



Medical Student Council Meeting
Thursday, October 12, 2017 6:00 PM
Student Center Main Lounge
Minutes

Attendance: Name (proxy for name)

Zachary Feuer, Dimitrios Dedousis, Jonas Kwok, Elizabeth Moccia, Brandon Adelson, Michael Levine, Antonios Dimopoulos, Jordana Meisel, Sarah Galler, Boey Li, Krystal Ealy, Jonathan Leong, Rabani Bharara, David Choueka, Andrea Kavoussi, Sejal Shah, Marine Coste

Minutes recorded by Jordana Meisel

Zachary presiding over meeting. Jordana is scribing the minutes.

1.) Approval of September Minutes

- a. Motion to approve September minutes made by Rabani Bharara
- b. Seconded by Jonathan Leong
 - i. Vote:
 - 1. For - 16
 - 2. Against - 0
 - 3. Abstain - 0

Motion passes to approve September minutes

New Business

1.) Budget Requests

- a. Radiology Interest Group – Sally Liu
 - i. Requesting for two events
 - 1. Rotating Radiology Exhibit
 - a. Similar event last year
 - b. ER attending has been contacted
 - c. More than 50 people attended
 - d. \$280
 - 2. Guest speaker
 - a. Future of radiology
 - b. Expecting 25 attendees
 - c. \$190
 - ii. 20 people attended interest meeting
 - 1. Requesting total \$470
- b. Daniel Hale Williams Society – Chisom Nnadi

- i. Requesting for three events
 - 1. Anatomy day - high school students came into anatomy lab
 - a. Occurred yesterday
 - b. \$140 for food
 - 2. HPREP breakfast
 - a. HPREP is 8 week program for high school students in the neighborhood to learn about basic medicine and work on projects
 - b. \$100 for food
 - 3. Residency interview and mock preparation
 - a. For MS2s, MS3s and some MS4s
 - b. Mock interview conducted by ER attending with club member in front of group
 - c. \$200 for food
- ii. 87 club members
- iii. Requesting total \$440
- iv. Currently have money in account - have \$1012 in account
- c. National Perinatal Association Student Society - Karina Sanchez
 - i. New club
 - 1. Requesting \$250
- d. Students Partnering and Reaching Kids - Shelley Jain
 - i. New club, will mentor elementary school students
 - ii. Money for interest meeting
 - 1. Requesting \$250
- e. AMA - Cindy Tsui
 - i. AMA Interim Meeting in Honolulu, Hawaii on November 9-11
 - ii. Request for 2 students to attend
 - iii. Co-authors on resolution that is being brought forward at the meeting
 - iv. Notes
 - 1. Requesting \$1415
 - a. Includes food
 - b. Subtracting food: \$1205

Old Business

- 1.) Class Updates
 - a. 2018
 - i. Interviews are starting
 - b. 2019
 - i. Everything good
 - c. 2020
 - i. Some people still do not have bedside preceptor
 - d. 2021
 - i. Got through unit summatives
 - ii. Trying to get SLC votes down

Trending Topics

- 1.) Upcoming dates
 - a. Thanksgiving Dinner
 - i. November 16
 - b. Winter ball
 - i. Tickets go on sale November 27
 - ii. February 12
- 2.) Grad hats
 - a. Going to continue to work on getting 8 sided hats

b. Discussion tabled

Closed Meeting:

- i. Motioned by Dimitri Dedousis
- ii. Seconded by Krystal Ealy
- iii. **Meeting is now closed.**

New Business

1.) SNS Update

- a. Meeting on October 4, 2017 with SNS staff, Greater Medical Council, Amy, Med and Richard Bentley
 - i. Still trying to determine SNS utility
 - ii. Greater Medical Council will work with SNS to reduce budget
 - 1. Possibility: only transcribe new lectures
 - iii. Plan is to redo the MS1 and MS2 vote to assess the utility of SNS along with Panapto and archived transcripts
- b. There is currently excess money in SNS account due to high roll over, and the SNS reserve was more than the required minimum of 5% of actual prior expenses
 - i. Vote: Motion to adopt the Revised 2018 SNS1 and SNS 2 budget dated 10/4/17 as presented (attachment "1") that reduces the MSC's SNS1 allocation by \$7,138 and reduces MSC's SNS2 allocation by \$3,891 with the resulting total of \$11,029 to be transferred to MSC Programs & Projects made by Jordana Meisel, second by Boey Li
 - a. For: 16
 - b. Against: 0
 - c. Abstain: 0

Motion passes to reduce the MSC's SNS1 allocation (40-70278-012-30001) by \$7,138 and reduces MSC's SNS2 allocation (40-70279-012-30001) by \$3,891 with the resulting total of \$11,029 to be transferred to MSC Programs & Projects (40-70174-012-30001)

a. Budget Requests:

