

Reps Meeting, November 2, 2011

(Present: Andrea C., Cecilia F., Raychel C., Vasean P., Hilary M., Erika R., Nancy O., Carly K., Heather C., Jessica B., & Mary 'Molly' W.)

First of all, welcome to the Reps to our first official reps meeting this fall and first ever with this combination of people. We are so happy you are leading your classmates in this way and working with us willingly.

We are somewhat re-starting SBA- This means reps are to be set up with organization so they can function optimally.

### 1) Bylaws

Too confusing so we're going to make How-Tos for SBA. These will be in bullet format and in a binder.

- \*How to request funds
- \*How to start a chapter on campus
- \*How to join SBA
- \*etc

Meetings with executive members and class reps will take place 1x/month  
And the Big SBA meetings for all students will be 1x/month or 2 months

Our reps: We welcome their issues and we make our announcements.

Funds request is improving and going to be streamlined online and we'll keep track of funds by each program and cohort.

\*We want reps to process the requests and keep track of funds available. We can compare records on the funds and make sure that is accurate.

\$ available for use by semester/year and will expire. This can change with more organization/ written into our bylaws.

Fund \$ can be used for:

- Fun (Holiday party, outing, finals week midnight snacks...)
- Professional development (polo shirts, conferences, speaker...)

*Andrea will clarify the amount/student and when the funds expire or are no longer available for use.*

Class reps for: other classes that don't have them. Can't make people work as class reps. They just miss out, and we have to reach them somehow to announce how to use their class money. Any ideas?

When you use the money: the remainder can be used by individuals, for food, books, conferences or whatever they request it for. The money does not have to be equally divided between all students. Depending on how much the class spends on the collective events/costs will determine how much is available for individuals who request reimbursement funds.

On that note, checks are reimbursed. That is how the money flows. It is not paid upfront, we will need a receipt. Consolidating receipts is most helpful so we are writing fewer checks, but if need be and everyone in a cohort get's \$10 off a class they registered for, then each student needs to bring in a receipt and they will be given a personal check.

For the DPT program, they are interested in Panama but want financial help. We have decided that a certain amount of SBA funds will be given to the Global Brigades chapter organizers and they will be the ones to disburse scholarships to students who request them. Whatever money they do not put toward students can be used for medical supplies. Each trip that they take needs money and there is a lot of fundraising that goes on. We want to be helpful and to be fair, and this is the way we have decided on.

Many classes have their own structure of government (President, treasurer, secretary...). Maybe BSN will develop this? Or perhaps SBA will continue to be BSN-dominated and that has been working fine.

Remember: In OT, PT, DPM, they are less responsive because of their own internal organization and structure. So, thank you to all of you who are reps even though your class already has this structure in place. It is helpful to the greater SMU community and helps to bridge communication between programs. That is very valuable!

Junior 2 BSN reps ask: Do they have access to Spring 2011 funds now (because they just found out about them)? Andrea says probably not, but 'one could look into it.'

CRNA students have to go to 2 conferences per year. Financial help from SBA could be very helpful in this.

Fund request will be an online form and will spell out the process for all details needed. We are working on this and it will be published soon.

We need a secretary, can you all please let classmates know and invite those who you think would be good for this position to come and speak with Andrea/Cecilia, email us or come to the next meeting? Or would any of you be interested?  
(resounding silence)

DPT, CRNA, no likelihood they will join SBA executive team in 1st year. Too busy. FYI.

Main production focus now is the SBA How-Tos. We will be asking for help to create these documents and email that.

Miscellaneous: Recycling bins, can we get some more of these all around?