
AAPS-UK MEMORANDUM

TO: AAPS-UK Executive Committee
FROM: Christina M. Charriez, AAPS-UK Secretary
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SUBJECT: Minutes: Meeting of the Executive Committee on 1/7/02
DATE: 3/16/02

A meeting of the Executive Committee was held on 1/7/02 at 3 pm.

Members of the Executive Committee present:

Bethel Sharma, Chair
Josh Ring, Treasurer
Christina Charriez, Secretary
Phil Empey, Historian
Lisa Middleton, Pharmacology AGS Representative
Chandra Patel, Conference Committee Chair
Josh Ayers, Past-Chair

Topics discussed:

- Chandra Patel has been appointed our new Post Graduate Conference Committee Chair.
- Letters have been drafted regarding the conference that requires mailing. These include:
 - a) a 2 page letter addressed to alumni, faculty, and friends inviting them to the conference with the itinerary and a section for the individuals to express interest in attending and presenting their work,
 - b) a letter seeking interest for contributions to the conference fund, and
 - c) the Post Graduate Conference announcement brochure
- Responses are requested by January 30th. Envelopes were prepared at the meeting to be sent out shortly.
- Phil Empey is our new historian and webmaster. He informed us that the AAPS-UK web page has been moved to the medical center server. His and other members' ideas for updating the AAPS-UK web page include:
 - Continuing to provide a link to the division seminar series schedule
 - Posting an updated letter from the president
 - Posting biographical sketches
 - Providing Conference information
 - Requesting permission to utilize the AAPS national logo
 - Posting the T-shirt design

- Updating addresses at a division function such as a pizza lunch, seminar
- Increase interest in visiting our site
- Further planning for the T-shirts will be held until March. It was proposed that we include prospective alumni attendance at the conference as well as student pre-orders as a guide for the quantity to be ordered.

Activities to Be Completed:

- Chandra Patel has volunteered to check on the status of our library reservation for the conference and its occupancy.
- On February 1st, registrations will be sent out; these are the same as what is available on our website. It is possible to make a printable form from the on-line registration page. If we receive no response from individuals by January 30, we will still send out a registration.
- Josh has volunteered to reserve the Southland bowling alley for any one who would be interested in a bowling night. Tentative date is February 28th.