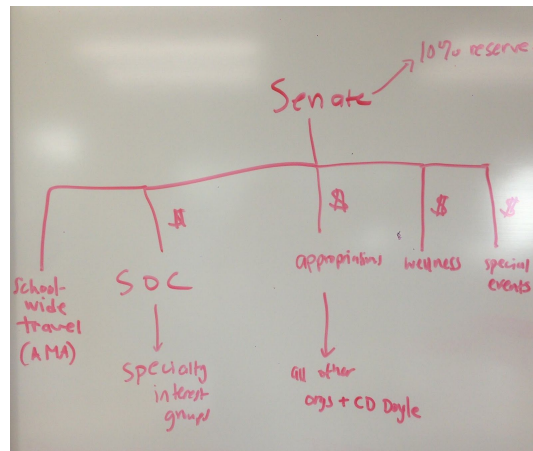


1. Call to order by presiding officer [ORDER CALLED]
2. Review and approval of minutes from 11/29 meeting. [MINUTES APPROVED]
3. Old business:
 - a. Coffee breaks
 - i. Aydin and Brooke- Invest in real mugs made from stone? Incentive to stay at coffee and not grab and go. Maybe mugs for purchase to self sustain? To follow up
 - ii. Virginia- communication with communications, to follow up
 1. What is the name of the event? Will pitch some ideas to them
 2. Look and feel? Use existing graphics? Will be easier to adapt
 3. Day of the week? 1/24 or 1/26
 4. How long? 1 hour
 - iii. Garreet- 3 emails, will discuss when we have all branding and details, emails appended below
 - iv. Leonard- has not communicated with Lori Cook, to follow up... "make her aware of what we are doing and why- possible future collaboration about promoting Dell culture"
 - v. culture"
4. New business:
 - a. Budget for student orgs
 - i. Need forecast from each of these arms for us to estimate how to allocate monies



- ii.
- iii. Jessica to email- forecasting requests shall include: what the entity needs money for, how much money they think they will need, and justification
- b. Discussion on student org formation/talking to Juan and what Senate's role should/could be there.
 - i. Juan reached out to orgs with info on how to register with UT so they can become a formal org and to apply for funding
 - ii. Senate needs to register as an org --Aydin can do it

- c. Constitution meeting - upcoming. Anything to address beforehand?
 - i. 12/14/16 1pm at Brooke's
- 5. Reports of committees/representatives:
 - 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
- 6. Class business:
- 7. Date for next meeting: 1/10/16 8am
- 8. Business for next meeting:
 - a. Mellie Price- lunch and learn?

Appendix:

EMAIL 1:

Subject: (no subject)

Dear Beloved Dell Medical School Family,

[The inaugural class of DMS / The DMS Student Senate] would like to invite you to this week's ["DMS Coffee Break" / whatever the name of this thing is] occurring [date and time].

This is an effort to create [1st to 5th floor] integration and collegiality amongst ALL members of the DMS family. DMS Coffee Break will be weekly event, with invitees including everyone in the HLB, staff and faculty of Brackenridge / Dell Seton, and anyone else who would like to get to know the wonderful people of DMS.

Please pencil this into your calendar and get your daily dose of caffeine!

EMAIL 2:

Subject: You're Invited to DMS Coffee Break [Person Specific Invite]
[Salutation],

I would like to personally invite you to this week's [DMS Coffee Break]. [DMS Coffee Break] is a weekly, informal event intended to get everyone on the DMS team to know each other. Everyone is invited, but I wanted to personally invite you to this week's coffee break.

I'm sure your schedule is very busy, but if you could spare a few minutes, I'm sure everyone would be happy to see you. If you can't make it, please pencil us in some other week that works better for your schedule!

Bests,
[Your name]
Dell Medical School | MS 1
The University of Texas at Austin

EMAIL 3:

Subject: DMS Coffee Break - 1st Invite
Dear Beloved Dell Medical School Family,

[The inaugural class of DMS / The DMS Student Senate] would like to invite you to the first weekly running ["DMS Coffee Break" / whatever the name of this thing is] occurring [date and time].

This is an effort to create [1st to 5th floor] integration and collegiality amongst ALL members of the DMS family. DMS Coffee Break will be weekly event, with invitees including everyone in the HLB, staff and faculty of Brackenridge / Dell Seton, and anyone else who would like to get to know the wonderful people of DMS.

Please this pencil into your calendar and get your daily dose of caffeine!