



Medical Student Council Meeting
Thursday, **October 12th**, 2023 6:00 PM
Student Center Main Lounge
Minutes

Voting Members in Attendance: Name (proxy for name)

Eric Acosta,
Srishty Amarnani, Lulu Wei (non-voting), Amanda Jirgal (proxy by Lulu Wei), Liam Deegan (proxy by Srishty Amarnani), Alexis Roth (proxy by Srishty Amarnani), McKenzie Andrews, Anna Lieberman (proxy by McKenzie Andrews), Hayley Carabello (proxy by Rachel Baum), Rachel Baum, Joya Ahmad (proxy by Rachel Baum), Mohamed Heiba (proxy by McKenzie Andrews), Michel Liu, Abiha Naqvi, Christopher Montalvo, Ijeoma Okoronkwo, Kyle Reid, Amanda Azmi, Alberto Barrientos, Hannah Brown (proxy by Alberto Barrientos), Kunika Chahal, Rahat Elahi,

Guests in Attendance:

Lindsay Blank, Ingrid Gandra, Tanveer Singh, Felicia Chen

Minutes recorded by McKenzie Andrews.

Lulu Wei presiding over the meeting.

Meeting called to order at 6:18pm.

a. New Business

i. *Note - approved absences for this meeting: Alexis Roth, Anna Lieberman, Hannah Brown, Joya Ahmad, Amanda Jirgal

ii. Trending Topics (all MSC)

1. Ongoing issues:

- a. Titles of Class Representatives shall be President; VP of Logistics, VP of Socials, VP of Education (SLC), VP of Finances (Treasurer), VP of Communications (Secretary)
- b. Constitution committee updates
 - i. Class officer titles, ability for Class Presidents to run for Greater Med officer, ability for med council members to continue to serve on med council if not following a traditional 4-year path will be clarified in new draft.
 - ii. Conference funding guidelines will remain a separate

document.

- c. Monthly Shuttle Schedule - needs to be sent by MS3s at the beginning of each month (and MS3 will confirm it is correct with Andre Sterling)
 - i. There was a concern from a student that the shuttle to Maimo at 6:30am did not stop at Maimo, only the VA. It was clarified that there was never a 6:30am to Maimo shuttle service planned and this student was mistaken.

2. New issues:

- a. Using the Class Reserve Funding
 - i. Clarified that med council members should give at least 2 weeks advance notice for funding requests
 - ii. Consensus reached among med council members that a portion of class reserves would be set aside for yearly funding for the student lounges at Kings and Downstate. The exact portion will be voted upon at a later meeting.
 - iii. MS3/MS4 Mixer proposed. Mohammed Heiba volunteers to plan from the MS3 side.
- b. Consensus reached among med council members to buy a Kudoboard for Dean Brunicardi to wish him well.
- c. Dean Putman clarified that staff cannot accept gifts as they are state employees but MS4s may submit more names for recognition during the annual student faculty show.

iii. Class Updates

1. 2024

a. **Ongoing issues; requesting updates from Dean Lazar and Dr. Putman:**

- i. Transition to residency schedule
 - 1. Dr. Quinn is in charge → feedback, Unit 1 just finished, planning on meeting with students to get input, transition to residency, wants to hear feedback, started using design thinking
 - 2. Give her a few more weeks
 - a. What are useful sessions? Timing?

b. **New issues:**

- i. ERAS submitted!
- ii. Interview spaces on campus for virtual interviews
 - 1. Yes will have virtual interview spots on campus, will come out this week → mostly in simulation center, signs ups will come out soon
 - 2. Interview talk was very helpful → recording will go out soon

