

Meeting Minutes

Executive committee meeting 07/06/2022

1. Greetings & Attendance

- a. Name, position, college and program, pronouns
 - i. **Emily Alden**, HSSC President, MS2, She/her/hers
 - ii. **Robyn Turner**, HSSC Treasurer, Pharm ,
 - iii. **Solomon Watson**, HSSC VP, Pharm,
 - iv. **Sahana Ummadi**, HSSC VP of Outreach, MS2
 - v. **Kylee Hamilton**, HSSC Secretary, Nursing, She/her/hers

2. Understanding of executive committee position and responsibilities

- a. If you haven't had an officer transition meeting, make sure to reach out to the former officers to get a run-down of roles, responsibilities, and designated tasks.
- b. Review constitutional responsibilities in Article IV of constitution (attachment to email sent by Emily to HSSC account on 7/6/22)

3. Things to be done in July

- a. Date and time for future meetings is the first Tuesday of each month at 6pm. The next meeting will be August 2nd at 6pm
 - i. Solomon will submit a room request in the Domenici building
- b. Recruiting reps. Dividing the schools among the committee.
 - i. Solomon and Emily will work on putting together a one-sheet pamphlet for future HSSC student reps about role, responsibilities, and benefits of being a rep.
 - ii. Spread sheet for information https://docs.google.com/spreadsheets/d/1btmVZ1XjxfekmZOHSv45S046_qlUMe57syZsAKRLGEA/edit?usp=sharing
 1. Please reach out to a school/program listed if you can. Make sure to adhere to the number of reps each school/program is allowed.
- c. Budget for this year
 - i. We currently have about \$3,600 for the year
- d. Choosing dates for coffee & bagels, location, funding
 - i. Assign duties
 1. Robyn will be reaching out to Della to coordinate the event.
 2. We will need to firm up a budget for this event specifically
 3. Emily volunteered to pick up the bagels and coffee for the event
 4. Location: in front of the Happy Heart Bistro (need to ask permission)
 5. Date: August 3rd from 11:12:30pm
 6. Date: September 8th from 11:30 – 1:00pm
- e. 5k fun run dates.

- i. Dates: possibly the 5th or 13th of November
 - 1. Emily will reach out to iRunFit to see if one of those dates are available.
- ii. We will be using iRunFit again as a third party to put on the event.
- iii. Sahana will reach out to the on-campus running group to see if anyone in that group is up for volunteering as the 5k

4. Other business

- a. We need to write an outreach letter to all HSC students about our roles and responsibilities.
- b. Sahana will work on getting the old HSSC Wix website removed
- c. Sahana will need to contact Alex ALRoessner@salud.unm.edu to set up a website for HSSC that is current.
 - i. Executive committee details
 - ii. Meeting minutes
 - iii. Upcoming events
- d. First HSSC meeting in August will be on August 2nd at 6pm
 - i. We will try to have meetings in person because it encourages more participation.

5. Items for August 2nd meeting

- a. 5k Run update
- b. Committees
- c. Getting new class representatives
- d. Coffee and Bagels for the fall
- e. Additional items from other officers