

# 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>	15/04/24		
<b>VENUE</b>	ND35	<b>START TIME</b> 5:30	<b>FINISH TIME</b> 7.20
<b>CHAIRPERSON</b>	JM	<b>MINUTES</b> SH	<b>TIMEKEEPER</b> SH
<b>ATTENDEES</b>	JM, SH, DD, TA, EQ, JW, OW, SD, TJ, TM , AF, IW, JB, OH, KH( Online), VF(Online), EP (Online), DQ (Online)		
<b>APOLOGIES</b>	PS, WS, CW, BE, MD, RW		

<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>					
2.	<b>Business arising from previous meeting</b>					
3.	<b>New business</b>					
4.	<b>Portfolio reports</b>					

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<p>4.1 <b>President's report</b></p>		<ul style="list-style-type: none"> <li>- AMC Submission: Due in August, email Jack + Vicky once you are done with your section</li> <li>- Aboriginal Student Council Update : Still in liaison with AH team regarding terms of reference</li> <li>- Reimbursement of contractors: Discussion of a policy for reimbursement of students acting in a professional capacity (e.g DJs) for social events                         <ul style="list-style-type: none"> <li>- Discussion of reimbursement in the form of a fee vs voucher/ticket waived</li> <li>- Decide on form of reimbursement prior to the event</li> <li>- Discussion of a written contract/ policy of reimbursement of events                                 <ul style="list-style-type: none"> <li>- a)Reimbursement through money</li> <li>- b) Reimbursement via free ticket, bar tab etc</li> <li>- c) No reimbursement</li> </ul> </li> </ul> </li> </ul>	<p>All committee members to email Jack and Vicky when each persons section is completed.</p> <p>Create a written contract/ policy of reimbursement of events</p>		
<p>4.2 <b>Vice President External's report</b></p>		<ul style="list-style-type: none"> <li>- Sponsorship Update:</li> <li>- Difficulty in getting individual events sponsored, contact SH if wanting a specific sponsor</li> <li>- Door prizes are available for events, let Shiya know if you want a door prize</li> <li>- Preclinical Lawn Bowls possibly sponsored.</li> </ul>			

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		<ul style="list-style-type: none"> <li>- If you are not holding an event that is in the Prospectus please inform the VPE</li> </ul>			
4.3	<b>Vice President Internal's report</b>	<ul style="list-style-type: none"> <li>- MSAND Handover Due Date - <b>6th September</b> / 1 week post last event of the year. Complete as much as you can by September and update until the end of the year if need be. Generate a list of issues that can be worked on for next year if not feasible for 2024</li> </ul>			
4.4	<b>Treasurer's report</b>	<ul style="list-style-type: none"> <li>- Event budget template: Available through MSAND share drive&gt;MSAND events</li> <li>- Square account : To be used for events, contact Denver for details</li> </ul>			
4.5	<b>Secretary's report</b>	<ul style="list-style-type: none"> <li>- How to events: A reminder that the How To document is available in shared drive &gt; MSAND events &gt; Simplified MSAND Events Process</li> <li>- Will pop it into the group chat as well</li> <li>- please feel free to message KH with any question</li> <li>- MSAND Calendar: Please email with event time/date and title so that it can be added</li> </ul>			
4.6	<b>Social report</b>	<ul style="list-style-type: none"> <li>- Uniform Party: A ticket meant that they also had access to a bar tab, changed structure to have Friday Friendlies beforehand</li> <li>- Ball venue - Sept 14th: HBF Stadium said they are no longer running events so will have to change venues for the Ball this year. ?Hyatt as an alternative venue</li> </ul>			
4.7	<b>Rural report</b>	N/A			

