
LINCOLN MEMORIAL
DEBUSK COLLEGE OF



UNIVERSITY -
OSTEOPATHIC

M E D I C I N E

S T U D E N T G O V E R N M E N T A S S O C I A T I O N

F U L L M E E T I N G A G E N D A

October 3rd , 2017

5:00 p.m.

Voting Members: Sadaf Fakhra, Dax Spencer, Evan Gleaves, Brittany Fisher, Austin Zearley, Constance Howard, Austin Richardson, Megan Miller, Armine Aghabekian, Matt Hardin, Ashley Hamati, Leena Phillip, Skyler Hill-Norby

Non-voting Members: Sarah Day, Caleb Arnold, Sally Adams, Megan Mills, Chris Marinello, Steven Leonowicz

Ex-Officio Members:

Those Absent: Chris Marinello, Steven Leonowicz, Megan Mills, Armine Aghabekian, Matt Hardin, Ashley Hamati, Leena Phillip, Skyler Hill-Norby

Other Representatives:

1. Call to Order

- At 5:00

2. Pledge of Allegiance

3. Review and Approval of 9.19.17 Meeting Minutes

Motion to approve: Constance Howard

Second: Sadaf Fakhra

Approved: 10.3.17

4. Organization Proposal:

- A. ACOEP Scientific Assembly. Denver, CO. November 2nd- November 6th, 2017; *Courtney Verboncoeur* [Pages 6-7]**

This assembly is part of the Osteopathic Emergency Medicine Club. Courtney will be meeting with residency program directors and potentially running for a national position to represent DCOM. She will not need funding for hotel room, but will be asking for funds for flight and conference fees. She has emailed the emergency medicine club about receiving funds from them, but has not heard back.

Motion to approve: Sadaf Fakhra motions to give Courtney the complete amount of \$481.20

Second: Constance Howard

Approved: 10.3.17

B. SOSA Fall Conference. Alexander, MD. October 13th – October 14th, 2017;

Gentry Decker, Brandon Knight, Brittany Fisher **[Pages 8-10]**

- a. The SOSA Fall Conference is a chance to make connections with current surgeons as well as residency directors. It coincides with the ACOS meeting which is held in the same location. Gentry and Brandon are required to go and they will be voting for national positions. Brandon will be running for a position. They are looking for lodging and airfare as well as fees. Although they have done some fundraising, the money earned is generally used to get speakers to the club meetings.
- b. **Gentry –**
 - i. **Motion to approve:** Sadaf Fakhra motions to approve an amount of \$856.72
 - ii. Meals, Ubers, Parking will be reimbursed upon turn in of receipts
 - iii. **Second:** Dax Spencer
 - iv. **Approved: 10.3.17**
- c. **Brandon –**
 - i. **Motion to approve:** Sadaf Fakhra motions to approve an amount of \$686.72
 - ii. Meals, Ubers, Parking will be reimbursed upon turn in of receipts
 - Second:** Constance Howard
 - Approved: 10.3.17**
- d. **Brittany –**
 - i. **Motion to approve:** Sadaf Fakhra motions to approve an amount of \$396
 - ii. **Second:** Dax Spencer
 - iii. **Approved: 10.3.17**

C. American College of Osteopathic Obstetricians and Gynecologists (OMED).

Philidelphia, PA. October 5th – October 8th 2017; *Jacqueline Macy McNabb* **[Page 11]**

- a. **Motion to approve:** Since contact was unable to be made, this proposal will be tabled until next meeting
- Second:**
- Approved:**

5. SGA Officer Reports

1. Sarah Day

1. Christmas Float

1. Sarah requested that we start thinking about ideas for the float
 1. Nightmare before Christmas
 2. Medical Stuff
 3. Historical physicians
 4. AT-Still's cabin
 5. 12 days of osteopathic Christmas
 1. DJ Walo
2. Could have the advocate club help build it
3. The parade will be Dec. 2nd
4. We will need a truck and trailer
 1. Sally will have access to a truck and may be able to get a trailer
5. We can meet outside of SGA to expand on ideas

