1st YR (MSC-SNS1) RJB Rev

FY 2018 = June 1, 2017 through May 31, 2018

Instructions: Fill in **Column E (Budget)**. Insert additional rows where necessary-Any needed new account #s will be inserted when budget is certified. Subtotal and Total fields have calculated formulas- do not alter these fields.
 Submit for certification by deadline: Fri May 5, 2017. Submit to FSA Office (1) this budget with (2) completed [Budget Agreement Form \(link\)](#) and (3) [signed meeting minutes](#) at which the council approved this budget. FSA will return a certified budget to the Council officers once final fiscal year end (May 31) balances are known.

Account	Description	Certified Budget 2016-2017	Curent YTD @ 3/31/17	Budget FYE 2018	Comments
Income					
40-40001-018-30001	1ST YR SNS ROLLOVER	\$ 3,165.00	\$ 3,164.89	\$ 3,165	estimate any current yr funds not spent as of 5/31/17 . If a current year expense will be paid after 5/31/17, be sure to add an expense row for it.
40-70278-012-30001	1ST YR SNS ALLOCATION FROM MSC	22,441.00	22,441.00	\$ 22,441	
Total Income		\$ 25,606.00	\$ 25,605.89	\$ 25,606	<i>Formula Cell- Do not alter</i>
Program Expenses					
40-70108-018-30001	GENERAL MANAGER	\$ 880.00	\$ 400.00	\$ 880	
40-70042-018-30001	CLASS MANAGER	1,250.00	1,000.00	\$ 1,250	
40-70216-018-30001	TRANSCRIBER SUPERVISOR	1,250.00	1,400.00	\$ 1,250	
40-70159-018-30001	PAYROLL SUPERVISOR	220.00	-	\$ 220	
40-70008-018-30001	ACCOUNTING FEE	1,015.00	1,015.00	\$ 1,015	
40-70127-018-30001	LECTURE FEE (Avg. \$60)	16,800.00	10,606.03	\$ 16,800	
Total Program Expense		\$ 21,415.00	\$ 14,421.03	\$ 21,415	<i>Formula Cell- Do not alter</i>
Balance Before Reserves					
		4,191.00	11,184.86	\$ 4,191	<i>Formula Cell- Do not alter</i>
Reserves:					
40-30008-018-30001	RESERVE FUND	4,191.00	-	\$ 4,191	
Total Reserves		\$ 4,191.00	\$ -	\$ 4,191	<i>Formula Cell- Do not alter</i>
Total Expenses + Reserves		\$ 25,606.00	\$ 14,421.03	\$ 25,606	<i>Formula Cell- Do not alter</i>
Total Net Income less Expenses + Reserves		\$ -	\$ 11,184.86	\$ (0)	<i>Formula Cell- Do not alter</i>

Faculty Student Association of DMC-Student Activity Fund

Medical Student Council Student Notetaking Service 2nd YR (MSC-SNS2)

FY 2018 = June 1, 2017 through May 31, 2018

Instructions: Fill in **Column E (Budget)**. Insert additional rows where necessary-Any needed new account #s will be inserted when budget is certified. Subtotal and Total fields have calculated formulas- do not alter these fields.
 Submit for certification by deadline: Fri May 5, 2017. Submit to FSA Office (1) this budget with (2) completed [Budget Agreement Form \(link\)](#) and (3) [signed meeting minutes](#) at which the council approved