2. 2025

a. **Ongoing issues; requesting updates from Dean Lazar and Dr. Putman:**

- i. Clerkship grades - over 4 weeks for them
- ii. Storm → some people had to take shelf late, they were able to retake it

b. **New issues:**

- i. none
- 3. 2026
 - a. **Ongoing issues; requesting updates from Dean Lazar and Dr. Putman:**
 - i. What is the CURRENT absence policy? We need to tell our classmates something.
 - 1. Doctor appointments in advance, policy is submit a reported absence form when you make the doctor's appointment, may be deemed an acceptable absence and can usually be accommodated.
 - a. excessive appointments (ie. 7 in a unit) are not likely to be approved. Extended absences for illness should be discussed with student affairs
 - ii. Update on students with accommodations receiving feedback on NBME exams?
 - 1. Accommodations → counts as a separate exam from the non-accommodation exam by NBME rules, so they won't give statistics if there are less 25 people who get accommodations
 - b. **New issues:**
 - i. A formative for MS1s was open over the weekend — is this option available for the MS2s? Is the grading policy for the formatives still the same for MS2s?
 - ii. Veterans Day Off
 - 1. 4 days of testing back to back for Unit 5 → Not ideal, can we do this?

- 4. 2027
 - a. **New issues:**
 - i. Some students are uncomfortable with cameras in OSCE room. Information about them was only given to some students who asked.
 - 1. team is working on the solution, need to come up with a way to turn off the cameras for those uncomfortable that avoids physically moving the camera each time
 - ii. Threats on Friday the 13th
 - 1. Can students stay home if they feel unsafe tomorrow?
 - a. Dean Putman → would never tell someone to do something that would make them feel unsafe, no official policy
 - b. counseling request for students who might want to talk given the current world events

iv. Budget Requests

- 1. Association of Women Surgeons; **\$768 Request**
 - a. Students state that there is no money in their account. Last known record states that there is money in their account. This

must be clarified.

- b. Yoga Night with Dr. Carla Liberatore: \$95
 - i. 20 total attendees
 - ii. Smoothies (12 pack x 2)= \$54
 - iii. Healthy chips: (20 pack)= \$16
 - iv. Miscellaneous costs (thank you card for instructor): \$25
 - 1. Advised students that this cannot be a gift card, an item that costs \$25 is fine
 - c. AWS/AMWA Dinner with Female Physicians; \$600
 - i. 60 people total (\$20 per person)= \$1200
 - 1. $\$1200/2$ (half cost split with AMWA)
 - ii. Advised that med council will consider voting on a \$500 Max for each group for this event. Advised them to ask Deans Office, Alumni Office, Diversity Office, and other sources to help cosponsor or raise further funds
 - iii. Advised that we do not budget \$20/person for club events and maximum is typically \$15/person. Students have not booked a caterer yet and these are estimated costs.
 - iv. Students said that they were planning on going to university council to ask for funding too as they have non-medical students planning on attending. Advised that in the case where university council approves, then they would receive 75% of agreed funding from med council and 25% from university council.
 - d. Street Cleanup: \$68
 - i. Pizza costs: 2 pies= \$45
 - ii. Garbage bags: 1 box= \$13
 - 1. Advised students that they can get these from the student center at no cost
 - iii. Disposable gloves: 1 box= \$10
 - 1. Advised students that they can get these from the student center at no cost
2. APAMSA - Club Trip/Student Project; **\$800 Request**
- a. 17th Annual APAMSA Hepatitis B/C Conference
 - b. Students requesting funding: Grace (Sifan) Lu, Ker-Cheng Chen, Ping Ping Zeng, and Felicia Chen
 - i. Grace Lu is presenting an abstract of original research. The other three students are co-authors but not presenters. Only Grace Lu is committed to attending if med council does not provide funding. Students have applied for funding from the conference and are waiting to hear back. Students have requested alumni funding this week and are waiting to hear back. Advised students that they should request alumni funding as soon as they hear of acceptance and that med council does not consider research conference funding without knowing alumni association's decision.
 - ii. Advised all students that they should apply for travel funding from the conference organizers and from the

- relevant Downstate department before applying for med council funding.
 - iii. Advised students that med council will not fund cost of meals.
 - iv. There are no committee meetings or other events requiring Downstate student representation to maintain active club chapter status.
3. APAMSA - Club Trip; **\$154.80 Request**
- a. APAMSA Regional Conference located at NYU School of Medicine
 - b. 6 students attending: Jenelle Cocorpus, Emily Yang, Joshua Singavarapu, Serey Tan, Anna Gao, and KerCheng Chan
 - c. Registration: \$20/person for 6 people = \$120
 - d. Subway ride (round trip): \$5.80/person for 6 people = \$34.80
 - e. No students are presenting original research or are a part of committee meetings or other events requiring Downstate student representation to maintain active club chapter status.
4. APAMSA - Creating APAMSA banner for events ; **\$40 Request**
- a. Need a new banner because the current one has the old logo
 - b. Supplies: \$30
 - c. Printing: \$10
 - d. Advised students that there is still money in their account so this request is not appropriate.
5. AMWA; \$600 Request
- a. AWS/AMWA Dinner with Female Physicians
 - b. 60 people total (\$20 per person)= \$1200
 - i. \$1200/2 (half cost split with AMWA)
 - c. See first budget request of the meeting for discussion.

Closed Meeting:

- i. Motioned by Mckenzie Andrews
- ii. Seconded by Hayley Carabello.

iii. Meeting is now closed. 7:30PM.

New Business

8 proxies, 13 voting members

- 1.) Approval of September Minutes
 - a. Motion to approve September minutes made by Mckenzie Andrews.
 - b. Seconded by Abiha Naqvi.
 - i. Vote:
 - 1. For - 19
 - 2. Against - 0
 - 3. Abstain - 1

Motion passes to approve September minutes

- 2) Budget Requests:

- a) Association of Women Surgeons (AWS) - attachment #1
 - i) Options: Fund up to \$640 for their three proposed events (\$95 for Yoga Night, \$500 for AWS/AMWA Dinner), \$45 for street cleanup), pending confirmation that there is actually no money in their account and university council's funding decision. If there is money in their account, then med council shall fund \$640 minus monies left. If university council approves of the Dinner event, then Med Council shall contribute \$375 instead of \$500 for this event.
 - ii) Motion to fund \$640 (or \$515 if University council contributes \$125) with above stipulations made by McKenzie Andrews, second by Kunika Chahal.
 - iii) Vote:
 - (1) For - 19
 - (2) Against - 0
 - (3) Abstain - 1

Motion passes to transfer to \$515 from Projects and Programs (40-70174-012-30001) to AWS (40-70291-012-30001). All clarifications received.

- b) Asian Pacific American Medical Student Association (APAMSA) - attachment #2
 - i) Options: Fund up to \$190 for Grace Sifan Lu to present original research and attend the 17th annual Hepatitis B/C Conference, less funding decision from the Conference and from Alumni Association
 - ii) Motion to fund up to \$190 with above stipulations made by McKenzie Andrews, second by Rachel Baum
 - iii) Vote:
 - 1) For - 19
 - 2) Against - 0
 - 3) Abstain - 1

Motion passes to transfer up to \$190 pending clarifications from Projects and Programs (40-70174-012-30001) to Grace Sifan Lu. This is pending.

- c) APAMSA - attachment #3
 - i) Options:
 - 1) Fund \$0.
 - 2) Fund \$120 for registration costs for 6 people.
 - 3) Fund \$154.80 in registration costs and subway fare for 6 people.
 - ii) Motion to fund \$120 for registration costs made by McKenzie Andrews, second by Rachel Baum.
 - iii) Vote:
 - 1) For - 19
 - 2) Against - 0
 - 3) Abstain - 1

Motion passes to transfer \$120 from Projects and Programs (40-70174-012-30001) to APAMSA (40-70261-012-30001)

- d) American Medical Women's Association (AMWA) - attachment #4?
 - Options: Fund up to \$500 for the AWS/AMWA Dinner, pending confirmation that there is actually no money in their account and university council's funding decision. If there

is money in their account, then med council shall fund \$500 minus monies left. If university council approves of the Dinner event, then Med Council shall contribute \$375 instead of \$500 for this event.

- i) Motion to fund \$500 with above stipulations made by McKenzie Andrews, second by Kunika Chahal.
- ii) Vote:
 - 1) For - 19
 - 2) Against - 0
 - 3) Abstain - 1

Motion passes to transfer \$375 from Projects and Programs (40-70174-012-30001) to AMWA (40-70244-012-30001). All clarifications received.

