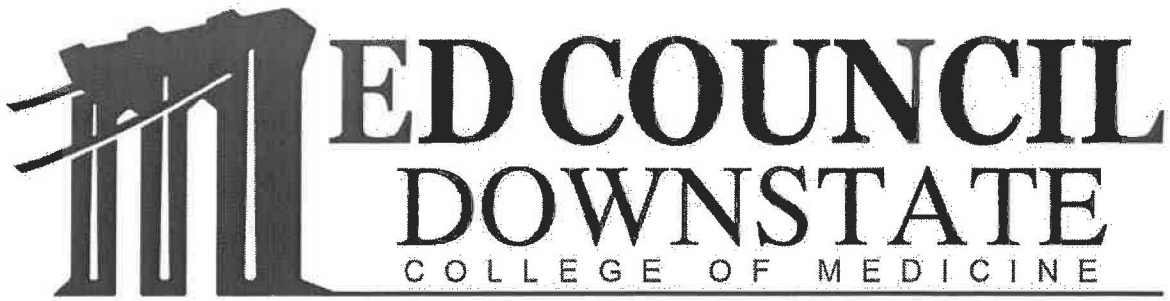




Medical Student Council Meeting
Thursday, **September 20th** 2018 6:00 PM
Student Center Main Lounge
Minutes

Attendance: Name (proxy for name)

Elizabeth Moccia, Pratik Chandra (Antonios Dimopoulos), Sarah Galler (Jordana Meisel), Jonathan Leong (Boey Yi), Rabani Bharara, David Choueka (Jonas Kwok), Adriana Kavoussi, Sejal Shah, Marine Coste, Elaine Fletcher, Alice Herchek, Aaron Conway, Kingsley Cruickshank, Alfonso Caetta and Aaron Huang, Dr. Luchessi

Minutes recorded by Adriana Kavoussi

Elizabeth presiding over meeting. Adriana is scribing the minutes.

New Business

1.) Budget Requests

- a. Medical Spanish Interest Group- Angel Jiang
 - i. Lesson 1 pizza- 260 (240 for pizza and 20 for bookstore)
 - ii. Lesson 2 Pizza-260 (240 for pizza and 20 for bookstore)
 - iii. Lesson 3 Pizza- 260 (240 for pizza and 20 for bookstore)
 - iv. Lesson 4 Pizza- 260 (240 for pizza and 20 for bookstore)
 - 1. Requesting \$ 1040
- b. Downstate OB/GYN- Society- Myanna Olsen
 - i. No show
 - ii. Food for " Meet the Candidates- A forum addressing Elections"
 - 1. \$150
 - iii. Screening of ted talk food
 - 1. \$200
 - iv. Suture workshop- food and supplies.
 - 1. \$200
 - A. Total is \$550
- c. Asian Pacific American Medical Student Association- Tasnia Mahmud
 - i. Required to attend conference as an active National Chapter- seeking money for

four members to go. Will be presenting data they've collected on Hepatitis B. People asked how they advertised it to the whole school (at meeting). They only need one person to go to be seen as a national chapter. Are going to ask Alumni Association for money. Got \$250 dollars in scholarship.

- ii. Breakdown
 - 1. \$140 for 4 people to register
 - 2. \$315 for travel x -1260
 - 3. \$84 for lodging x 4= 168
 - a. Total: \$1568
- d. Asian Pacific American Medical Student Association- Tasnia Mahmud
 - A. St. Louis Missouri- Show that they care, regional directors have been pressuring them to go. Received \$400 dollars for 6 people.
 - B. Connect students in the Asian- American Pacific Islander Community and explore the intersections of race and health.
 - 1.Registration:
 - a. \$85 per 2- \$170
- e. FMIG- 600
 - editing money we already allocated to them

F. Dr. Luchessi is in attendance at meeting as Interim Dean of the College of Medicine would love to support students in anyway that he can.

Old Business

1.) Class Updates

A.) 2019

- a. ERAS submissions!!! Interviews start soon! Life is good.

B.) 2020

- a. "It's like whatever". Shelf is next week. Dean MacCrae some attendings hold you for 24s and it is fine. We are one of the few medical schools that does not require. They cannot standardize it. A lot of discrepancy between sites. Primary Care and Psych are the most evident- places without interns work you from 8am-6pm. Longitudinals is also an issue, going to a site vs doing computer modules (not enough money for students to shadow one doctor) Half go to a clinic- half go home and get to study. Potentially split it so some people could do for 3 months. SLC meeting October 22nd, going to bring it up. "Feels like blatant slap in the face". Big issue Primary Care, Psych and longitudinals are all on fair. Kings your thrown into work it is fun.

