

# MEDICAL STUDENTS' ASSOCIATION OF NOTRE DAME



MSAND c/o School of Medicine Fremantle,  
 PO Box 1225, Fremantle WA 6959  
 www.msand.org.au  
 Committee Meeting Minutes

<b>DATE</b>	11/03/24		
<b>VENUE</b>	ND35	<b>START TIME</b> 5:30	<b>FINISH TIME</b> 7:15
<b>CHAIRPERSON</b>	JM	<b>MINUTES</b> KH	<b>TIMEKEEPER</b> KH
<b>ATTENDEES</b>	JM, KH, VF, AF, T.M, EP, DD, SH, EQ, IW, WS, PS, BE, TA, TJ, JW, OW, JB, OH, RW (online), DQ (online)		
<b>APOLOGIES</b>	SD, CW, MD		

<b>Student:</b> Jack Murray (President)	<b>Signature:</b>
<b>Student:</b> Kate Hewitson (Secretary)	<b>Signature:</b>

**Confirmation of Minutes:**

By signing here, the following members confirm that these minutes are a correct and accurate reflection of the meeting dated

No.	HEADING	ITEM	DISCUSSION POINTS	ACTION ITEM	NAME	TIMEFRAME
1.	<b>Minutes from previous meeting</b>		Reminders: Year reps to organise distribution of jumpers to each year group by end of March			
2.	<b>Business arising from previous meeting</b>					
3.	<b>New business</b>					
4.	<b>Portfolio reports</b>					

# MEDICAL STUDENTS' ASSOCIATION OF NOTRE DAME



MSAND c/o School of Medicine Fremantle,  
 PO Box 1225, Fremantle WA 6959  
 www.msand.org.au  
 Committee Meeting Minutes

4.1	<b>President's report</b>		<ul style="list-style-type: none"> <li>2024 AMC MSAND Report: due in August, each portfolio has been allocated sections to edit.</li> </ul>		JM	
4.2	<b>Vice President External's report</b>		<ul style="list-style-type: none"> <li>Sponsorship update: the Prospectus has been distributed to sponsors, SH will be meeting with them over the coming month. If your portfolio has received specific funding SH will be in contact with you regarding this. If there are any additional sponsors you want to reach out to, contact Shiya for support in this process.</li> </ul>		SH	
4.3	<b>Vice President Internal's report</b>		<ul style="list-style-type: none"> <li>MSAND Committee Wellbeing policy has been completed - can be found in the google shared drive under 'Official documents'.</li> <li>Student Life guide: committee members invited to input any additional resources/information that may be of value.</li> </ul>		VF	
4.4	<b>Treasurer's report</b>		n/a			
4.5	<b>Secretary's report</b>		<ul style="list-style-type: none"> <li>Google drive tour: covered how to access shared google drive from gmail account and locating important documents.</li> <li>Events Calendar: please email with event date, time and title +/- description so it can be added correctly to the MSAND calendar.</li> <li>RAMP forms: discussed how to fill them out; reach out to Sec if you are still unsure or need help/clarification filling them out.</li> </ul>		KH	
4.6	<b>Social report</b>		Medchella - 22/03/2024		OW	

# MEDICAL STUDENTS' ASSOCIATION OF NOTRE DAME



MSAND c/o School of Medicine Fremantle,  
 PO Box 1225, Fremantle WA 6959  
 www.msand.org.au  
 Committee Meeting Minutes