2. Yearbooks

1. PA school does year books. Sarah proposed that could create and distribute one before leaving for rotations
2. Could use our composite photos.
 1. There are some questions about if the photos will be released to SGA
3. Sarah will get more information and a price quote

3. Mobile Food Pantry

1. Last year SOMA did not do a mobile food pantry so SGA took over. We also did a soup kitchen during the event.
2. Juan (SOMA) is going to do it on Dec. 2nd, but they will not be doing a soup kitchen.
3. We could do a soup kitchen the Friday night before and have a local bluegrass band to come and play. This would be an outdoor event and could be a potluck for the community.
 1. Google Doc would be used for students to sign up to cook and bring a food item.
 2. We can offer touch hours.
4. This would be a good opportunity it to advertise the food pantry and the Christmas float

4. Budget

1. There will be a couple extra tweaks to add a spot for people applying for national positions
2. We need to post a screen shot of this
3. We also need to post a flow document for how to request money from SGA
 1. This document is attached below **[Page 12]**

5. MIA Week

1. Tomorrow SOMA will be doing bubble wrap popping and there will be a campus spa. Sarah will pick up the shirts.
2. Thursday Yoga and sundae bar at lunch. Austin will help pick up the ice cream from the cafeteria.

1. Picture in the green shirts will occur on Thursday after the sundae bar.

3. Friday Austin Zearly will lead a hike

6. DO day of Compassion

1. October 19th
2. Write letters to people who influenced us or to people who are struggling.
3. Sadaf has seen another school add roses to the notes. You could grab a flower and write a note to give people.

7. Blood Donations

1. Skyler suggested setting up a blood drive.
2. Rick Slaven has approved this and will be the person of contact moving forward.

8. SGA Funds

1. Sally said that we have plenty of money.
 1. She recommended giving some money to the clubs at the beginning of the year.
 2. If we give them 500-1000 they can be required to turn in an end of the year report
 1. In order to be a club they are required to have at least 3 meetings, 1 community service project, and a fundraiser.
 2. The reports have been due in August each year.
 3. Constance suggested changing the due date to March when the club officers are changed to the new year.
 4. Dax suggests that they have to submit this before switching over to the new president

9. Oct. 31st Meeting

1. Moving the meeting to Nov. 1st

2. Sadaf Fakhra

3. Dax Spencer

1. Office Hours

1. Someone came to office hours
 1. Concerned that June 6th was too early as our last day to take the COMLEX
 2. He said that most other schools take it in late June or early July.
2. Sarah says that SGA does not have the authority to change the date, but that in the past the date gets changed for some people who require the extra time.
3. Dax will respond to the person who approached him and relay this information to him.
4. Constance suggested to him that he talk to Dr. Leo for personal matters.

4. Brittany Fisher

1. Generations of Middlesboro

1. Generations of Middlesboro are having their Fall Cook Out and need volunteers to help plate meals. This is a good way to get our foot in the door for future activities with them.
2. Brittany can send the required HIPPA form through email to volunteers and proof of TB test can be “screen-shot-ed” and emailed to Brittany.

5. Evan Gleaves

6. Armine Aghabekian

7. Austin Zearley

1. UWorld

1. Has sent the quote and will address the class about this tomorrow.

2. Rule out the Nasties Shirt

1. Still in progress

8. Constance Howard

9. Austin Richardson

10. Megan Miller

11. Matt Hardin

12. Ashley Hamati

13. Leena Philip

14. Skyler Hill-Norby

15. Caleb Arnold

16. Sally Adams

17. Megan Mills (Gray)

18. Steven Leonowicz

19. Chris Marinello

6. New Business

7. Committee Reports

8. Old Business

9. Adjourn at 6:30



DCOM STUDENT REQUEST FOR TRAVEL APPROVAL

DATE: 9/4/17

STUDENT NAME: Courtney
Verboncoeur

EVENT: ACOEP Scientific Assembly
2017

SPONSORING CLUB: Emergency Medicine
Club_(ACOEP)

DATES OF TRAVEL: 11/2/17-
11/6/17

LOCATION OF TRAVEL: Denver,
CO

PURPOSE OF PROPOSED TRAVEL: Participation in student forums and lectures, as
well as running for a national position to represent DCOM in the American College of
Emergency Physicians.