C.) 2021

- a. Student Health Services not helpful- stalling people from starting preceptorship. SLC is handing.

D.) 2022

- a. Want more opportunities to shadow. Nervous about summatives. They are first through the fifth. Clinical skills confusion. Spray the bodies. Talk to CFA about sock miscommunication.

Trending Topics

1.) Topic

- a. Mock exam- Subsidize cost for making treats.
- b. Caps on budgets so we do not become a glorified catering service.

Closed Meeting:

- i. Motioned by Jonathan Leong
- ii. Seconded by Sejal Shah
- iii. **Meeting is now closed.**

New Business

1) Approval of August Minutes

- 1. Motion to approve August minutes made by Elizabeth Moccia
- 2. Seconded by Jonathan Leong
- 3. Vote:
 - a. For - 18
 - b. Against - 0
 - c. Abstain - 0
- 1. Motion passes to approve August minutes

1) Budget Requests:

- i. Medical Spanish Interest Group- Angel Jiang
 - 1. Options: Fund in full (\$1040), no funding, option to fund one meal a month and not fund downstate bookstore \$200, 1 meal for lesson, 1 meal per month.
 - 2. Motion to not fund made by Sejal Shah , second by Adriana Kavoussi
 - 3. Vote:
 - a. For - 15
 - b. Against - 0
 - c. Abstain - 3

Motion passes to transfer to not fund

Attachment 1

ii. Asian Pacific American Medical Student Association- Tasnia Mahmud

- 4. Options: Fund in full (\$1568), no funding, fund \$434 they go to the Alumni Association and they can revisit us after with data.
- 5. Motion to fund \$434 by David Choueka, seconded by Sejal Shah
- 6. Vote:
 - a. For - 14
 - b. Against - 1
 - c. Abstain - 3

Motion passes to approve a reimbursement payment \$434 from Projects and Programs (40-70174-012-30001) to APMSA (40-70261-012-30001) for trip to the conference in San Francisco

Attachment 2 - 3

iii. Asian Pacific American Medical Student Association- Tasnia Mahmud

- 7. Options: Fund in full (\$170), no funding, fund \$85

8. Motion to fund nothing by Elaine Fletcher , seconded by Sarah Galler

9. Vote:

- a. For – 13
- b. Against – 3
- c. Abstain – 2

Motion passes to not fund

Attachment 4-5

1) Approving MSC yearbook budget for year.

a. Purpose of Vote

- 1. Option to fund in full for yearbook, no funding
- 2. Vote: Motion to fund in full made by Pratik Chandra, second by Marine Coste
 - a. For: 18
 - b. Against: 0
 - c. Abstain: 0

Motion passes to fund the MSC-Yearbook 2018/2019 as attached

Attachment 4-6

Others:

iv. Motion to update the current SNS Payroll and Job description.

1. Motion to fund in full David Choueka, seconded by Sejal Shah

10. Vote:

- a. For – 18
- b. Against – 0
- c. Abstain – 0

v. Family Medical Interest Group:

11. Motion to correct a prior budget planning oversight that restores FMIG's 5/13/18 rollover balance of \$826 from prior FMIG Fundraising efforts. Transfer \$825 From Reserve acct 30008-012 TO FMIG acct 70347-012 by Marine Coste, seconded by Sejal Shah

12. Vote:

- a. For – 18
- b. Against – 0
- c. Abstain – 0

Motion to end meeting by Adriana Kavoussi

Seconded by Jonathan Leong

Meeting Closed at 7:40pm

Minutes were scribed by Adriana Kavoussi

Approved by Adriana Kavoussi - Medical Council Secretary





SUNY
DOWNSTATE
Medical Center

09/18/2018

Interim Budget Request Form

Date: -

Attachment 1

Please check one box

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

ORGANIZATION NAME: Medical Spanish Interest Group

PRESIDENT: Javier Ticona

VICE PRESIDENT: Adam Goldman

BOX #: TELEPHONE: 9144861964

TREASURER: Angel Jiang

PROJECT	ITEMIZED EXPENSES	AMOUNT REQUESTED FROM UNIV COUNCIL	AMOUNT REQUESTED FROM MED COUNCIL	AMOUNT REQUESTED FROM OTHER SOURCE (please specify)
Lesson #1, October	Pizza via student center: 18" cheese pizza = \$16 8 slices/pie, 15 pies, 60-80 people \$240 Downstate bookstore discount (end-of-lesson prize) = \$20		\$260	
Lesson #2, November	Pizza via student center: 18" cheese pizza = \$16 8 slices/pie, 15 pies, 60-80 people \$240 Downstate bookstore discount (end-of-lesson prize) = \$20		\$260	
Lesson #3, November	Pizza via student center: 18" cheese pizza = \$16 8 slices/pie, 15 pies, 60-80 people \$240 Downstate bookstore discount (end-of-lesson prize) = \$20		\$260	
Lesson #4, December	Pizza via student center: 18" cheese pizza = \$16 8 slices/pie, 15 pies, 60-80 people \$240 Downstate bookstore discount (end-of-lesson prize) = \$20		\$260	

