



PHO
Department of Public Health
East Carolina University
1709 West Sixth Street
Greenville, NC 27834-2803

Public Health Graduate Student Organization

Wednesday, January 28, 2009

5:45, *Allied Health Building, Room 1335*

Attendees: Elizabeth Baker, Dr. Bethel, David Blackley, Crystal Bowe, Matasha Brown, Summer Choudhury, Kelvin Freeman, Neil Gilbird, James Gordon, Chris Green, Chrystal Harris, Tandra Hilliard, Audrey Holland, Ambria Jenkins, Leisha Johnson, Gillian Jones, Travis Kauffman, Marissa Kleffman, Ruth Little, Britany Locher, Brian Loveland, Kimberly Matthews, Becky Merrick, Dr. Moore, Dr. Novick, Ross Pendley, Bethany Reynolds, Eddie Reynolds, Gayatri Surwade, Anna Szamosi, Dana Weikart, Kyle Wilson, Fred Wright

I. Call to Order

II. Special Orders

A. Welcome Dr. Lloyd Novick, Department of Public Health Chair

1. Dr. Novick has generously agreed to provide dinner at the meetings this semester.

2. Graduation

a. Logistics

- The University's graduation will be held on Friday, May 8, 2009, and the Medical School's graduation is 8 am on Saturday, May 9, 2009.
- As we would like to have the Dean of the medical school attend our recognition ceremony, the Department's ceremony will be held on Saturday after the medical school's ceremony (approximate time= 11 or 12).
- The recognition ceremony will consist of a welcoming address from Dean Cunningham, a keynote address, and then the recognition of graduates.
- A reception will be held for family and friends.

b. Requirements

- In order to officially graduate, a student must complete all 45 credits and present their professional paper by May 1st.
- If students are close to graduating (have completed 44 credits), which will be determined by their professional paper instructor, they will be allowed to be hooded and "walk" in the recognition ceremony.

c. Keynote Speaker

- At last May's ceremony, the former NC State Health Director, Dr. Leah Devlin, was the keynote speaker.
- Faculty and students may submit their suggestions to the Department. We would like the speaker to be a person who is visible in public health, reflecting well on our program.

3. Professional Papers

- a. The final professional paper draft is due April 10th and the presentation must be scheduled soon thereafter.

B. Welcome DPH Faculty Attendees

1. Elizabeth recognized the other faculty and staff that were in attendance (Dr. Bethel, Dr. Moore, Ms. Little, Bethany Reynolds). She thanked Dr. Novick for the food and began reviewing items on the agenda.

III. Officer Reports

A. President Elizabeth Baker

1. Welcome

2. Mills Symposium

- a. February 6th, 8:30-5:30, Greenville Hilton & Convention Center
- b. The following students will be in attendance: Travis Kauffman, Ross Pendley, Marissa Kleffman, Summer Choudhury, Kimberly Mathews, Chris Green, Crystal Bowe, and Brian Loveland. Ruth Little will be presenting.
- c. <http://www.ecu.edu/ah/millssymposium.cfm>

3. Commencement

a. Ad hoc committee

- Need to decide on speaker ASAP
- We need at least 6 first year students to serve as marshals for the graduate recognition ceremony. Marshals must commit to attending the meetings prior to graduation and the recognition ceremony. Final marshal selections will be made by the executive board based on PHO involvement.
 - i. The following students showed interest: Travis Kauffman, Audrey Holland, Gayatri Surwade, Ambria Jenkins, Anna Szamosi, Becky Merrick, David Blackley, Brian Loveland, Chris Green, and Kimberly Mathews

4. Review Officer Roles/Ad hoc finance committee

- a. PHO would like to create a Finance committee to include students interested in becoming a PHO officer next year.
- b. Many PHO activities, including attending APHA, are funded through the Graduate Senate.
- c. Officer roles are included with these minutes at the bottom for those interested in running for a PHO office next year. Please familiarize yourself with the officer duties and responsibilities. Elections will be made prior to the conclusion of the semester.
- d. The following students would like to sit on the committee: Travis Kauffman, Matasha Brown, Chris Green, Kimberly Mathews, Brian Loveland, Crystal Bowe, Gayatri Surwade, and Becky Merrick. Secretary Ross Pendley will be this committee's chair.

5. Relay 4 Life

a. Disperse packets



b. Sign-up

- PHO will be participating in Relay for Life this semester.
- The cost to join a team is \$5 (this fee covers the T-shirt also).
- The event will last 24 hours and a member from each team has to be on the track at all times.
- There are various items for sale including drink cozies for \$3 and coupon booklets for \$25.
- There will be a Dodgeball Tournament, "Save Your Balls", to help raise money for participating teams.

- Please contact Tandra Hilliard if you are interested in participating or fundraising for the team. The following students signed up: Summer Choudhury, Ross Pendley, Travis Kauffman, Britany Locher, Anna Szamosi, Becky Merrick, Neil Gilbird, Brian Loveland, David Blackley, Chrystal Bowe, Chrystal Harris, Leisha Johnson, Matasha Brown, Chris Green, Kimberly Mathews, and Trey Wright

B. Vice President Eddie Reynolds

1. Intramural Update

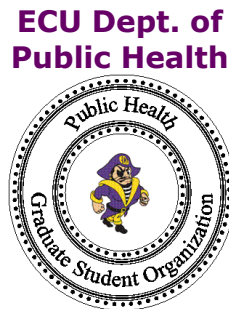
- a. Men's Team, John Snow's Got Handles
- b. Tuesdays at 9:00 pm, Christenbury Gym (Main Campus)
 - All males interested in participating may contact Eddie or show up to the game with your One Card. All faculty, staff and students are encouraged to support our team.

