

## Agenda:

1. Call to order by presiding officer -[ORDER CALLED]
2. Review and approval of minutes from 12/6/16 + 1/2/17 meeting. [AYDIN'S MOTION SECONDED FOR THE FIRST TIME, MINUTES APPROVED]
3. Old business:
  - a. Constitution - discussion and approval
    - i. Questions for Steve:
      1. Does the constitution sound like we are trying to be a control center for the class? We had a notion that we wanted to be a "clearinghouse, not a control center".
    - ii. Everyone actually read the constitution before next meeting 1/18 and comment and revise
  - b. Coffee breaks
    - i. Latest email to Anna Medica, Content Producer:
      1. In response to your questions:
        - a. We're thinking "Dell Med Coffee Break" for the name, but we are also open to your thoughts/suggestions. We tossed around some other ideas – Dell Med Coffee Hour, Dell Med Community Coffee – but we thought the first idea (DMCB) conveyed the spirit of the event most clearly and simply.
        - b. For the look and feel, we want it to be warm and welcoming to everyone in the Dell Med community and to strike a balance between professional and casual (if that makes sense). Also, we'd like it to fit nicely on a coaster and potentially a coffee mug, so perhaps a circular design would work well.
          - i. As a note, we'd like to create simple coasters – like the paper ones that UT gives out to advertise Bevo Bucks – to give away at the coffee break, with the idea being that people can take a coaster back with them to their office and help advertise the event. We're also considering making coffee mugs that people can buy to help offset the ongoing cost of the event.
        - c. As for a date, we're flexible, but we'd like to start by the last week of January if possible. That means we'd probably want the logo ready for advertisement purposes by the third week of January. Would that give you enough time?
    - ii. Coffee
      1. Real mugs? Must wash
      2. We can get equipment if we supply/make the coffee
      3. Need logo for mug merchandise
    - iii. Conversation with Lori Cook
      1. Very excited about this
      2. Keep in mind
        - a. Every other month, staff all-hands meeting (typically 11-1 or 3-4)
        - b. Try to pick week other than all-hands meeting (moving target)

- c. Frequency - cautioned us to start more infrequently to build demand
  - iv. Potential start dates
    - 1. Early: 1/31 or 2/1
    - 2. Later: 2/21 or 2/23
  - v. Going forward
    - 1. Tamara needs an approximate cost - then use ProCard and submit receipt
- c. Budget for student orgs
- d. Other old business I'm forgetting?
- 4. New business:
  - a. Separate coffee break meeting
  - b. Med school prom/budget meeting
  - c. Texas 2 Step - Aydin
  - d. Bylaws - when to write, planning, etc. Should we table until end of MS1?
  - e. Formation of a culture/wellness path going forward and an anthology of #dellmedfirstclass stories. To be discussed.
- 5. Reports of committees/representatives: (this is from 12/6 meeting, but Steve wasn't there. Won't be here again... plan method of follow up).
  - a. Admissions: **We'd like to meet with Steve to talk more about what exactly our positions entail - right now we are more-so defining our own positions, and we'd like a little more information on what exactly falls within our responsibilities, what flexibility we have, etc. :)**
  - b. Special events: **budget :) need some money for memorial - flowers, candles, refreshments**
  - c. Specialty exploration: **Currently planning a specialties panel lunch on January 10, 2016 (confirmed with Tamara) - working on finding non-faculty/non-academic clinicians for this. This one will include one clinical from each clerkship field.**
    - i. Brooke to email Sabah to make sure they are promoting their event through appropriate channels
  - d. Wellness: **Figuring out what all we need/have time to be in charge of and our budget.**
  - e. MS1 UMEC and SOC would like to attend senate meeting in January--**INVITE to week 1/23 meeting--Week of Jan 23**
- 6. Class business:
- 7. Date for next meeting:
- 8. Business for next meeting: