



GENERAL ASSEMBLY MEETING

January 10, 2019 12:00 PM

<p>12:00-12:05 Call to Order <i>Dara Farhadi, President; Luke Wohlford, Vice President</i></p>	<p>Meeting Notes:</p>
<p>12:05-12:10 SSBTR <i>Keni Lin, Social Chair</i></p> <ul style="list-style-type: none"> ● SSBTR Shout Out 	<ul style="list-style-type: none"> ● February 9th, 6-10 pm at the Children’s Museum ● Disco-themed ● www.ssbtr.org (\$45 for students) - please come!!
<p>12:10-12:15 Miscellaneous Updates <i>Dara Farhadi, President</i></p> <ul style="list-style-type: none"> ● Changing GA meetings to Thursdays at noon <ul style="list-style-type: none"> ○ Will provide a list of all the tentative dates ● President and Vice-President Office Hours (Thursdays at noon) <ul style="list-style-type: none"> ○ Will be included in Interest Group email blast ○ Regardless, please contact me, or anyone on the executive board, anytime. ● Discuss the sign in policy for General Assemblies. <ul style="list-style-type: none"> ○ 2 absences allowed for the entire year ○ Exactly one representative from each student organization may only represent a single student organization. ○ Medical Student Government Constitutional ratification and amendment requires 2/3 vote of the present and voting General Assembly of the Medical Student Government 	<ul style="list-style-type: none"> ● President and Vice-President office hours will be once weekly at lunch in the 5th floor MSG room - come with questions, comments, or just to hang out! ● General assemblies will be changed to Thursdays at 12pm (except the February GA). Stay tuned for dates -- they won’t be scheduled the same week of an exam ● One student can only represent one IG at the GA meetings - we want more IG representation for voting and passing along information. Questions/concerns, talk with Dara or Luke ● Only IG leaders need to attend (CHIP leaders don’t need to attend GA)
<p>12:15-12:20 Dr. Reikofski and Zac Baker, Student Affairs <i>Dara Farhadi, President</i></p> <ul style="list-style-type: none"> ● Explain process for Interest Groups requesting rooms, food, etc. 	<ul style="list-style-type: none"> ● Room reservations are reviewed and approved by Dr. Reikofski. Send him an email if you need approval ASAP ● Online form for funding requests, gets reviewed by Treasurer ● If you are ordering food, tell the restaurant your order (including expected # of people), and tell them that someone will be

	<p>calling with the P-card for payment. Then contact Dr. Reikofski or Zac with the invoice info and they will call back to pay for the order</p> <ul style="list-style-type: none"> ● Budget proposals will be reviewed and approved at the beginning of the semester ● Any questions? Contact Dr. Reikofski or Zac!
<p>12:20-12:30 SIM Center <i>Megan Cadigan, SIM Center Liaison</i></p> <ul style="list-style-type: none"> ● Explain process for SIM events ● Provide information and links to request SIM center events ● Outline available resources through the SIM center and contact information for coordinators 	<ul style="list-style-type: none"> ● Requesting an event at SIM center: http://www.uacomps.org/learning-specialists/sim-event ● Check the Blackout Dates calendar ● Fill out 3 possible events and coordinators ● Submit 6 weeks in advance!! ● Events can't be longer than 3 hours or end after 8pm on weekend ● Free if using sim equipment only, but there is a charge if using non-reusable equipment ● Ultrasound events need participants to sign a waiver (ask the Sim coordinator when you plan an event) ● Questions? Contact Megan Cadigan!
<p>12:30-12:45 Interest Group Registration <i>Dara Farhadi, President; Luke Wohlford, Vice President; Patrick Sarrette, Webmaster</i></p> <ul style="list-style-type: none"> ● Interest group registration and funding via club registration form (will be sent Friday 1/11): <ul style="list-style-type: none"> ○ Tells us you're an active club and applying for funding ○ Google form will be sent on Friday, January 11th, and is due Friday, January 25th, at midnight ● Update club website with your current leadership - 2 weeks to do ● Student Government actions to help groups- match dinner with 4th years (no need to request funds for specific specialty) ● New groups or inactive groups applying for reactivation also fill out Club Registration Form. Applications will be voted on by Executive Board in February meeting, and applications for funding will be accepted following approval. 	<ul style="list-style-type: none"> ● Every club has to submit one of these forms ● The form will be released tomorrow and will be due in two weeks ● Form includes club name, leaders, mission statement, advisors ● Returning clubs can also request funding now! Funding will be dispersed at the beginning of the semester for the whole semester. Later in the semester, funding can also be requested for a single event ● Funding is only available for events open to all of student body ● New/reactivating clubs: separate registration form, does not let you request funds immediately, but you can submit individual funding requests later in the semester

<ul style="list-style-type: none"> ● Club Membership Lists will go live on January 28th - submit blurb that will be shown to the student body within the Club Registration Form to advertise your group <ul style="list-style-type: none"> ○ Email rules to club members will be more relaxed, but remember that no exclusive events can be funded by MSG 	<ul style="list-style-type: none"> ● MSG website updates: please update your website within the next two weeks! ● Patrick has given access via IG websites. Sign in using your UA net ID. ● New change to IG organization: Club membership. Every club will have a membership list containing active members' names and emails. Allows for more networking within the club. Emails can be sent to IG members about upcoming events ● Please submit a blurb about your interest on the Club Registration Form, and this blurb will then appear on the sign-up form for club membership so students know what your club is about and if they want to sign up!
12:45-12:50 Questions?	
<i>Next General Assembly will be Friday, February 8th at noon</i>	
To Do:	
<ul style="list-style-type: none"> - Update IG website 	
<ul style="list-style-type: none"> - Fill out Club Registration Form + Funding Request for planned events 	
<ul style="list-style-type: none"> - Make a blurb for the Club Membership Form 	