Account	Description	Certified Budget FYE 2017	Curent YTD Actual @3/31/17	Budget FYE 2018	Comments
Income					
40-40001-017-30001	2ND YR SNS ROLLOVER	\$ 3,183.00	\$ 3,182.88	\$ 3,183	estimate any current yr funds not spent as of 5/31/17 . If a current year expense will be paid after 5/31/17, be sure to add an expense row for it.
40-70279-012-30001	2ND YR SNS ALLOCATION FROM MSC	16,888.00	16,888.00	\$ 16,888	
Total Income		\$ 20,071.00	\$ 20,070.88	\$ 20,071	<i>Formula Cell- Do not alter</i>
Program Expenses					
40-70108-017-30001	GENERAL MANAGER	\$ 880.00	\$ 400.00	\$ 880	
40-70042-017-30001	CLASS MANAGER	1,500.00	1,050.00	\$ 1,500	
40-70216-017-30001	TRANSCRIBER SUPERVISOR	1,500.00	1,600.00	\$ 1,500	
40-70159-017-30001	PAYROLL SUPERVISOR	220.00	-	\$ 220	
40-70008-017-30001	ACCOUNTING FEE	1,015.00	1,015.00	\$ 1,015	
40-70127-017-30001	LECTURE FEE (Avg. \$60)	11,100.00	8,392.50	\$ 11,100	
Total Program Expense		\$ 16,215.00	\$ 12,457.50	\$ 16,215	<i>Formula Cell- Do not alter</i>
Balance Before Reserves					
		3,856.00	7,613.38	\$ 3,856	<i>Formula Cell- Do not alter</i>
Reserves:					
40-30008-017-30001	RESERVE FUND	3,856.00	-	\$ 3,856	
Total Reserves		\$ 3,856.00	\$ -	\$ 3,856	<i>Formula Cell- Do not alter</i>
Total Net Income less Expenses + Reserves		\$ -	\$ 7,613.38	\$ (0)	<i>Formula Cell- Do not alter</i>

*SUNY Reserve Guidelines >5% and <100% of prior year actual expenses

2018 Budget MSC & UC Joint Planning Held in Spring 2017

FY 2018 (6/1/17 to 5/31/18)

Name	Total Budget	UC Budget	MC Budget
Yearbook	\$ 5,000	\$ -	\$ 5,000
SNAHP	\$ 300	\$ 75	\$ 225
Global Health Club	\$ 2,020	\$ 505	\$ 1,515
Student Trauma Interest Group	\$ 460	\$ 115	\$ 345
Medical Artist Guild	\$ 2,075	\$ 519	\$ 1,556
AIM	\$ 985	\$ 246	\$ 739
IR Interest Group	\$ 480	\$ 120	\$ 360
Anesthesia society	\$ 150	\$ 38	\$ 113
Ortho Club	\$ 400	\$ 100	\$ 300
DMEC	\$ 550	\$ 138	\$ 413
Ophthalmology Club	\$ 740	\$ 185	\$ 555
Daniel Hale Williams Society	\$ 1,500	\$ 375	\$ 1,125
BFC	\$ 3,080	\$ 770	\$ 2,310
APAMSA	\$ 1,597	\$ 399	\$ 1,198
Family Med Int Group	\$ 800	\$ 200	\$ 600
DCF	\$ 3,585	\$ 896	\$ 2,689
Downstate Develop Disability	\$ 3,010	\$ 753	\$ 2,258
Downstate Pride	\$ 1,030	\$ 258	\$ 773
Downstate students for choice	\$ 700	\$ 175	\$ 525
Downstate oncology club	\$ 400	\$ 100	\$ 300
Psych Interest group	\$ 200	\$ 50	\$ 150
CAMS	\$ 2,200	\$ 550	\$ 1,650
SSR	\$ 3,600	\$ 900	\$ 2,700
ENT Interest group	\$ 610	\$ 153	\$ 458
Wilderness med club	\$ 550	\$ 138	\$ 413
Project TEACH	\$ 500	\$ 125	\$ 375
Maimonides Society	\$ 1,900	\$ 475	\$ 1,425
AMA- MSSNY	\$ 1,000	\$ 250	\$ 750
SUNY Downstate Derm Club	\$ 250	\$ 63	\$ 188
MSA	\$ 5,000	\$ 1,250	\$ 3,750
Peds R Us	\$ 1,400	\$ 350	\$ 1,050
EMIG	\$ 1,000	\$ 250	\$ 750
Radiology Club	\$ 250	\$ 63	\$ 188
AMWA	\$ 500	\$ 125	\$ 375
Urology	\$ 250	\$ 63	\$ 188
Downstate Dialogues	\$ 325	\$ 81	\$ 244
MSC-SNS MS1	\$ 22,441	\$ -	\$ 22,441
MSC-SNS MS2	\$ 16,888	\$ -	\$ 16,888
Total	\$ 43,397	\$ 10,849	\$ 76,877

