

**Events**

- We each choose one event, if needed, we can also be backup help for each other
- Decided events
  - o Week of Random Acts of Kindness
    - Possibility in the future (December or near Thanksgiving?)
  - o Homecoming (**Amanda**)
    - Painting windows?
  - o Laser tag (**Katie**)
    - Estimates: \$12 a gun, \$96 for 8 guns (2 teams)
    - Plan to get a full budget to Lexie
    - Get in contact with Kelly Gray - facilities
  - o Conflict Resolution (**Javi**)
    - Cynthia Joyce – Ombudsperson
    - Kathy Andrews – get dates for open spotlight series
  - o Blood Drive (**Shannon**)
  - o Viewing Party (**Alyson**)
    - 9/30, 10/21, 11/11
  - o Cover letter (**Catherine**)
    - With alumni?
    - Connect with Kathy Andrews to get a specific Spotlight Series time
  - o Service Project (**Amanda**)
    - Lexie has list of organizations that are willing to work with us

**Board Structure**

- Overall agreement that having chairs will be beneficial to structure, completing action items
- Priority to customize positions and their responsibilities for CPHSA and its needs
  - o Our positions will be labelled as chairs
    - President (**Amanda**)
      - Serve as face of association
      - Speaker/representative at events
      - Follow-up with chairs on action items
      - Help review student input
    - Vice President (**Alyson**)
      - Provides support to other roles if needed
      - Secretarial duties
      - Set agenda
      - Review student input
        - o Collaborate with President to sift through issues
    - Communications Chair (**Shannon**)
      - Create announcements/flyers for events
      - In charge of email, communication with student body in this form
    - Professional Development Chair (**Catherine**)
      - Workshop coordination
      - Find appropriate people to be a part of professional development events
    - Community Service and Outreach (**Katie**)
      - Collaboration with organizations in and out of College/University

- Coordinate service projects
- **Operations (Javi)**
  - Reserve rooms/spaces for meetings and events
  - Arrange for food at events
  - IT/ oversee changes to association website
- **Election** – previously done by the student body
  - Aim for elections done in Jan/Feb, in their position by Feb.
  - Options:
    - Elected by student body - Entire student body has a chance in an survey
    - Outgoing board chooses from incoming board based on interactions before the formal
- **Website Updates**
  - Plan to post meeting minutes for student body to see
  - Include a link where students can submit concerns and ideas
  - Include a page of out bios, responsibilities in each position (about a paragraph or so)
    - “Education, hometown, department and program, what CPHSA means to you/what you hope to do in your position/etc.”
- **Open Forums** → get back into attending

#### **Action Items**

- Get bios to Javi by next meeting 9/29
- Make progress on individual events
- Figure out how election will be run