**ASSP Meeting #3**

10.31.2017

PSC 104

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| **Time** | **Item** |
| 12:00PM | Welcome/Check In* Visions and goals
	+ Promote collaboration and unity of the student body through academic, social, and service opportunities
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|  | Monday Mail Review* Last meeting: decided to send out a draft of Monday Mail to the Organizational Presidents
	+ Feedback
		- Helpful!
		- Continue with this
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|  | Fundraising Week* Typically how much money do you make from lobby fundraising?
	+ Overall, not beneficial
	+ Profitable to CPNP
	+ Mostly food-centered
	+ Missing classes to pick-up food for fundraising
* Lobby will need to be reserved. Currently the application form is being made.
	+ Will be updated soon
* Class Boards will fundraise this month
	+ Please meet with me after the meeting
* Rest of the Orgs will fundraise in the lobby in early Spring Semester
* Organizations can hold separate fundraising (i.e. shirts, etc)
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|  | Discussion of Level 1 Reps and Committees * What are the roles of Level 1 Reps?
	+ CPNP: embassador for CPNP and class
	+ PharmSC: work with president and president elect
* What is the role of a first year committee?
	+ Should be less recognized as ‘title’ but should be recognized for their ‘work and help’
* On flyers: should we include both level 1 reps and the committee members?
	+ Only the level 1 rep should be on the flyer
* APSA got rid of all project level 1 reps -> just committee
	+ General APSA members
	+ No recognition of committee members just the members who want to help
* Every organization should have only level 1 rep!
	+ Currently, 4 is the most
	+ For next year, there shouldn’t be more than 1 level 1 rep.
	+ Must create a distinct position if needed.
		- If there is a distinct role for that position
		- WIth few exceptions, there should be a clear distinction between each role
		- No dilution of roles (a position should not be created just to be responsible for a single event)
* PharmSC and MAPSC don’t require membership - outreach organization
	+ Reason why they created a position ‘committee’ than general members
	+ MAPSC: centers around clinic opportunities
		- Limited number of students can attend clinics
* [Action Item] Send Level 1 Picture with student information to Tu (VP of PR) by Monday, **November 13, 2017.** (assppublicrelations@gmail.com)
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|  | Updates from the E-Board1. VP of Finance
	* Common Mistakes
		+ Receipts
			- Please do not cover essential information with the clear tape as it may fade the ink (i.e. method of payment, amount of charge, transaction date, etc)
		+ Bank statement
	* Please highlight the transaction and the amount on the receipt and the bank statement
	* Reimbursement Checks: APSA, MAPSC, ASSP (Tu Nguyen, Andy Han, Craig Luis)
2. VP of Administration
	* Calendar party will be scheduled in December
		+ Date: TBA
		+ Probably second week of winter break
		+ Forms will be sent out soon
		+ Possibly hold it during the semester? Late November?
		+ Fraternities can figure out dates first
			- Rush events then pledging events
			- Rush events - first week of spring semester
			- 3 fraternities can meet together
			- Decide when the last event is
3. VP of Community Health
	* Community Health Programs: Spring 2018 Event Requests
		+ If you are planning ANY Community Health Event(s) please submit an [Event Request Form](https://docs.google.com/forms/d/e/1FAIpQLSdKx8y9WTbgzWadEqX3lbtB9zf53cBZGaVFoxqO8PZHN00Yjw/viewform) with the proposed dates for each event.
		+ Applicable events:
			- Health Fairs
			- Clinics
			- Health Education Events
			- Community Health Related Service Events
		+ Please note, clinics can submit one request form per type of clinic and list the dates (if more than 5) in the comments section.
		+ Response editing has been enabled for events with pending details (i.e. Location TBD) but the tentative date(s) must be provided
		+ Deadline: Wednesday, November 22, 2017
		+ Reminder: ALL Community Health Events go through SOCH
			- NOT the ASSP Calendar Party/VP of Administration
4. GSG Senators
	* Women’s Panel, WITH LUNCH!- 11/29, 12-1pm
		+ Looking for additional faculty from PA, PT, OT, basic sciences, or pharmacy
		+ Email Nivedita (gsghscde@usc.edu) if you have ideas of who might be good for this panel
		+ Can email any suggestions to gsg senators
	* HSC Multicultural Space (Open to suggestion)
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| 12:45PM | Wrap-up● Next meeting: Tuesday, 11/28/2017 at Noon |