

Pharmacy Council General Meeting – Wednesday, June 10, 2009
PHR 2.114 – 12:30 PM

AGENDA

- I. Roll Call
- II. Guests
- III. Advisor's Report DIANE GINSBURG dbgbox@mail.utexas.edu
 - a. Policies and procedures for student organizations including money handling, petty cash, advisor oversight of foundation and SSB funds (policy presented in Va)
 - i. Policies focusing on prevention of misappropriations and responsible accounting protocol
 - b. Budget process for 2009-2010
 - i. Dean Ginsburg will begin budget process in the near future.
 - ii. Dean Ginsburg projects either no change or a slight decrease in the total budget this coming fiscal year in relation to previous years
 - iii. Look for budget process information via email following the July 4th weekend
 - c. Leadership training workshop for Council members: Summer 2009
 - i. Slated for August
 - ii. Focusing on University policy, logistics, and organization management improvements
 - d. Every student organization needs to update website
 - i. Talk to Belinda Limkule in 3.112; her email is belindal@mail.utexas.edu
 - e. Student Office Cleaning
 - i. All organizations need to clean their offices
 - ii. Please take note of any wiring issues and report them to the LRC staff- some of these issues present a fire hazard
- IV. President's Report SAADIA ALI saadia.ali@mail.utexas.edu
 - a. Policies and procedures for student organizations: money handling, petty cash, advisor oversight of foundation and SSB funds
 - i. Review of financial policies and procedure
 - ii. Financial Director Responsibility; ledgers, balances, etc
 - iii. Annual Treasurer/Financial Director Workshop: annual attendance is strongly encouraged
 - iv. Authorized account access: depositing representative should be accompanied by an additional member of the organization
 - v. Reimbursement
 - vi. Petty Cash: Student Orgs should possess no greater than \$50.00 in their office
 - vii. Advisor oversight
 - viii. Policies approved and will be uploaded to the Pharmacy Council website
 - b. Governing documents review for all organizations
 - i. Governing documents=policies, by laws, constitution
 - 1. The University requires that all orgs have a constitution and bylaws

- 2. Those orgs that are a chapter of a national organization need to check for compliance with national offices
- ii. Purpose: to verify all organizations complying with rules of Dean Of Students (DOS)
- iii. Advisors will need to review and sign off that governing documents were reviewed
 - 1. Advisors will look for compliance to University and College policies
- iv. Governing documents should be uploaded to organization's website with date the constitution was last updated
- c. Student organization offices drawers: new locks implanted with 3-digit number on lock- please e-mail this # to saadia.ali@mail.utexas.edu
- d. NSO organizations presentation
 - i. Saadia will be emailing out a template for organization presentations at NSO
 - ii. The total presentation will be around 30 minutes long: each organization will have 2-3 minutes in the presentation
 - iii. Brainstorm what your organization will want to say
- e. Workshops: summer/fall treasurer and new officer workshops
 - i. Remember to sign up and attend summer workshops! Email Saadia or Eric for information if needed.
- f. Student Organization flyers in new student packets
 - i. Flyers need to be turned into Kay or Mo for Dean Ginsburgs approval
 - ii. 140 copies will be needed post-approval
 - iii. Please do not solicit incoming P1s with merchandise
- V. Vice President's Report LAURA PORTER porter_pharmd@mail.utexas.edu
 - a. Welcome Committee needs mentors!: deadline for submitting mentor form: July 10 to Michelle Horng at horngm@mail.utexas.edu
 - i. Need more P3 mentors!
 - b. NSO August 24-28: Need volunteers for sub-committees!
 - c. Planner: Please e-mail your organization pages to jennypeng@mail.utexas.edu ASAP
- VI. Financial Director's Report TRISTA ASKINS trista.askins@mail.utexas.edu
 - a. T-shirt designs: Pharmacy Council and Class of 2013
 - i. I <3 Rx design for PC; shirts will be free and may become a fundraising item if it becomes popular and is approved
 - ii. 2013 shirt: gray logo'd shirt
 - b. Dean's Office binder
 - i. Committees need to start using the "running balance" ledger in the 5th floor office; especially NSO!
 - c. Senate summer budget
 - i. Approved!
 - ii. T-shirt sizes
 - iii. Updates to the LRC resources (textbooks, staplers, etc)
 - iv. Air fresheners for the lounge
- VII. Secretary's Report ERIC HO bam_obrien@mail.utexas.edu
 - a. Summer Pharmacy Council meeting dates

- i. June 10 2009 1230 PM PHR2.114
 - ii. July 15 2009 1230 PM PHR4.114
 - iii. August 12 2009 1230 PM PHR4.114
 - b. Attendance
 - i. **You can send in any excused absences at any time; Eric will add excused absences to the roster as soon as he gets them**
- VIII. Student Government Report RAJ PEDDAIAHGARI
prajesh@mail.utexas.edu
- IX. Senate Report LEIGH CLARK klclark@mail.utexas.edu
 - a. S.R. 510: In Support of Making Academic Advising a University-Wide Priority- passed
- X. Distant-Learning Site Reports
 - a. El Paso
 - b. Pan Am
 - c. San Antonio
- XI. Representatives' Reports and Organization Announcements
- XII. Committee Reports
 - a. NSO THOMAS BARBER rebarb_t@yahoo.com
 CHRISTINE WOSTAREK christine.wostarek@gmail.com
 - b. Planner SARAH LIM sarah1461@mail.utexas.edu
 - c. Welcome MICHELLE HORNG horngm@mail.utexas.edu
- XIII. Kay's Report KAY JAMISON
okj@mail.utexas.edu
- XIV. Old Business
- XV. New Business
- XVI. Announcements/Important Dates
 - a. NSO: Week of August 24 - 28