4.7 <b>Rural report</b>		<ul style="list-style-type: none"> <li>• Informal RCS Q+A Night: this has been suggested to give 2nd year students who are looking at applying for RCS the opportunity to engage with current RCS students and ask questions.</li> <li>• Spinrphex: Plans to collaborate throughout the year.</li> <li>• Essay competition had one applicant/winner.</li> </ul>		WS	
4.8 <b>Social justice report</b>		<ul style="list-style-type: none"> <li>• Worlds Greatest Shave update: NDSA has taken over running the WGS, they will be in contact with MSAND re details.</li> <li>• Curtin medical school students association has contacted EQ about a volunteering trip to India, EQ to investigate further. Concerns re voluntourism?</li> </ul>		EQ	
4.9 <b>AMSA report</b>		<ul style="list-style-type: none"> <li>• Congrats to AMSA rep for promoting a successful Banh Mi event in collaboration with AMSA, ND, UWA.</li> <li>• Currently planning Vampire Cup - first vs second year competition.</li> </ul>		PS	
4.10 <b>Education report</b>		<ul style="list-style-type: none"> <li>• Clinical MOSCE: not an event this year, the materials for it will be distributed to 3rd years with marking guides, scripts and everything required for students to run it themselves. Education in the process of creating additional resources/cases to add to the collection.</li> <li>• MSANDs guide to student life: almost ready to be published on the website. Thanks to Vicky and Olivia for their help. MSAND portfolios to add any suggestions to it. Toritse to provide feedback on BIPOC representation and how it can be improved across the</li> </ul>		DD	

# MEDICAL STUDENTS' ASSOCIATION OF NOTRE DAME



MSAND c/o School of Medicine Fremantle,  
 PO Box 1225, Fremantle WA 6959  
 www.msand.org.au  
 Committee Meeting Minutes

		<p>organisation.</p> <ul style="list-style-type: none"> <li>Working with Aboriginal Rep to add cultural info to study guides + Student Life</li> <li>ECG Night: pencilled in for the 6th June, waiting to confirm the date with the 2nd speaker.</li> </ul>		
4.11	<b>Sports report</b>	<ul style="list-style-type: none"> <li>MSAND Football: started last Thursday night. Great engagement. First football game against UWA is planned for 17th May.</li> <li>MSAND Run Club: very successful. Sponsorship with Orange Box for coffee vouchers in the works.</li> <li>HBF Run For A Reason MSAND Team: anyone can sign up, led by MSAND run club to raise funds for Headspace.</li> </ul>		JW
4.12	<b>Wellbeing report</b>	n/a		
4.13	<b>Equity report</b>	<ul style="list-style-type: none"> <li>International Women's Day: very successful - first and second years very engaged and students keen for more equity events/inclusion in content.</li> <li>Post wheatbelt report: this will be followed up after wheatbelt week; last year issues arose with racism, plan to address this formally. Equity to discuss with Rural potential fear mongering re rural placements.</li> <li>Equity In Medicine: dates to be confirmed tomorrow - in August. Cross collaboration with other portfolios open - themes to be decided. Drive for the School to run this event in the future.</li> <li>Equity Dictionary - idea suggested and judging feasibility. MSAND supported.</li> <li>Minority specific catch-up:. Queer catchup with UWA last Friday, Notre</li> </ul>		TM

# MEDICAL STUDENTS' ASSOCIATION OF NOTRE DAME



MSAND c/o School of Medicine Fremantle,  
 PO Box 1225, Fremantle WA 6959  
 www.msand.org.au  
 Committee Meeting Minutes

		dame wasn't able to engage very well. Planning for BIPOC or Womxn catch up in the coming months.		
4.14	<b>Environment report</b>	<ul style="list-style-type: none"> <li>Containers for Change: 10c cans SoM - need to discuss charity/voting options - anyone with suggestions of charity can email enviro.</li> <li>10c can UNDF - organising with NDSA, encourage to keep separate but share marketing materials</li> <li>Environment x Equity Event: later this year to be planned - board games night suggested, proceeds towards enviro, games themed around environment, potential to get things donated.</li> </ul>		EP
4.15	<b>IT report</b>	n/a		
4.16	<b>Media report</b>	<ul style="list-style-type: none"> <li>Instagram update: linktree has been created with relevant events. Contact media if you would like your link for event tickets to be added to linktree. Monthly event post - contact Media with event details month prior to have yours included.</li> <li>MSAND Jumper update: prices have increased per unit by supplier, therefore cost to students will need to be increased slightly to reflect this. This is not for MSAND profits, it is to break even on the yearly budget. MSAND is not for profit.</li> <li>Canva Premium: OW to sign up for a canva premium - free account as a not for profit organisation - with teams access for MSAND portfolios.</li> </ul>		OW
4.17	<b>4<sup>th</sup> year rep report</b>	<ul style="list-style-type: none"> <li>Intern info night: currently in preparations (to occur in May).</li> </ul>		BE, EP