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



BUDGET REQUEST FORM TRAVEL AND LODGING

Funding for any trips or conferences will be provided at the discretion of Med Council and shall be based on the following criteria:

- Available Med Council Funds
- Merits of the club that may include but are not limited to:
 - Frequency and quality of the work and activities of the club
 - Size and diversity of the club's membership
 - Past club budget requests and money usage

Approval for funding will be given as an amount per person and reimbursements will be processed as such. Individuals who spend more than what they were initially approved for are welcome to request additional funding at the following Med Council Meeting, however, additional funding is not guaranteed. 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. Clubs are required to:

- Attach a copy of this form to the payment request form along with all relevant receipts in order for reimbursements to be processed
- Email Med Council a brief summary of what participating individuals have learned or how individuals have benefited from attending the trip/conference within seven (7) days of returning from the trip/conference

Failure to fulfill any of the requirements may delay or prevent the processing of payment request forms. For any further questions, contact the Med Council Treasurer at mcbtreasurer@gmail.com

Club/Organization: Asian Pacific American Medical Student Association (APAMSA)

Brief Description of Trip (*include Title of conference, destination, etc.*): We would like to fund the cost of registration and travel for students who will attend and present at the 12th Annual Hepatitis B & C Conference at The Park Central Hotel in San Francisco.

Date(s) of conference or trip: November 09-11, 2018

Briefly describe the purpose of attending the event. Be specific. How will attending the event benefit you and/or your organization? We will be presenting information we have collected from our Hepatitis B screening event in Sunset Park, during which we will provide screening tests for the members of the community. Our organization places important on raising awareness for Hepatitis B because of its high prevalence in and impact on the Asian/Pacific Islander community. This conference would give us the opportunity to communicate what we have learned about Hepatitis screening in the Sunset Park community with other medical students, healthcare professionals, and academicians, in addition to gaining more insight about the disease and from other speakers and panelists who will be at the conference.

How many people, if any, will be presenting at the conference? 8

How do you plan on bringing what you have learned back to the SUNY Downstate community? We plan to hold events focused on Hepatitis education and awareness that will be advertised to the general student body.

The trip was advertised to the: (select all that apply)

☒ General student body ☐ Club members only ☐ E-board members only

How was the trip advertised?

☐ Email ☒ Announcement at Meeting Other:

How many people are you requesting funding for? 4

How many people are committed to attending/travel if funding is not provided? 1

Itemized Budget:

	Per Person	X Number of persons traveling	Total Cost (for each line)
Registration	\$35.00	4	\$140.00
Mode of transportation	Airplane		
Travel cost	\$315.00	4	\$1,260.00
Meals			
Location of Lodging	San Francisco		
Lodging	\$84.00	4	\$168.00
Other			

TOTAL: \$1,568.00

Funding Request:

Amount from Med Council: \$1,568 University Council:

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

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

Attendance to this conference is required of Downstate's chapter of APAMSA in order to be recognized as an active chapter by the national organization. We are seeking funding for 4 of our members because the process of organizing and volunteering at the Hepatitis B screening event has been a joint effort.

Please list the names of the students attending this trip/conference:

Yvonne Huang

Megan Chang

Philip Lee

Tasnia Mahmud



BUDGET REQUEST FORM
TRAVEL AND LODGING

Funding for any trips or conferences will be provided at the discretion of Med Council and shall be based on the following criteria:

- Available Med Council Funds
- Merits of the club that may include but are not limited to:
 - Frequency and quality of the work and activities of the club
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 - Past club budget requests and money usage

Approval for funding will be given as an amount per person and reimbursements will be processed as such. Individuals who spend more than what they were initially approved for are welcome to request additional funding at the following Med Council Meeting, however, additional funding is not guaranteed. 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. Clubs are required to:

- Attach a copy of this form to the payment request form along with all relevant receipts in order for reimbursements to be processed
- Email Med Council a brief summary of what participating individuals have learned or how individuals have benefited from attending the trip/conference within seven (7) days of returning from the trip/conference

Failure to fulfill any of the requirements may delay or prevent the processing of payment request forms. For any further questions, contact the Med Council Treasurer at mcbtreasurer@gmail.com

Club/Organization: Asian Pacific American Medical Student Association (APAMSA)

Brief Description of Trip (*include Title of conference, destination, etc.*): We would like to fund the cost of registration for students to attend the 2018 APAMSA National Conference at Washington University School of Medicine in St. Louis, Missouri.