rounded to nearest whole \$

All marked Yellow = MedCouncil Accts that Retain Rollover

	UC Budget	Additional charges	
	Winter/Spring Events	8000	8000
	Administration Fee	1500	
	Thanksgiving Dinner	2000	
Program and Projects	Yearbook Ad	2000	
		13500	
			20000
	6500 Advocacy		-13500
	Food for meetings		6500
	Multicultural fair		

Faculty Student Association of DMC-Student Activity Fund			
BUDGET - MEDICAL STUDENT COUNCIL (MSC)			
FY 2018 = June 1, 2017 through May 31, 2018 (as of 5/15/17)			
Instructions: Fill in Column F (Budget). SAF income has been pre-filled with prior year actual. FSA Admin Fee is increased by 2.4% (CPI). Insert additional rows where necessary-Any needed new account #s will be inserted when budget is certified. Subtotal and Total fields have calculated formulas- do not alter these fields.			
Submit for certification by deadline: Fri May 5, 2017. Submit to FSA Office (1) this budget with (2) completed Budget Agreement Form (link) and (3) signed meeting minutes at which the council approved this budget. FSA will return a certified budget to the Council officers once final fiscal year end (May 31) balances are known.			
Account	Description (Alpha by Title) Suggested title revisions in red to "match" MSC 2015-05-15 minutes and to registered Club name	Budget FYE 2018	Comment (note any account that retains its own year end balance/rollover, note any account Title change needed, or acct closed)
Income			
40-490001-012-30001	ACTIVITIES FEES INCOME BALANCE	\$86,735	based on current yr actual
40-400001-012-30001	ROLLOVER BALANCE	\$15,500	Est. Please any actual 5/31/17 rollover into Programs & Projects acct
Total Income		\$102,235	Formula Cell- Do not alter
Program Expenses in Title alpha sequence			
40-70009-012-30001	ADMINISTRATION FEE	\$1,717	
40-70292-012-30001	ADVOCATES FOR INTEGRATIVE MEDICINE (AIM)	\$739	
40-70245-012-30001	AMERICAN MEDICAL ASSOCIATION-Medical Society State of NY (AMA-MSSNY)	\$750	
40-70016-012-30001	American Medical Student Assn (AMSA)	\$0	
40-70244-012-30001	AMERICAN MEDICAL WOMEN'S ASSOC (AMWA)	\$375	
40-70277-012-30001	ANESTHESIA SOCIETY	\$113	
40-70261-012-30001	ASIAN PACIFIC AMERICAN ASSOCIATION (APAMSA)	\$1,198	retains rollover
40-70291-012-30001	ASSOCIATION OF WOMEN'S SURGEONS	\$0	
40-70024-012-30001	BENJAMIN RUSH INSTITUTE	\$0	
40-70280-012-30001	BROOKLYN FREE CLINIC	\$2,310	retains rollover
40-70296-012-30001	BROOKLYN STORIES	\$0	
40-70246-012-30001	CARDIOLOGY CLUB	\$0	
40-70281-012-30001	CHINESE AMERICAN MEDICAL SOCIETY (CAMS)	\$1,650	retains rollover
40-70247-012-30001	CHINESE STUDENTS	\$0	
40-72016-012-30001	CLASS 2016	\$0	Any remain bal to Class Reserve; & gets returned to Class of 2017
40-72017-012-30001	CLASS 2017	\$0	After All t. expenses paid, T+R rem bal to Class Reserve
40-72018-012-30001	CLASS 2018	\$1,500	retains rollover
40-72019-012-30001	CLASS 2019	\$1,500	retains rollover
40-72020-012-30001	CLASS 2020	\$1,500	retains rollover
40-72016-012-30001	CLASS 2021	\$1,500	new class: verify acct# to be set up
40-72000-012-30001	CLASS RESERVE	\$0	retains rollover
40-70249-012-30001	DANIEL HALE WILLIAMS	\$1,125	retains rollover
40-70248-012-30001	Downstate CHRISTIAN FELLOWSHIP (DCF)	\$2,689	
40-70295-012-30001	DOWNSTATE DEVELOPMENTAL DISABILITIES	\$2,258	
