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**AAPS-UK MEMORANDUM**

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**TO:** AAPS-UK EXECUTIVE COMMITTEE  
**FROM:** KORIE G. SELL, AAPS-UK SECRETARY  
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**SUBJECT:** MINUTES FROM THE EXECUTIVE COMMITTEE MEETING ON 3/31/05  
**DATE:** 3/31/2005

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A meeting of the executive committee was held on 3/31/05 at 12:00 p.m.

**Members of the Executive Committee present:**

Jigna Patel, 2004 Chair  
Joseph Medendorp, 2004 Vice Chair/2005 Chair  
Korie Sell, Secretary  
Maggie Abbassi, Historian  
Clare Aubrey, 2004 Treasurer/2005 Vice Chair  
Brian Wortham, 2005 Treasurer  
Chandra Patel, 2004 GPC representative  
Michael DeHart, 2005 GPC representative  
Joanna Koziara, 2003 Chair

**Updates:**

- We have all seminar titles buy one and the schedule is finished
- Dr. McNamara is going to moderate the banquet
  - He will contact some people about saying something about Dr. DeLuca at the banquet
- AAPS officers will introduce themselves at the lunch
- There are currently 18 or 19 alumni coming to the conference
- The staff that helped with the conference will be paid for
  - Caroline, Kristy, Rhonda, and Mandy
  - Invitations will be sent to all staff members
- What do we charge post-docs?
  - Can we check with Dr. McNamara to see if the college will cover ½ of their registration?
  - It was suggested that they pay the normal amount for the reception, lunch, and banquet and the conference is free
- There are two open slots for alumni to speak
  - Dr. Tai wants to speak
  - Could we leave the 2<sup>nd</sup> space for extra time at the end of the day?
  - Maybe add Dr. Black instead of Dr. Tai and put her as the first speaker after lunch to fit her schedule
- Dr. DeLuca's honor
  - It is an honor only
  - We decided to go with the clock for a gift and it will be presented at the banquet by AAPS officers
  - Find out when Dr. McNamara is announcing the professorship
  - The roast will be at the end of the banquet
- Joseph and Clare are meeting with Spindletop on April 1 to discuss the setup and other details
  - Food: Have chicken, beef, and veggie? (need selections)
  - There needs to be a head table for the Dean, Dr. McNamara and his wife, Dr. DeLuca and his wife, and the banquet speakers (4)

- Alumni House
  - Need to find out when we can get in to set up
  - Check on the catering details
- Reception
  - Chandra has a menu to choose from
  - Bar: 2 drinks for free, then people are charged
  - When?
    - On schedule for 7:00 pm
    - Leave as beginning at 7:00 pm, with no ending time specified
- Parking permits
  - Maggie will contact the people in charge of this to see what we can get for that day
- The cars are reserved (Caroline will drive the van)

**Activities to be completed:**

- Finalize speakers (Dr. Black and/or Dr. Tai)
- Talk to Dr. McNamara to find out when he is announcing professorship
- Finalize catering menus a few days ahead of time
- Get parking permits