- a. Radiology Interest Group – Sally Liu [See Attachment 2](#)
 - 2. Options: Fund in full (\$470), no funding
 - 3. Motion to fund in full (\$470) made by Michael Levine, second by Andrea Kavoussi
 - 4. Vote:
 - a. For – 15
 - b. Against – 0
 - c. Abstain – 1

Motion passes to transfer \$470 from Projects and Programs (40-70174-012-30001) to Radiology Interest Group (40-70282-012-30001)

- i. Daniel Hale Williams Society – Chisom Nnadi [See Attachment 3](#)
 - 1. Options: Fund in full (\$440), no funding
 - 2. Motion to not fund made by Brandon Adelson, second by Krystal Ealy

3. Vote:
 - d. For - 15
 - e. Against - 0
 - f. Abstain - 1

Motion passes to not fund Daniel Hale Williams Society

- ii. National Perinatal Association Student Society - Karina Sanchez See Attachment 4
 1. Options: Fund in full (\$250), no funding
 2. Motion to fund in full (\$250) made by Boey Li, second by Sejal Shah
 3. Vote:
 - g. For - 16
 - h. Against - 0
 - i. Abstain - 0

Motion passes to transfer \$250 from Projects and Programs (40-70174-012-30001) to National Perinatal Association Student Society (40-70361-012-30001)

- iii. Students Partnering and Reaching Kids - Shelley Jain See Attachment 5
 1. Options: Fund in full (\$250), no funding
 2. Motion to fund in full (\$250) made by Brandon Adelson, second by Andrea Kavoussi
 3. Vote:
 - j. For - 16
 - k. Against - 0
 - l. Abstain - 0

Motion passes to transfer \$250 from Projects and Programs (40-70174-012-30001) to Students Partnering and Reaching Kids (account number yet to be created)

- iv. AMA Conference - Cindy Tsui and Eric Hirsch See Attachment 6
 4. Options: Fund in full (\$1415), fund without food (\$1205), no funding
 5. Motion to fund in full (\$1205) less any funds provided by Alumni Association by Demetri Dedousis, seconded by Andrea Kavoussi
 6. Vote:
 - m. For - 16
 - n. Against - 0
 - o. Abstain - 0

Motion passes to approve a reimbursement payment \$1205 less any funds provided by Alumni Association from Projects and Programs (40-70174-012-30001) to Cindy Tsui and Eric Hirsch for their trip to the AMA conference in Honolulu, Hawaii

Motion to end meeting by Jordana Meisel
Seconded by Sejal Shah

Meeting Closed at 7:18 pm
Minutes were scribed by Jordana Meisel
Approved by Jordana Meisel - Medical Council Secretary



Student Activity Fund Budget Planning

MSC-SNS 1st Yr- 018

SNS REVISED Budget Planning 2017-2018 (as of 10/5/17)

Account	Description	Initial Certified Budget 2018	Insert # lectures	@\$60/ lecture	Proposed Revised Budget 2018	
Income						
40-40001-018-30001	1ST YR SNS Rollover	\$ 7,040			7,040	
40-70278-012-30001	1ST YR. SNS allocation from MSC	\$ 22,441			15,303	result= minimum \$7,138 reduction in MSC allocation to SNS1
		\$ 29,481			22,343	formula
Total Income						
Program Expenses						
40-70108-018-30001	GENERAL MANAGER	\$ 880			880	Can modify as needed
40-70042-018-30001	CLASS MANAGER	\$ 1,250			1,250	Can modify as needed
40-70216-018-30001	TRANSCRIBER SUPERVISOR	\$ 1,250			1,250	Can modify as needed
40-70159-018-30001	PAYROLL SUPERVISOR	\$ 220			220	Can modify as needed
40-70008-018-30001	ACCOUNTING FEE	\$ 1,015			1,015	
40-70127-018-30001	LECTURE FEE (\$60)	\$ 16,800	280	\$60.00	16,800	insert # lectures, formula calculates total exp
Total Program Expense		\$ 21,415			21,415	formula
Total Net Income (loss)		\$ 8,066			928	formula
Reserve						
71910-05-018-000	RESERVE	\$ 8,066			928	FY 2017 exp \$18,566 ; 5%=\$928.30; Can increase if warranted
Net Balance	=Income - Expenses + Reserve	\$ -			0	formula (0=balanced budget)

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

Student Activity Fund Budget Planning Template

MSC-SNS 2nd Yr-017

Revised Budget Planning 2017-2018 (as of 10/5/17)