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<p>4.8 <b>Social justice report</b></p>		<ul style="list-style-type: none"> <li>- WGS: No updates so far from World's Greatest Shave/ NDSA</li> <li>- Refugee Healthcare Night: Event is approved, awaiting speaker confirmation. Tickets \$5</li> <li>- Containers for Change: Money will be donated in terms of buying items to donate instead of cash</li> <li>- CD infiltration: Discussion with staff about running some activities in CD lesson plans. Discussion with Equity about curriculum review. Aim to incorporate into curriculum rather than student labour</li> <li>- ?Radiation lecture by Dr Tibble -&gt; Pass on to SplG once there is more information</li> </ul>			
<p>4.9 <b>AMSA report</b></p>		<ul style="list-style-type: none"> <li>- AMSA convention July 26 - July 30 : If more than 10 delegates from UNDF then JM will go. Around a net cost of \$ 1000 including accommodation, registration, flights etc</li> </ul>			
<p>4.10 <b>Education report</b></p>		<p>N/A</p>			
<p>4.11 <b>Wellbeing report</b></p>		<ul style="list-style-type: none"> <li>- Susie Stewart encouraged MSAND students to reach out to her if they have any feedback from their cohort re student wellbeing - especially if there is any unrest within a cohort requiring more support</li> </ul>			
<p>4.12 <b>Sports report</b></p>		<ul style="list-style-type: none"> <li>- MSAND Run Club: April 29th 6am, UWA wanting to join Rub Club as a one off event, splitting the cost of breakfast/ muffins. ?Costco or baking.</li> <li>- Orange Box Sponsorship for coffees still needing follow up</li> </ul>			

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		<ul style="list-style-type: none"> <li>- MSAND Footy: Lots of interest. Great engagement</li> </ul>			
4.13	<b>IT report</b>	N/A			
4.14	<b>Media report</b>	<ul style="list-style-type: none"> <li>- Link for jumpers close on the 24th April</li> <li>- Give advanced notice for posting events and creating graphics</li> </ul>			
4.15	<b>Equity report</b>	<ul style="list-style-type: none"> <li>- BIPOC Picnic 21/04</li> <li>- Queer Picnic 28/04</li> <li>- BadgieCo Order (stickers for name badge + pins?) . May submit an expression of interest to cohorts to gauge if able to buy with wholesale pricing. Discuss with treasurer re: buying bulk in stock</li> <li>- Equity Dictionary</li> <li>- Focus groups (X with SJ): To discuss curriculum review</li> <li>- Funding (?). May be difficult to have big events without sponsoring.</li> <li>- EiM Planning has begun</li> <li>- May run some equity sessions before CD classes</li> </ul>	Re EiM: JM to submit business case and confirm funding for EiM, if not JM to f/up with Merilee		
4.16	<b>Environment report</b>	N/A			
4.17	<b>Aboriginal Rep report</b>	N/A			
4.18	<b>4<sup>th</sup> year rep report</b>	<ul style="list-style-type: none"> <li>- If you would like us to add something to a 4th year post, please email or inbox both of us in a chat so we both see it</li> </ul>			
4.19	<b>3<sup>rd</sup> year rep report</b>	<ul style="list-style-type: none"> <li>- Migrating dropbox content to google drive at the end of the year</li> </ul>			
4.20	<b>2<sup>nd</sup> year rep report</b>	<ul style="list-style-type: none"> <li>- Coffee and Cake Day: 6th June 12.30pm -1.30pm</li> </ul>	Make google doc of talking points regarding the new Broome Campus		

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		<ul style="list-style-type: none"> <li>- Kimberley Centre for Remote Medical Training: Program running concurrently with Fremantle program, 26 students in Broome</li> </ul>			
4.21	<b>1<sup>st</sup> year rep report</b>	<ul style="list-style-type: none"> <li>- Friday 3rd of May at Mt Lawley Bowls club 6-9pm. Hasn't been advertised yet. Tickets for \$12. SH will update re: sponsorship</li> <li>- Lectures: Recent lecture on cell death and apoptosis felt unstructured and 'chaotic', had multiple students raise concerns</li> <li>- Positive feedback from cohort about friday friendlies/ uniform party</li> </ul>			
5.	<b>Miscellaneous business</b>				
6.	<b>Next meeting</b>	13/05/24			

## 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

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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
OH: Olivia Holmes	JB: Jeremy Burke
	MD: Megan Dodd