

MSU Meeting Minutes

August 3rd, 2020

I. Reports from MSU Officers

A. President: Kaitlyn Rewis

1. "Need-to-Know" Quick Sheet Summary

- a. **ACTION ITEM:** Sign & submit [this Google form](#) (one per MSU-funded student org) acknowledging receipt & understanding of MSU Student Org policies **by Fri., Aug. 7**
 - b. **Inquiries** - email MSU directly at ssom.msu@gmail.com
 - (1) Try to avoid emailing/contacting us individually when possible
 - c. **MSU Meeting Schedule**
 - (1) First Monday of every month at 6pm CT, unless otherwise noted
 - (a) When first Monday not available, meeting will take place on next school day
 - d. **MSU Meeting Attendance** - necessary for MSU-funded orgs and class boards to maintain access to funding
 - (1) **Sign in at every MSU meeting**
 - (a) Currently tracked via Zoom meeting registration/verified by meeting attendance
 - (2) If unable to attend, email ssom.msu@gmail.com 24 hours in advance
 - (3) Each meeting attendee can represent up to 2 orgs maximum
 - e. **Student Life Leadership Rule**
 - (1) May hold up to 2 positions across ALL student orgs (MSU-funded and non-MSU orgs included), with a max. of 1 president position (includes: president, director, co-president, co-director, etc.)
 - (2) Appeal to Catherine Jardien for 3 positions: 3rd position must be as an MSU Rep
 - (3) M1s are not allowed to hold officer positions until January
 - f. **Org Events**
 - (1) For MSU-funded orgs, please avoid hosting any events until after the M1s' first exam and Student Org Fair.
 - (2) This helps M1s transition into the academic rigor of medical school
 - g. **Email Etiquette**
 - (1) Please only email your member listserv, NOT class listservs/the entire school
 - (2) Refrain from corresponding with M1s until after Student Org Fair/M1 first exam
 - (a) M1s can sign up for your listserv at the org fair and you can then correspond with them
 - h. **Shadowing Sign-Ups**
 - (1) Recommended to notify members ahead of time when sign-ups will be sent out
2. **MSU Feedback Form** - please use for any questions or concerns (consider providing your name and email if you would like to receive a direct response)!
- a. **Current Issues**
 - (1) **AMA Membership Troubleshooting**
 - (a) **M2 academic resource:** Sketchy Micro (6 month subscription) — email AMA to switch to 9-month BnB subscription if you would prefer that as your new member study resource
 - (b) **M3 academic resource:** First Aid Step 2 CS (shipped to address on AMA Profile)

- (c) Please make an account if you have not already (use your LUC email); refer to [these instructions](#) on how to do this from the AMA Rep
 - (2) We will observe appropriate time zone in Illinois as Central Time (CT), not Central Standard Time (CST) or Central Daylight Time (CDT)
 - (3) **Getting merchandise approved**
 - (a) Make it different from what other orgs are selling
 - (b) Email Catherine and/or Curtis for questions
 - (c) Merchants used successfully in the past: Blue Sky, The Finer Line
 - (d) Note: Be advised that Custom Ink requires a formal letter of approval from Student Life and reaches out to Loyola licensing to use the school's logo - causes 3 week delay with any fundraiser
 - 3. **Wellness Project Updates:** Both committees had their first committee meeting!
 - a. **DACA Support Committee**
 - (1) **Committee Leader:** Sumbul Siddiqui
 - (2) **Outreach Coordinator:** Jackie Sol
 - (3) **Seminar Workshop Coordinator:** Ali Torabi
 - b. **FGLI Support Committee**
 - (1) **Committee Leader:** Safiya Aijazi
 - (2) **Outreach Coordinators:** Hannah Carey, Edgar Yap, & Rasa Valiauga
 - (3) **Seminar Workshop Coordinators:** Amela Rugova & Jannie Bolotnikov
 - (4) **FGLI Mentorship Coordinators:** Danny Do & Liliana Freire
- B. Vice President: Kavita Krishnan**
- 1. **2020-2021 MSU Projects**
 - a. **Mentorship**
 - (1) [M2 Mentor List](#) with SAS/MSU
 - (a) M1s will initiate reaching out to any M2 on the list
 - (2) [M1/M2 Group Mentorship Project](#)
 - (a) M1s and M2 mentors have been assigned
 - (b) Fall Q&A Session on Thursday, August 6th at 6:30pm CT via ZOOM
 - b. [Virtual Student Handbook](#) (AMIG & MSU collaboration) - **now available!**
 - c. Addresses topics such as: academics, research, shadowing, etiquette, residency interview tips, life strategies, etc.
 - (1) This will continually be updated throughout the year
 - 2. **Return to In-Person Activities**
 - a. Any in-person events with a large number of attendees (i.e., Med Prom, St. Luke's) are currently on standby due to COVID
 - (1) Arrangements based on suggestions for possible fall dates in the future have been taken into consideration
- C. Secretary: Jesse Webb**
- 1. **LUCommunity** - centralized website for orgs to provide org info, calendar of events, etc.
 - a. All individual students partaking in any student life organization need to [register here](#) individually **no later than Aug. 10** (see Curtis's email)
 - 2. [MSU Website Updates](#)