Account	Description	Certified Budget 2018	Insert # lectures	@\$60/ lecture	Revised Budget 2018	
Income						
40-40001-017-30001	2ND YR. SNS Rollover	\$ 4,021			4,021	
40-70279-012-30001	2nd YR. SNS allocation from MSC	\$ 16,888			12,997	result = minimum of \$3,891 reduction in MSC contribution to SNS2
		\$ 20,909			17,018	formula
Total Income						
Program Expenses						
40-70108-017-30001	GENERAL MANAGER	\$ 880			880	Can modify as needed
40-70042-017-30001	CLASS MANAGER	\$ 1,500			1,500	Can modify as needed
40-70216-017-30001	TRANSCRIBER SUPERVISOR	\$ 1,500			1,500	Can modify as needed
40-70159-017-30001	PAYROLL SUPERVISOR	\$ 220			220	Can modify as needed
40-70008-017-30001	ACCOUNTING FEE	\$ 1,015			1,015	
40-70127-017-30001	LECTURE FEE (\$60)	\$ 11,100	185	\$60.00	11,100	insert # lectures, formula calculates total exp
Total Program Expense		\$ 16,215			16,215	formula
Total Net (Income) loss		\$ 4,694			803	formula
Reserve						
40-300008-017-30001	RESERVE	\$ 4,694			803	FY 2017 actual exp \$16,050; 5%=\$803; Can increase if warranted.
Net Balance	=Income - Expenses + Reserve	\$ -			0	formula (0=balanced budget)

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

**Interim Budget Request Form****Date:** 10/11/2017

Please check one box:

☐ University Council Funding ONLY☒ Med Council Funding ONLY☐ Other: _____**ORGANIZATION NAME:** Radiology Interest Group (Downstate Radiology)**PRESIDENT:** William Ji**VICE PRESIDENT:** Pakinam Mekki**BOX #:** _____ **TELEPHONE:** _____**TREASURER:** Xiao Wei Liu

PROJECT	ITEMIZED EXPENSES	AMOUNT REQUESTED FROM UNIV COUNCIL	AMOUNT REQUESTED FROM MED COUNCIL	AMOUNT REQUESTED FROM OTHER SOURCE (please specify)
<u>Rotating Radiology Exhibit</u> ER attending gives interactive lecture on how to interpret a type of imaging modality for a body system (last year's was ultrasound for GU)	<u>Food:</u> ~40 attendees x \$6/each = \$240 <u>Speaker Appreciation:</u> Gift Card/Souvenir = \$40		\$280.00	
<u>Guest Speaker on All Things Radiology</u> A radiologist is invited to speak about all things pertaining to the specialty and the matching process.	<u>Food:</u> ~25 attendees x \$6/each = \$150 <u>Speaker Appreciation:</u> Gift Card/Souvenir = \$40		\$190.00	

USE THE BACK OF THIS FORM IF MORE SPACE IS NEEDED. PLEASE WRITE LEGIBLY AND CLEARLY. ILLEGIBLE REQUESTS WILL BE REJECTED.



SUNY
DOWNSTATE
Medical Center

Interim Budget Request Form

Date: 10/11/2017

Please check one box:

☐ University Council Funding ONLY ☒ Med Council Funding ONLY ☐ Other: _____

ORGANIZATION NAME: Daniel Hale Williams Society

PRESIDENT: Katherine Rimpel and Renee Mcdonald-Fleming

VICE PRESIDENT: Emmanuel Akwasi

BOX #: _____ TELEPHONE: _____ TREASURER: Chisom Nnadi

PROJECT	ITEMIZED EXPENSES	AMOUNT REQUESTED FROM UNIV COUNCIL	AMOUNT REQUESTED FROM MED COUNCIL	AMOUNT REQUESTED FROM OTHER SOURCE (please specify)
Pizza for MAPS and DHWS anatomy day	\$140 for food and drinks		\$140	
HPREP breakfast	\$100 for food		\$100	
Food for Residency interview and Mock Preparation	\$200		\$200	

**Interim Budget Request Form****Date: 10/11/17**

Please check one box:

☐ University Council Funding ONLY
 ☒ Med Council Funding ONLY
 ☐ Other: _____
ORGANIZATION NAME: National Perinatal Association Student SocietyPRESIDENT: Jessica RestivoVICE PRESIDENT: Nick SantanielloBOX #: _____ TELEPHONE: (917)340-2830TREASURER: Karina Sanchez

PROJECT	ITEMIZED EXPENSES	AMOUNT REQUESTED FROM UNIV COUNCIL	AMOUNT REQUESTED FROM MED COUNCIL	AMOUNT REQUESTED FROM OTHER SOURCE (please specify)
New Organization		\$250.00	\$250.00	

USE THE BACK OF THIS FORM IF MORE SPACE IS NEEDED. PLEASE WRITE LEGIBLY AND CLEARLY. ILLEGIBLE REQUESTS WILL BE REJECTED.