40-70075-012-30001	DOWNSTATE DIALOGUES	\$244	
40-70290-012-30001	DOWNSTATE INTERVENTIONAL RADIOLOGY Interest Grp	\$360	
40-70350-012-30001	Downstate Medical Entrepreneurship Club (DMEC)	\$413	
40-70080-012-30001	DOWNSTATE MUSIC CLUB	\$0	
40-70272-012-30001	Downstate ONCOLOGY CLUB	\$300	retains rollover
40-70254-012-30001	DOWNSTATE PRIDE CLUB	\$773	
40-70282-012-30001	DOWNSTATE RADIOLOGY	\$188	
40-70268-012-30001	Downstate STUDENT FOR CHOICE	\$525	
40-70251-012-30001	EMERGENCY MEDICINE Interest Group (EMIG)	\$750	
40-70252-012-30001	ETHICS SOCIETY	\$0	
40-70253-012-30001	Family Medicine Interest Group	\$600	
40-70253-012-30001	FAMILY PRACTICE	\$0	
40-70284-012-30001	GLOBAL HEALTH	\$1,515	
40-70288-012-30001	INFECTIOUS DISEASE INTEREST	\$0	
40-70276-012-30001	INTERNAL MEDICINE INTEREST	\$0	
40-70266-012-30001	LATINO MEDICAL STUDENT ASSOCIATION	\$0	
40-70255-012-30001	MAIMONIDES Society	\$1,425	
40-70256-012-30001	MEDICAL ARTISTS GUILD	\$1,556	retains rollover
40-70285-012-30001	MEDICAL STUDENT FOR CHOICE	\$0	
40-70299-012-30001	Meeting Food & Bev Council Dinners	\$1,500	
40-70267-012-30001	MUSLIM STUDENTS ASSOC (MSA)	\$3,750	
40-70141-012-30001	NEUROLOGICAL SURGERY	\$0	
40-70258-012-30001	OB/GYN	\$0	
40-70259-012-30001	OPHTHALMOLOGY Club	\$555	
40-70289-012-30001	ORIG. OF SOUTH ASIAN STUDENT	\$0	
40-70260-012-30001	ORTHOPAEDICS CLUB	\$300	
40-70154-012-30001	OTOLARYNGOLOGY/ENT CLUB ENT Interest Group	\$458	
40-70262-012-30001	PEDS/RUS	\$1,050	
40-70174-012-30001	PROGRAMS & PROJECTS	\$0	Place any net balance in this account
40-70294-012-30001	PROJECT TEACH	\$375	
40-70263-012-30001	PSYCHIATRY CLUB (Psych Interest Group)	\$150	
40-70265-012-30001	SAAB	\$0	
40-70267-012-30001	SENIOR PARTY	\$0	
40-70287-012-30001	SEX IN MEDICINE WEEK	\$0	
40-70278-012-30001	SNS MS1 NOTETAKING	\$22,441	retains rollover
40-70279-012-30001	SNS MS2 NOTETAKING	\$16,888	retains rollover
40-70196-012-30001	SPORTS MEDICINE CLUB	\$0	
40-70269-012-30001	STUDENT FOR SOCIAL RESPONSIBILITY (SSR)	\$2,700	
40-70270-012-30001	STUDENT INTEREST GROUP NEUROLOGY	\$0	
40-70293-012-30001	STUDENT TRAUMA INTEREST GROUP	\$345	
40-70264-012-30001	Students for a NATIONAL HEALTH (SNAHP)	\$225	
40-70250-012-30001	SUNY Downstate DERMATOLOGY CLUB-OF-DOWNSTATE	\$188	retains rollover
40-70273-012-30001	SURGERY SOCIETY	\$0	
40-70271-012-30001	ULTRASOUND SOCIETY	\$0	
40-70274-012-30001	UROLOGY	\$188	
40-70286-012-30001	WILDERNESS MEDICINE	\$413	
40-70226-012-30001	WINTER BALL/Spring Fling	\$8,000	
40-70300-012-30001	YEARBOOK-lates BALANCE PRIOR	\$0	Not needed in MSC; appears in MSC-YRBK
40-70351-012-30001	YEARBOOK-lates SENIOR	\$5,000	Rollover to Yearbook Prior. Separate complete YRBK budget
Total Program Expense		\$94,094	Formula Cell- Do not alter
Balance Before Reserves		\$8,141	Formula Cell- Do not alter
Reserves:			
40-30008-012-30001	RESERVE FUND*	\$8,141	Adjust to 5% once actual 5/31 amounts are known
Total Reserves		\$8,141	Formula Cell- Do not alter
Total Expenses + Reserves		\$102,235	Formula Cell- Do not alter
Total Net Income less Expenses + Reserves		\$0	Formula Cell- Do not alter. A Balanced Budget will net to Zero
*SUNY Reserve Guidelines >5% and <100% of prior year actual expenses			