- a. [Email us](#) if you need to make any changes to your org board, info, links, or contact info, on your MSU webpage ASAP
- 3. **Student Org Leadership Summit**
 - a. Required for all org leaders, even if you previously attended a Leadership Summit
 - (1) Will take place in late August; info on exact date/time to come
- 4. **Student Org Listserv**
 - a. Created for future correspondence between MSU and orgs. We will send all pertinent information to student orgs through this listserv, so make sure your email is correct and you're checking it!
 - (1) Please let MSU know if contact info/email needs to be updated for your org!
- 5. **MSU Calendar**
 - a. We will continue to use the [MSU Google calendar](#) for student org events until the calendar is set-up on LUCommunity.
 - (1) When adding events, please title your event "Student Org: Event" (e.g., MSU Meeting, AMIG Panel, APAMSA Intro Meeting, etc.). Don't forget to include your ZOOM unless emailing the link out to your attendees (we recommend password-protected meetings since the calendar is public!)
 - (2) You can subscribe to the MSU calendar by copying and pasting this link into your personal Google calendar:
<https://calendar.google.com/calendar/ical/ssom.msu%40gmail.com/public/basic.ics>
 - (3) [Instructions for subscribing to Google iCalendars](#) (reference: "add using a link")
 - b. Let us know if your org does not already have access to add events, or email us with event details you'd like us to add for your org
- 6. **Student Leadership Resources**
 - a. Please see [Resources on MSU website](#) for "SSOM Program Planning A-Z" and "Student Leadership Guide"
- D. **Treasurer: Teresa Cheng**
 - 1. **MSU Funding Updates**
 - a. **Budgeted for 76 MSU-funded student organizations**
 - (1) \$100 initial allocation - must be spent first prior to requesting any additional funds
 - b. **Limited additional funding**
 - (1) Available on first-come, first-serve basis, BUT ONLY after initial \$100 has been spent in its entirety - needs to be a reasonable request
 - (2) [Submit requests](#) online **no later than noon** on the day of the MSU meeting
 - 2. **MSU Funding Procedures**
 - a. [Letter to Treasurers](#) - detailed guide on spending, reimbursements, etc.
 - (1) **ACTION ITEM:** Sign & submit [this Google form](#) acknowledging receipt and understanding of MSU Student Org policies **by Friday, Aug 7**. This is the same Google Form to certify you read the Quick Sheet as well.
 - b. **Purchases**
 - (1) Considered **tax-exempt**, request the certificate from Treasurer

- (a) Cannot spend on gift cards, alcohol, memberships, or travel vouchers
- (2) **Two ways to spend:** ProCard or Personal Reimbursement
 - (a) ProCard method is highly preferred (but Costco doesn't accept this method unless purchase is >\$250)
 - (b) Reimbursement requires receipt evidence and W9 form - takes longer

c. **Reimbursements**

- (1) **Everything done online - [Wufoo form](#)**
 - (a) See Teresa's [Letter to Treasurers](#) for details on sharing bank account/routing number with Curtis to receive direct deposit
 - (b) Need to submit documentation within 30 days of the event/purchase
 - (c) Can also find Wufoo link on MSU website under "[Resources](#)"
- (2) MSU will not reimburse for retroactive *additional-funding* requests

d. **Additional Funding**

- (1) **Will only approve additional funding if:**
 - (a) Active student org in good standing
 - (b) Initial \$100 has already been spent by the student org
 - (c) Reasonable request is presented
 - (d) Event/purchase has NOT taken place at the time the request is reviewed
 - (e) Majority vote + MSU treasurer approval