C. Treasurer Ross Pendley

1. Dues_ \$10/semester

D. Parliamentarian Marissa Kleffman

1. Students voted on the new T-shirt design. The new T-shirts will be purple with white font.
2. The front shirt pocket will have the following design:



3. The back of the shirt will have the following design:

PUBLIC HEALTH WORKER

BE NICE

I MAY HAVE SAVED YOUR LIFE

E. Secretary Tandra Hilliard

1. Roll Call

IV. Special Reports

A. Volunteering, R. "Becky" Merrick

1. Spring Arbor, BINGO

- a. February 21st, Saturday, 3 pm, roughly an hour
- b. Interested in volunteering: Marissa Kleffman, Ross Pendley, Travis Kauffman, Britany Lochler, Leisha Johnson, Matasha Brown, Chris Green, Trey Wright, Brian Loveland, Neil Gilbird, Elizabeth Baker, Becky Merrick

- B. Social, Travis Kauffman
 - 1. A Super Bowl Party was held on Sunday at Brian Loveland's house. Thanks Brian for the wonderful hospitality.
- V. Old Business
 - A. Thanks to those who volunteered at Spring Arbor in December: Elizabeth Baker, Becky Merrick, & Anna Szamosi
- VI. Announcements
 - A. 30th Annual Minority Health Conference
 - 1. February 27th, UNC-CH
 - 2. Registration is \$20 until February 6th. Register at <http://www.minority.unc.edu/sph/minconf/2009/>
 - 3. The following students signed up: Summer Choudhury, Kyle Wilson, Ambria Jenkins, Audrey Holland, Kelvin Freeman, Leisha Johnson, Matasha Brown, Chris Green, Kimberly Mathews, Brian Loveland, Neil Gilbird, David Blackley, and Tandra Hilliard
 - B. Semester Meetings
 - 1. 5:45-6:45 pm, Room 1335
 - 2. Feb 18, Mar 18, & April 15
 - C. The Keith LeClair Classic (baseball) is Feb 27-Mar 1. Save the date!

Fellow MPH student Crystal Bove shared some announcements with everyone.

- There is an internship opportunity available in Pitt County that involves mentoring youth. If interested, please contact her.
- The NC Albert Schweitzer Fellowship Program is a wonderful program that promotes public health and service. Applications were due at the end of January, but students should plan to apply next year. This opportunity allows you to create your own Public Health outreach program in your community. Please visit <http://www.schweitzerfellowship.org/features/us/nc/> for more information.
- Any students interested in applying to medical school may contact her for advice. Her email is ccc0826@ecu.edu.

VII. Adjournment

The meeting was adjourned by President Elizabeth Baker.

Prepared by Secretary Tandra Hilliard

CHAPTER TWO

Duties of Officers

Section 1. Duties of the President

- A. The President shall preside at PHO meetings and shall, in conjunction with the members of PHO, take appropriate action to fulfill and promote the purposes of the organization.
- B. The President shall serve as the PHO correspondent to the Masters of Public Health student body, faculty, and administration.
- C. The President is also a member of all internal PHO committees.
- D. The President has the authority to make executive decisions during emergency situations.
- E. The President shall act as the North Carolina Public Health Association (NCPHA) representative for East Carolina University. If he/she cannot act in this capacity, it is his/her job to delegate someone to this task.

Section 2. Duties of the Vice President

- A. The Vice President shall preside at PHO meetings in the absence of the President and shall serve as the President if the president resigns or is otherwise unable to serve, pending election to fill vacancy.
- B. The Vice President shall fulfill the duties of the president, bearing all responsibilities and privileges, in the president's absence on all designated committees.
- C. The Vice President shall serve as head of all PHO committees and oversee all reports compiled by committee chairs and present those to the Executive Board.
- D. The Vice President shall arrange all meeting speakers.

Section 3. Duties of the Secretary

- A. The Secretary shall prepare and distribute minutes for all PHO members.
- B. The Secretary shall notify all PHO members about meetings and serve as the custodian for all PHO records and PHO affiliated correspondence.
- C. The Secretary is responsible for maintaining accurate records of quorum, attendance and voting history of each PHO member.
- D. The Secretary shall serve as the liaison between PHO and the Student Organization Center. As so, he/she will be responsible for submitting the necessary semester report.
- E. The Secretary is responsible for maintaining all PHO historical records.

Section 4. Duties of the Treasurer

- A. The Treasurer shall be responsible for designing the PHO budget in conjunction with the PHO Executive Board.
- B. The Treasurer shall be responsible for preparing and distributing PHO treasury reports.
- C. The Treasurer shall collect and approve budget requests and reimbursements in conjunction with the Finance Committee for approval of the PHO Executive Board.
- D. The Treasurer shall serve as the liaison between PHO and the Graduate & Professional Student Treasurer.
- E. The Treasurer is responsible for maintaining all records of fundraising activities.

Section 5. Duties of the Parliamentarian

- A. The Parliamentarian shall be knowledgeable of and ensure that meetings are in accordance with parliamentary procedure.
 - 1. The Parliamentarian is responsible for the education of the council on parliamentary procedure.

2. In the event that the office of the Parliamentarian is vacant, these duties shall be assumed by the President.
 - B. The Parliamentarian shall be responsible for providing and maintaining order at PHO meetings.
 - C. The Parliamentarian is responsible for its routine maintenance of the PHO Website.
 - D. The Parliamentarian shall serve as the Graduate & Professional Student Senate Representative of PHO and report information from the assemblies to the Executive Board.
 - E. The Parliamentarian shall uphold the integrity of the Constitution & Statutes of PHO.