Faculty Student Association of DMC-Student Activity Fund

MEDICAL STUDENT COUNCIL Yearbook (MSC-YBK)

FY 2018 = June 1, 2017 through May 31, 2018 (RJB Revs 5/25/17)

Instructions: Fill in **Column E (Budget)**. Insert additional rows where necessary-Any needed new account #s will be inserted when budget is certified. Subtotal and Total fields have calculated formulas- do not alter these fields.

Submit for certification by deadline: Fri May 5, 2017. Submit to FSA Office (1) this budget with (2) completed [Budget Agreement Form \(link\)](#) and (3) signed meeting minutes at which the council approved this budget. FSA will return a certified budget to the Council officers once final fiscal year end (May 31) balances are known.

Account	Description	Certified Budget FYE 2017	Curent YTD Actual @ 3/31/17	Budget FYE 2018	Comments
Income					
40-70227-012-30001	MSC Yearbook ALLOCATION	\$5,000	\$ 5,000.00	\$5,000	this is also reflected on MSC 18 Budget
40-70227-012-30001	YEARBOOK ROLLOVER	\$39,344	\$ 39,344.00	\$24,750	Estimate any current yr funds not spent as of 5/31/17 - If a 2017 yrbk payment is anticipated after 5/31/17, insert that amount in Yrbk Publisher- prior yr expense row.
40-70227-012-30001	ADVERTISING	\$27,000	24,590.00	\$27,000	
		\$71,344	\$ 68,934.00	\$56,750	Formula Cell- Do not alter
Total Income					
Program Expenses					
40-70227-012-30001	ACCOUNTING FEE	\$0	—	\$0	line item not necess; incl in MSC fee
40-70227-012-30001	MEETING EXPENSES	\$400	628.27	\$700	
40-70227-012-30001	SUPPLIES	\$200	—	\$0	line item not necess
40-70227-012-30001	TRANSFER TO MSC	\$0	-22,574.00	\$0	line item not necess
40-70227-012-30001	YEARBOOK PUBLISHER- <i>latros Current Yr</i>	\$27,500	\$ 4,000.00	\$27,500	revise title
40-70227-012-30001	YEARBOOK PUBLISHER- <i>latros Prior Yr</i>	\$19,420	20,884.92	\$23,500	revise title
Total Program Expense		\$47,520	\$ 48,087.19	\$51,700	Formula Cell- Do not alter
Balance Before Reserves		\$23,824	20,846.81	\$5,050	Formula Cell- Do not alter
Reserves:					
	RESERVE FUND	\$1,250	-	\$5,050	= 10.5% of prior yr expenses
Total Reserves		\$1,250	\$ -	\$5,050	Formula Cell- Do not alter
Total Net Income less Expenses + Reserves		\$22,574	\$ 20,846.81	\$0	Formula Cell- Do not alter
*SUNY Reserve Guidelines >5% and <100% of prior year actual expenses					