MSU-Funded Student Organizations - Committed	Funds Allocated	Funds Disbursed	Funds Remaining
Addiction Medicine Interest Group (AddMed)	\$100.00		\$100.00
Academic Medicine Interest Group (AMIG)	\$100.00		\$100.00
American Medical Association (AMA)	\$100.00		\$100.00
American Medical Women's Association (AMWA)	\$100.00		\$100.00
Anesthesia Interest Group (AIG)	\$100.00		\$100.00
Asian Pacific American Medical Association (APAMSA)	\$100.00		\$100.00
ATC Health Coaching Program	\$100.00		\$100.00
Back On My Feet	\$100.00		\$100.00
Bone Marrow Transplantation Awareness Group	\$100.00		\$100.00
Bioethics Interest Group (BIG)	\$100.00		\$100.00
Business in Medicine (BiM)	\$100.00		\$100.00
CardioVascular Interest Group (CVIG)	\$100.00		\$100.00
Catholic Medical Association	\$100.00		\$100.00
Christian Medical and Dental Association (CMDA)	\$100.00		\$100.00
Community Health Clinic - Primary Care Clinic (CHC)	\$100.00		\$100.00
Community Health Clinic - Phlebotomy Lab	\$100.00		\$100.00
Culture in Medicine (CiM)	\$100.00		\$100.00
Dermatology Interest Group (DIG)	\$100.00		\$100.00
Emergency Medicine Interest Group (EMIG)	\$100.00		\$100.00
ENRICH Urban Farming and Gardening	\$100.00		\$100.00
Family Medicine Interest Group (FMIG)	\$100.00		\$100.00
Fresh Start	\$100.00		\$100.00
Geriatrics Interest Group (GIG)	\$100.00		\$100.00
Group for Environmental Medicine and Sustainability (GEMS)	\$100.00		\$100.00

MSU-Funded Student Organizations - Committed	Funds Allocated	Funds Disbursed	Funds Remaining
Healing Notes	\$100.00		\$100.00
Hospital Medicine Interest Group (HMIG)	\$100.00		\$100.00
Housing Forward	\$100.00		\$100.00
Integrative Medicine Interest Group	\$100.00		\$100.00
Internal Medicine Interest Group (IMIG)	\$100.00		\$100.00
Interventional Radiology Interest Group (IRIG)	\$100.00		\$100.00
Jewish Student Association	\$100.00		\$100.00
Infectious Disease Interest Group	\$100.00		\$100.00
Iranian American Medical Association (IAMA)	\$100.00		\$100.00
Latino Medical Student Association (LMSA)	\$100.00		\$100.00
LIGHT- Loyola Initiative for Global Health Transformation	\$100.00		\$100.00
Medical Muslim Student Association (MMSA)	\$100.00		\$100.00
Mental Illness & Neurological Disease (MIND) - Psychiatry Student Interest Group	\$100.00		\$100.00
National Arab American Medical Student Association (NAAMA)	\$100.00		\$100.00
Neighborhood Health Initiative (NHI)	\$100.00		\$100.00
Neonatology Interest Group	\$100.00		\$100.00
Neurological Surgery Interest Group (NSIG)	\$100.00		\$100.00
New Life Volunteering Society (NLVS)	\$100.00		\$100.00
Oncology Interest Group (OncIG)	\$100.00		\$100.00
Ophthalmology Interest Group (OIG)	\$100.00		\$100.00
Orthopedic Surgery Interest Group (OSIG)	\$100.00		\$100.00
Otolaryngology Interest Group (OIG)	\$100.00		\$100.00
Pediatric Interest Group (PIG)	\$100.00		\$100.00

