

AAPS Meeting Agenda

April 9, 2009

Members attending: Melissa, Marie, Courtney, Mikolaj, Sucharita, Zaifang, Dr. Li.

Members absent: Christin, Salin.

I. Review from last month

A. Budget update (exact amounts for industry trip) – Sucharita

--- Action: Sucharita needs to figure out the industry trip budget, especially the cost of van transportation.

---If people can cover some of their cost, it should be OK. If not, our budget will be short. We also need to reduce the care package; hopefully we can keep the lab coat but cut off the goggles.

---Fiscal year end: Should talk to administration (possibly dean?) at the end of June about budget.

---Currently, we may start to think about hosting the PGSRM (graduate student conference); We also need to think about the Post-graduate meeting of our COP next year. We host it every two years.

B. Recap from Dr. Taylor's lunch/presentation – Melissa

--- there was a good turnout, good food. Dr. Taylor was very personable.

C. AAPS to be featured in a PS newsletter

Report of recent events already sent to Catina.

II. Spring Picnic

A. Completed items

i. Field reserved: Wednesday, April 15th, 5:30-8:30 PM Done.

ii. Softball gear – Courtney/Zaifang Done.

iii. Online food sign-up – Zaifang Done, but only about 6 people signed up.

B. Action Items

i. KFC order – Sucharita to order, Sucharita and Mikolaj to pick up
-need 150 pieces (mix of dark and white)

---Action: Sucharita Should check with Catina about tax exempt form.

---Action: Sucharita will go to buy the KFC before the picnic and Mikolaj will drive.

ii. Pick up of other supplies – Sucharita and Mikolaj

---Action: Courtney and Sucharita will check what stuff we have.

Courtney will bring the stuff back to school and Sucharita will check on what we have stored in the cabinet in the student room. (Salin has the key of the cabinet). Sucharita check with Courtney the remaining stuff and go to wal-mart to buy stuff.

-table covers (sucharita will get that), plates, napkins, plasticware?

-drinks? Yes.

---Action: Sucharita will buy drinks.

We need water, soda(diet and classic, cans or bottle) and Lemonade.

Amount: Water: 3 cases(24 bottles/case)

Soda: check first, may need one case for both.

Lemonade: one or two.

Storage: Catina's office.

We may talk to people to bring vegetarian stuff and Side dishes.

---Action: Zaifang will buy ice (get cart for transport) and get coolers from Catina. Zaifang needs to fill cooler that morning and put drinks in it early that afternoon.

---Action: Sucharita and Mikolaj can pick up the stuff.

---Action: Sucharita needs to record the supplies we use this time as the reference for next time.

iii. Reminder Emails – Zaifang

-general reminder

-reminder about signing up to bring food

---Action: Zaifang need to send email to remind the picnic a week before and one day before, include in general reminder to sign up for food and to bring their softball equipment, glove or extra stuff.

iv. Reminders to faculty about softball game

-Discovery – Marie

---Action: Marie will talk to faculty this week about playing in to softball game.

Dwoskin not available. Black will play.

-Development – Melissa

---Action: Melissa need continue to bug faculties to attend the softball game.

Dr. Anderson and Dr. McNamara will play. Dr. Bae, Dr. Li, Dr. Mansour will not. Dr. Leggas would prefer to play volleyball

v. Set-up volunteers

--Sucharita come and leave, Mikolaj, Courtney and Zaifang will be there.

--Volunteers should get there a little bit early and get stuff set up.

--Courtney will put sign there to reserve field. Hope the weather is OK.

vi. Clean-up volunteers

-Melissa

-Zaifang

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III. Visiting Scientist Series (Dr. Cao)

A. Schedule Friday June 5th, Detail next month.

B. Dinner some student and some faculties will go to the dinner. We have to pay for the dinner.

---Action: Sucharita need pre-sign a couple of checks to Salin and Mellissa.

C. Budget – confirm with department

IV. Young Scientist Seminar Series

A. Second in Series – Dean Roberts

i. Date – early-mid July for summer students.

---Action: Melissa need talk to Dr. Buss to negotiate with summer students about their schedule.

Topic: what the dean of COP dose.

-still no date set for industry trip

ii. Combination with Pharmacy 101/Dr. Romanelli – **Action item**

---Action: Melissa will contact Dr. Romanelli after talking to Dr. Buss.

B. Third in series: Resume/Interview Prep

- i. Update on speaker availability date – Christin
They hope the certain week, we hope a week before.

---Action: Christin will negotiate with them about the date.

- ii. Combination with ISPE – Action Item

---Action: Melissa will talk to them and Invite the students.

V. Summer 2009 Industry visit

A. Follow-up with Dr. Dziubla – Action item: Salin

---Abbott: Dr. Dziubla hasn't set the date.

---Action: Salin need to talk to Dr. Dziubla about this.

--We need the date to be set and then ask students whether they are willing to pay off. At least they can pay for the hotels, but we can get cheap ones, \$10 or 20 base fee.

--Group people: If 10 for one group, then we divide 40 people(if) to 4 groups.

--If we can not get the information soon, we may consider going our own. Then we should consider contact Dr. Taylor to see how they organized Purdue's industry trips. (Melissa will talk to Dr. Taylor.)

--We will have speaker from Baxter Company, possibly talk to him here and ask him whether they do visits or not.

B. Once date is set...

- i. questionnaire to students
- ii. decision on cost for trip
- iii. hotel
- iv. drivers – online training

VI. Other topics

A. Reminder – Salin will talk with department about budgetary help in May/June because the fiscal year is wrapping up

B. Website update

Mikolaj uses university server and has a little bit trouble to access to it in his own building.

---Action: Mikolaj need to modify and update right away.

Dr. Li suggests that each student can set up his own website and will send him the information.

-if anybody still needs a picture, please schedule ASAP

-E-day images, fall picnic images.

---Action: Courtney will send pics of fall picnic to Mikolaj and Christin will send pics of E-day to him too.