**Interim Budget Request Form**Date: 10/10/17

Please check one box:

☐ University Council Funding ONLY
 ☐ Med Council Funding ONLY
 ☐ Other: _____
ORGANIZATION NAME: Students Partnering and Reaching KidPRESIDENT: Shelley Jain & Zaki Azam VICE PRESIDENT: TBABOX #: TBA TELEPHONE: 516-492-1607 TREASURER: TBA

PROJECT	ITEMIZED EXPENSES	AMOUNT REQUESTED FROM UNIV COUNCIL	AMOUNT REQUESTED FROM MED COUNCIL	AMOUNT REQUESTED FROM OTHER SOURCE (please specify)
Mentorship Projects including club meeting and events	T shirts Supplies for mentorship project Food for events	\$250	\$250	N/A

USE THE BACK OF THIS FORM IF MORE SPACE IS NEEDED. PLEASE WRITE LEGIBLY AND CLEARLY. ILLEGIBLE REQUESTS WILL BE REJECTED.



INDEPENDENT STUDENT INTERIM BUDGET REQUEST FORM

This form is to be used by students who would like funding for an event or project but have no club affiliations. **Before considering acting independently of a club, please make every effort to work in conjunction with an already existing organization/club that shares similar interests.** Funding for any projects/events will be provided at the discretion of Med Council and shall be based on the following criteria:

- Available Med Council Funds
- Merits of the student(s) which may include but are not limited to:
 - Frequency and quality of the work and activities performed
 - Size and diversity of the event's attendees
 - Past budget requests and money usage

Any event/project must have a lead coordinator who will ultimately be responsible in making sure that all forms are properly filled out, all receipts are attached and whom Med Council can correspond with. Med Council reserves the right to not reimburse any amount of money that was not used for its intended purpose as detailed in this form and approved at a Med Council meeting.

Student(s) are reminded to keep all receipts pertaining to the event/project for proper and full reimbursement. Please consult with Kristen Diorio and/or the Med Council treasurer at mcbtreasurer@gmail.com to ensure all required forms are appropriately filled out as well as with any other questions.

Event/Project Title: 2017 American Medical Association (AMA) Interim Meeting

Date(s) of event/project: 11/10/2017-11/12/2017

Brief description of event/project: National meeting held by the largest organization representing physicians and medical students in the country. Abhi and Brian are Members of the New York Delegation to the AMA. Cindy and Eric are the two Delegates representing SUNY Downstate College of Medicine. Cindy and Eric are also joint authors on a resolution we are presenting / bringing forward at this conference.

Lead coordinator/planner: Cindy Tsui email: cindyltsui@gmail.com

List other student(s) working on the event/project: Eric Hirsch, Abhi Amarnani, Brian Chernak

How many people do you expect to attend? 4

The event/project was advertised/pertains to the: (select all that apply)

☒ College of Medicine
 ☐ Graduate School
 ☐ CHRP
 ☒ Entire Downstate
 Community

How was the event/project advertised?

☒ Email
 ☐ Class Announcement(s)
 Other:

Has this event/project ever been done before? ☒Yes ☐No If yes, when (e.g. annually)? The AMA holds a conference every year. We have had a few students represent Downstate and bring forth their authored resolutions in previous years.

Are there any clubs/organizations co-sponsoring this event/project? ☐Yes ☒No

If answered YES to the previous question, please list the clubs/organizations and how they plan to contribute (if they are contributing money, indicate how much):

Itemized Budget:

<u>Items (e.g. food, supplies, etc.)</u>	Cost per item	Total Cost (for each line)
Hotel and Conference Registration	0	0
Roundtrip airfare for 2 people	850	1700
Food for 2 people for 3 days	35	210
Travel to JFK	0	0
Travel from JFK to classes	30	30
Travel btwn HNL+conference	60	60

Total: 2000

minus other funding: 585

Asking amount: 1415 (for 2 people)

Funding Request:

Amount from Med Council: 1415 (for 2 people) University Council:

Amount from other resources (i.e. grants, department donations, etc.):

AMA-Medical Student Society of New York - \$585

Alumni Association- \$____ (pending)

Please include any additional information that you believe Med Council should be aware of.

Abhi Amarnani and Brian Chernak are both fully funded already, as Members of the New York Delegation to the AMA.

Cindy Tsui and Eric Hirsch are committed to attending this conference and have already arranged to take summative exams early to accommodate this meeting. We have also made every effort to reduce the costs associated with this conference. We are sharing a hotel room with Abhi and carpooling from SUNY Downstate to JFK Airport, which is why those items are listed as \$0. We secured \$585 total in funding from AMA-MSSNY by serving as Resolution Reviewers.