Date(s) of conference or trip: October 6th, 2018

Briefly describe the purpose of attending the event. Be specific. How will attending the event benefit you and/or your organization? The theme of the conference is "The Plurality of Others." The goal of this conference is to connect pre-health and health students across the country in addressing and analyzing a variety of health topics both socioeconomically and culturally pertinent to the Asian American-Pacific Islander community (AAPI). This year, the National Conference looks to shine the spotlight on the discussion of health equity and, specifically, the responsibility of AAPIs as a minority. We will explore the intersection of race and health as well as the roles and responsibilities of the AAPI community and AAPI healthcare providers.

How many people, if any, will be presenting at the conference? 0

How do you plan on bringing what you have learned back to the SUNY Downstate community? We will have discussions on diversity and equity in the medical field in future APAMSA meetings that will be advertised to the general student body.

The trip was advertised to the: (select all that apply)

☒ General student body

☐ Club members only

☐ E-board members only

Attachments

How was the trip advertised?

☐ Email

☒ Announcement at Meeting Other:

How many people are you requesting funding for? 2

How many people are committed to attending/travel if funding is not provided? 0

Itemized Budget:

	Per Person	X Number of persons traveling	Total Cost (for each line)
Registration	\$85	2	\$170.00
Mode of transportation			
Travel cost			
Meals			
Location of Lodging			
Lodging			
Other			

TOTAL: \$170.00

Funding Request:

Amount from Med Council: \$170.00 University Council:

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

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

Please list the names of the students attending this trip/conference:

Yvonne Huang

Tasnia Mahmud

Attachment 6

MEDICAL STUDENT COUNCIL Yearbook (MSC-YBK)

2019 CERTIFIED BUDGET; Pending MSC Approval

2019 CERTIFIED BUDGET; Pending MSC Approval

Note: YBK2019 needs to either reduce publishing cost (page reductions?), or increase Ad rates to cover full cost near \$29K. Otherwise, YBK will continue to NEED and use the entire annual MSC \$5K allocation

Account	Description	Certified Budget 2017 - 2018	ACTUAL FYE 5/31/18	Submitted Budget 2019	Certified Budget 2019	Comments
Income						
40-70227-012-30001	MSC CURRENT YR ALLOCATION	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$5,000	per MSC approved 2019 Budget
40-70227-012-30001	YEARBOOK ROLLOVER	23,692.00	23,692.00	22,548.53	\$22,549	actual 5/31/18 rollover
40-70227-012-30001	ADVERTISING INCOME	27,000.00	24,025.00	25,175.00	\$25,175	Est based on prior year ad revenue
Total Income		\$ 55,692.00	\$ 52,717.00	\$ 52,743.53	\$52,744	Formula cell (Don't change)
Program Expenses						
40-70227-012-30001	MEETING EXPENSES	\$ 700.00	\$ 474.47	\$ 700.00	\$700	planned misc expenses for FY 2019
40-70227-012-30001	YEARBOOK PUBLISHER - CURRENT YEAR	27,500.00	29,694.00	28,515.53	\$28,516	As budgeted, Class of 2019 yearbook has only \$28.5K total publishing expense available. A \$7K deposit payment is planned/made prior to 5/31/19 and remaining balance will become the rollover and paid in FY 2020.
40-70227-012-30001	YEARBOOK PUBLISHER - PRIOR YEAR	27,500.00		22,000.00	\$22,000	Remaining expenses for Class of 2018 yearbook that are paid after 6/1/18
Total Program Expense		\$ 55,700.00	\$ 30,168.47	\$ 51,215.53	\$51,216	Formula cell (Don't change)
Balance Before Reserve		(8.00)	22,548.53	1,508.00	\$1,508	Formula cell (Don't change)
Reserves:						
40-70227-012-30001	RESERVE FUND*	3,992.00	-	1,508.00	\$1,508	=5% of prior year actual spend \$30,168
Total Reserves		\$ 3,992.00	\$ -	\$ 1,508.00	\$1,508	Formula cell (Don't change)
Total Net Income less Expenses + Reserves (bottom line = \$0 in a balanced budget)		\$ (4008.00)	\$ 22,548.53	\$ -	\$ -	Formula cell (Don't change)
*SUNY Reserve Guidelines >5% and <100% of prior year actual expenses						