# MEDICAL STUDENTS' ASSOCIATION OF NOTRE DAME



MSAND c/o School of Medicine Fremantle,  
 PO Box 1225, Fremantle WA 6959  
 www.msand.org.au  
 Committee Meeting Minutes

		<ul style="list-style-type: none"> <li>Graduation jumpers - UNDF marketing is currently refusing the use of the ND logo, stated reason that UNDF is producing their own merchandise and therefore cannot have 'unofficial' merchandise . EP to liaise with 2nd year reps to provide information on previous methods for getting permission to use the logo.</li> </ul>		
4.18	<b>3<sup>rd</sup> year rep report</b>	<ul style="list-style-type: none"> <li>Mentor/Mentee matching complete: all should have been given details linked up.</li> <li>First end of rotation event this friday for third years (15/3, details on calendar.</li> <li>Friday Friendlies currently being organised, also discussion regarding a non alcohol event such as lawn bowls.</li> </ul>		TA, AF
4.19	<b>2<sup>nd</sup> year rep report</b>	<ul style="list-style-type: none"> <li>Halfway Dinner: current call out for volunteers for the halfway dinner committee.</li> <li>Psych x Blink collab: planned to take place in the lead up to exams during Psychiatry Block. Blink coffee and cake wellbeing catch up for all students.</li> <li>Zoom lecture issue: still causing issues re uni expectation to attend in person in the lecture theatre even when the lecturer is zooming in.</li> </ul>		IW, TJ
4.20	<b>1<sup>st</sup> year rep report</b>	<ul style="list-style-type: none"> <li>Wellbeing for parents: some students have asked about support for parents in the cohort - Kelly Rahui in 4th year has offered to provide any advice to first years who are parents and want to reach out. First year reps to create a chat for them to link up.</li> <li>Non-science background: students to link up with each other for support,</li> </ul>		OH, JB

# MEDICAL STUDENTS' ASSOCIATION OF NOTRE DAME



MSAND c/o School of Medicine Fremantle,  
PO Box 1225, Fremantle WA 6959  
www.msand.org.au

## Committee Meeting Minutes

		sharing resources etc. <ul style="list-style-type: none"> <li>• First years are engaging really well with all MSAND events.</li> </ul>			
5.	<b>Miscellaneous business</b>				
6.	<b>Next meeting</b>	15/04/2024			

## Key to Initials: 2024 MSAND Representatives

JM: Jack Murray	JW: Jess Wait
VF: Vicky Ferdinands	DD: Danielle D'Souza
SH: Shiya Huang	WS: William Swarbrick
KH: Kate Hewitson	OW: Olivia Walters
DQ: Denver Quantrill	CW: Caitlin Westover
PS: Prem Sathiamoorthy	BE: Brodie Egan
EP: Eda Pui	TA: Tim Andrews
TM: Toritse Moujeutan	IW: Iza Wojtasik
SD: Shaun Dos	TJ: Tim Jones
EQ: Eva Quattrini	AF: Allex Ferraz

# MEDICAL STUDENTS' ASSOCIATION OF NOTRE DAME



MSAND c/o School of Medicine Fremantle,  
PO Box 1225, Fremantle WA 6959  
[www.msand.org.au](http://www.msand.org.au)  
**Committee Meeting Minutes**

OH: Olivia Holmes	JB: Jeremy Burke
RW: Raphael Watt	MD: Megan Dodd