PROJECTED COST OF PROPOSED TRAVEL:

Auto mileage/Cost: _____	Meals: _____
Personal: _____	Taxi/Ground Trans.: _____
University: _____	Conference fees: \$70.00 _____
Airfare: <u>\$411.20</u>	Lodging: _____

Other specify: _____

TOTAL PROJECTED COST: _____

Courtney Verboncoeur 9/4/17
Requested By Date



Receipt for Denver

Nov 2, 2017 - Nov 6, 2017

Itinerary # 7288193442066

Booked Items	Cost Summary
Flight: Nashville (BNA) to Denver (DEN) Depart: 11/2/2017 ,1 one way ticket Flight: Denver (DEN) to Nashville (BNA) Depart: 11/6/2017 ,1 one way ticket Cancellation Plan Coverage Dates: 11/2/17 - 11/6/17	Booked Date: Aug 14, 2017 Traveler 1: Adult \$381.00 BNA to DEN Flight \$267.80 Taxes & Fees \$0.00 DEN to BNA Flight \$113.20 Taxes & Fees \$0.00 Expedia Booking Fee \$3.20 Travel Protection \$27.00
Traveler Information	
Courtney Verboncoeur - Adult	Total: \$411.20 Paid: \$411.20 [Visa 3612] All prices quoted in US dollars.



DCOM STUDENT REQUEST FOR TRAVEL APPROVAL

DATE: 10/2/17

STUDENT NAME: Gentry Decker

EVENT: SOSA Fall Conference

SPONSORING CLUB: SOSA

DATES OF TRAVEL: 10/13/17 - 10/15/17

LOCATION OF TRAVEL: Washington D.C.

PURPOSE OF PROPOSED TRAVEL: _____

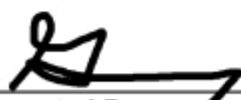

Chapter President and National Liaisons are required by National SOSA
to attend all SOSA conferences.

PROJECTED COST OF PROPOSED TRAVEL:

Auto mileage/Cost: _____	Meals: <u>\$0.00</u>
Personal: _____	Taxi/Ground Trans.: <u>\$40</u>
University: _____	Conference fees: <u>\$100</u>
Airfare: <u>\$450</u>	Lodging: <u>\$614 (2 people)</u>

Other specify: _____

TOTAL PROJECTED COST: \$1200

Requested By _____ Date 10/2/17

SGA Treasurer _____ Date _____



DCOM STUDENT REQUEST FOR TRAVEL APPROVAL

DATE: _____ 10/2/17 _____

STUDENT NAME: _____ Brandon Knight _____

EVENT: _____ SOSA Fall National Convention _____

SPONSORING CLUB: _____ SOSA – Student Osteopathic Surgical Association _____

DATES OF TRAVEL: 10/12/17 – 10/15/17

LOCATION OF TRAVEL: Alexander Maryland, Just outside Washington DC

PURPOSE OF PROPOSED TRAVEL: SOSA is the national student osteopathic surgical association. The organization holds two national conferences each year, one in the spring and one in the fall. The Fall Conference pairs up with the American College of Surgeons (ACOS). This allows students to network with a large variety of surgeons – Cardiothoracic, Vascular, General, Neurological, Plastic. Reconstructive, Proctological, Urological, etc. In addition, this conference provides the opportunity for students to network with other future surgeons and share ideas regarding local chapter events, activities, and fundraisers. As the National Liaison, I am required to attend both conferences.

