

Meeting Notes

- **Division of Roles**
 - Call meeting and set up agenda – Katie
 - Additionally, send out a message before meeting on what we may be interested in discussing as a way to format agenda
 - Task Follow up – Amanda
- **Event Possibilities**
 - Campus Liaison (APHA) Events
 - March, August and November events under APHA are options for rest of semester
 - Some guidelines for what events could look like are available
 - This is Public Health Week (4/3-4/9)
 - Look towards having a member sit in on conference call during that week
 - Possibilities for
 - Photo collage/gallery on Bulletin Board
 - Each Department sets up something around their field
 - BIOS = Monday
 - CBH = Tuesday
 - EPI = Wednesday
 - HMP = Thursday
 - OEH = Friday
 - Maybe set a day during week to have the blood drive
 - Earth Day event at Kent park 1-4pm
 - Event with community – Passport to health
 - Kids can do things around park to gain stamps in their passport – Katie to send email of flyer
 - Could replace blood drive or be included as another event for the year
- **Email account**
 - Javier will send steps on accessing account
 - Other members may have to be cleared – Email IT and cc Lexie
 - Distribution list
 - Preferred way of messaging all members of CPHSA board
- **Semi-Formal (NEW DATE 4/22)**
 - DCs, Fieldhouse, Pints wouldn't be available for Saturday
 - Hotel Vetro and Sheridan
 - No certain answer yet, probably out of budget
 - Javier suggested more of a cookout based on department opinions – may not fit into hope of formal being a consistent setting and format
 - 30 Hop and Iowa River Power
 - 30 hop would probably not work on a Saturday
 - IRP within budget and has varied food options, but hosting off campus may not be as convenient and cause more work than necessary, especially if CPHB was liked
 - Results from last year's semi-formal
 - CPHB was a good location based on survey

- Price of drinks and adding more types (alcoholic and non-alcoholic) are considerations
- Press Box
 - ~\$340 per hour (5-hour minimum space fee of \$1700)
 - Shannon will contact to get more information
 - is currently available for 4/22
- Send out a save the date by Friday 3/10 (Javier will draft)
 - Introductory email of new members and basic event info
 - RSVP with Qualtrics worked best
- Possibility to increase budget for this event – Tanya is in charge
- **Top choices – CPHB and Press Box**
- Activities at Semi-Formal
 - Photo booth and props went well – plan to include
 - Need to find a way to promote more interdepartmental mingling
 - Start brainstorming for games or some activity to promote this