Motion to end meeting by Mckenzie Andrews

Seconded by Srishty Amarnani

Meeting Closed at 7:56PM.

Minutes were scribed by Mckenzie Andrews.

Approved by Hannah Brown - Medical Council Secretary

A handwritten signature in black ink, appearing to read 'Hannah Brown', written in a cursive style.

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:

Brief Description of Trip (*include Title of conference, destination, etc.*): 17th Annual APAMSA Hepatitis B/C Conference

Date(s) of conference or trip: November 11, 2023, located in Boston, MA

Briefly describe the purpose of attending the event. Be specific. How will attending the event benefit you and/or your organization?
SUNY APAMSA hosted a free hepatitis B screening and flu shot event on October 16, 2022, for the first time since 2018. This event was a great success and we screened 23 patients and provided flu shots to 65 patients in Sunset Park, an underserved area with mostly Asian immigrants. We submitted an abstract and will be presenting the results of our event at this national conference. We hope to share our findings with the wider APAMSA community, educate others about our unique Brooklyn population, and bring back ideas to better improve our event in the future. This event is also important to represent SUNY Downstate nationally.

How many people, if any, will be presenting at the conference? 4 people

How do you plan on bringing what you have learned back to the SUNY Downstate community?
This is a unique event hosted by APAMSA. Attendees from other schools' APAMSA organizations can provide feedback and insight on their hepatitis B screening / flu shot events. We hope to learn ways to increase patient attendance and improve educational resources at our HBV/flu shot event in the future. We also plan to bring back ways to increase medical student engagement in our event.

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: On national APAMSA webpage and social media platforms

How many people are you requesting funding for? 4

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	\$40	4	\$160
Mode of transportation	Amtrak Train		
Travel cost	\$100	4	\$400
Meals	\$40	4	\$160
Location of Lodging	Conference affiliated subsidized hotel rooms - Boston Marriott		
Lodging	\$50	4	\$200
Other			

TOTAL: \$920

Funding Request:

Amount from Med Council: \$800

University Council: \$120

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

We have applied for the national Asian Pacific American Medical Student Association travel subsidy. TBD if we will receive it or how much they will provide.

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:

Felicia Chen
Ker-Cheng Chen
Grace Sifan Lu
Ping Ping Zeng

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- 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

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Club/Organization: **APAMSA**

Brief Description of Trip (*include Title of conference, destination, etc.*):

APAMSA Regional Conference hosted at the NYU School of Medicine

Date(s) of conference or trip:

October 28th

Briefly describe the purpose of attending the event. Be specific. How will attending the event benefit you and/or your organization?

The event allows us to connect with other APAMSA members regionally and also speak on what we are doing as well.

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 can use other program's ideas and implement them in our own APAMSA Downstate chapter.

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? **6**

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	20	6	120
Mode of transportation			
Travel cost	TRAIN (both ways): 5.80	6	34.80
Meals			
Location of Lodging			
Lodging			
Other			

TOTAL: **154.80**

Funding Request: 154.80

Amount from Med Council: **154.80**

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:

Tentatively:

**Jenelle Cocorpus
Emily Yang
Joshua Singavarapu
Sherey Tan
Anna Gao
KerCheng Chen**



Date: 10/7/2023

Please check one box:

University Council Funding ONLY

Med Council Funding ONLY

Other: _____

ORGANIZATION NAME: American Medical Women's Association

PRESIDENT: Gina Gioia

VICE PRESIDENT: Lea Sarmiento

BOX #: _____ TELEPHONE: _____

TREASURER: Nadia Celestin

PROJECT	ITEMIZED EXPENSES	AMOUNT REQUESTED FROM UNIV COUNCIL	AMOUNT REQUESTED FROM MED COUNCIL	AMOUNT REQUESTED FROM OTHER SOURCE (please specify)
AMWA and AWS physicians & students dinner	60 participants in total-\$20.00 dollars per person split between AMWA and AWS		\$600.00	