PROJECTED COST OF PROPOSED TRAVEL:

Auto mileage/Cost: _164 Miles/\$15	Meals: \$50
Personal: Car Parking \$40 total	Taxi/Ground Trans.: \$80 (4 Uber trips)
University: _____	Conference fees: \$100
Airfare: \$240 Round Trip	Lodging: 613.43 (Total split with Gentry),
\$306.72 (Personal Expense)	

Other specify: _____

TOTAL PROJECTED COST: \$591.72



DCOM STUDENT REQUEST FOR TRAVEL APPROVAL

DATE: 10.2.17

STUDENT NAME: Brittany Fisher

EVENT: SOSA Fall National Convention

SPONSORING CLUB: SOSA

DATES OF TRAVEL: 10.12.2017 – 10.15.2017

LOCATION OF TRAVEL: Alexander MD

PURPOSE OF PROPOSED TRAVEL: SOSA's fall conference is the only SOSA event that coincides with an ACOS meeting. The ACOS meeting is for practicing surgeons and residents. Both conferences will be occurring in the same hotel and there will be opportunities for the SOSA members to learn from and mingle with practicing physicians, making this an excellent networking opportunity. At the conference, we will be able to listen to speakers as well as participate in skill labs that will help us to become better surgical candidates for residency programs.

PROJECTED COST OF PROPOSED TRAVEL:

Auto mileage/Cost: _____	Meals: _____
Personal: _____	Taxi/Ground Trans.: _____
University: _____	Conference fees: \$100
Airfare: __\$340	Lodging: _____
Other specify: _____	

TOTAL PROJECTED COST: \$450

Requested By _____	Date _____
SGA Treasurer _____	Date _____
Dean of Students _____	Date _____



DCOM STUDENT REQUEST FOR TRAVEL APPROVAL

DATE: 10/5-10/8/17

STUDENT NAME: Jacqueline Macy McNabb

EVENT: American Congress of Obstetricians and Gynecologists Jr. Fellow Day (10/6/17) and American College of Osteopathic Obstetricians and Gynecologists Fall Conference (ACOOG) (10/6-10/8/17)

DATES OF TRAVEL: 10/5 & 10/8/17

LOCATION OF TRAVEL: Philadelphia, PA

PURPOSE OF PROPOSED TRAVEL: I am DCOM's student representative for ACOOG. Each year, at least one student must attend ACOOG's Fall Conference to sit on the student board for our school to remain affiliated with ACOOG. I am the only student attending this year. Through this, we are able to receive grants for our Women's Health club, visiting professors, and national affiliation. This year, ACOG has invited students to attend their Jr. Fellow Day on 10/6, so I will be attending that as well.

PROJECTED COST OF PROPOSED TRAVEL:

Meals: Estimated ~\$100 **Taxi/Ground Trans.:** Estimated ~\$100 ((transportation to and from airport and conferences)

Conference fees: \$100 (I had to register for OMED at the student rate to attend ACOOG, which is held at OMED this year)

Airfare & Hotel for 10/5/17 bundle: \$542.98

TOTAL PROJECTED COST: \$842.98

Potential Reimbursements:

Club: _____

SGA: _____

Student Services: _____

TOTAL POTENTIAL REIMBURSEMENT: _____

Conference and Travel Expenses
Steps to take

1. Travel Request Form (dcomstrong.com/financial wellness tab) BEFORE you go on the trip! SGA Treasurer will sign and then send to me for Dr. Leo's signature.
 - a. Please include estimated expenses and potential reimbursements
 - b. You will get an email confirming your travel
2. If you want help with travel expenses (Steps in order)
 - a. Ask your club to see what they will contribute
 - b. Present in front of SGA to ask for contributions
 - c. Email student services to see if Dr. Leo will contribute
3. After your trip:
 - a. Fill out a travel expense report with all itemized receipts attached. You can email the form with pictures of itemized receipts to sally.adams@lmunet.edu
 - i. Make for sure the total amount reimbursed is on it and what accounts it is coming from. For example (SGA-\$100, SOSA-\$100, Student Services \$100)

Things to know:

- You cannot be reimbursed after 45 days
- Preferred seating on flights cannot be reimbursed
- You cannot be reimbursed more than \$15 for breakfast, \$15 for lunch, and \$30 for dinner