**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 |
|  | Monday Mail Review   * Last meeting: decided to send out a draft of Monday Mail to the Organizational Presidents   + Feedback     - Helpful!     - Continue with this |
|  | 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) |
|  | 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) |
|  | Updates from the E-Board   1. 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) |
| 12:45PM | Wrap-up  ● Next meeting: Tuesday, 11/28/2017 at Noon |