MSU-Funded Student Organizations - Committed	Funds Allocated	Funds Disbursed	Funds Remaining
Physical Medicine & Rehabilitation (PM&R) Interest Group	\$100.00		\$100.00
Physicians for Human Rights (PHR)	\$100.00		\$100.00
Plastic Surgery Interest Group	\$100.00		\$100.00
Polish American Medical Student Society (PAMSS)	\$100.00		\$100.00
Programming in Meicine (PiM)	\$100.00		\$100.00
Quinn Center Student Outreach (QSOA)	\$100.00		\$100.00
Radiation Oncology Interest Group (RadOnc IG)	\$100.00		\$100.00
Radiology Interest Group (RIG)	\$100.00		\$100.00
She's The First (STF)	\$100.00		\$100.00
Society of Women's Health (SWH)	\$100.00		\$100.00
Souleus Dance	\$100.00		\$100.00
South Asian Medical Student Association (SAMSA)	\$100.00		\$100.00
Sports Medicine Interest Group	\$100.00		\$100.00
Stritch Citizen Physicians	\$100.00		\$100.00
Stritch Pride	\$100.00		\$100.00
Student Interest Group for Neurology (SIGN)	\$100.00		\$100.00
Student National Medical Association (SNMA)	\$100.00		\$100.00
Students Curious in Outrageous Pathology Experiences (SCOPE)	\$100.00		\$100.00
Students for a National Health Program (SNaHP)	\$100.00		\$100.00
Surgery Interest Group (SIG)	\$100.00		\$100.00
Syrian American Medical Society	\$100.00		\$100.00
Thoracic Surgery Interest Group (TSIG)	\$100.00		\$100.00
Ultrasound Interest Group (USIG)	\$100.00		\$100.00
Urology Interest Group (UIG)	\$100.00		\$100.00
Vascular Surgery Interest Group	\$100.00		\$100.00
Veterans Health Partners (VHP)	\$100.00		\$100.00
Visual Arts Wellness Group (VAWG)	\$100.00		\$100.00
Walks of Life	\$100.00		\$100.00
White Coats 4 Black Lives (WC4BL)	\$100.00		\$100.00

II. Additional Funding Requests

1. **Programming in Meicine (PiM)** - retroactive reimbursement will be processed this fiscal year
 - a. Request was voted + approved at the MSU meeting on May 3rd, 2020
 - b. This will come out of additional student org funding for 2020-2021 year

- III. **Reports from Class Presidents**
 - A. **M2: Cheryl Zhang**
 - 1. Stritch Rx started up yesterday - weekly newsletter to Class of '23
 - 2. Informal Communication Platforms
 - a. [The Official Stritch Class of 2023](#)
 - b. [Stritch Class of 2023 GroupMe](#)
 - 3. Questions to Catherine weekly from weekly class board feedback form
 - 4. Class board cannot officially sponsor any in-person gatherings
 - 5. [2023 Class Feedback Form](#) for any class board suggestions
 - a. If you have feedback that needs follow-up or is individualized, please provide your email address
 - B. **M3: Hye-Jin Yun (Steven VP)**
 - 1. Parts of the class have finished or started their first rotation
 - 2. Most of the class has finished sitting for Step 1
 - C. **M4: Kevin Singh**
 - 1. Currently making up for previously missed rotations due to COVID-19
 - 2. Headshots details TBA
 - 3. School is working on availability of interview rooms
- IV. **Reports from OSRs: Julie Mina, Naomi Ayele, & Dave Lee**
 - A. Emailed M1s for OSR application - [deadline to apply Aug. 21st](#)
 - B. Project in the making for focus groups to discuss AAMC data
- V. **Stritch University Committee (Student Life Update)**
 - A. **LUCommunity - [register here](#)**
 - 1. Curtis is working on finishing adding and assigning officers
 - 2. Student Org fair will be occurring virtually through LUCommunity during the week of the first M1/M2 exam
 - 3. Student organizations should not be hosting any events that involve M1s until after the Student Fair
 - B. **COVID-19 Regulations ([Restore Illinois](#))**
 - 1. As of July 31st, Illinois is in Phase 4
 - a. Meet virtually as much as possible and limit in-person meetings to 10 people
 - b. Outside gatherings are currently limited to 50 people
 - (1) School sponsored events must be in accordance with state and local regulations, as well as Loyola University regulations
 - c. Please continue to avoid large crowds, wear masks, and practice social distancing
- VI. **Reports from Student Organizations**
 - A. None
- VII. **Student Wellness Advisory Group (SWAG)**
 - A. New programming, including emotional resilience and health workshops every month
 - B. Continuing to host group Zoom fitness sessions
- VIII. **Adjournment**

Next meeting: [Tuesday, Sept. 8th at 6pm \(CT\) via Zoom](#)