
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 2/11/02
DATE: 3/16/02

A meeting of the Executive Committee was held on 2/11/02 at 3 pm.

Members of the Executive Committee present:

Bethel Sharma, Chair
Joanna Koziara, Vice-Chair
Josh Ring, Treasurer
Christina Charriez, Secretary
Phil Empey, Historian
Josh Ayers, Past-Chair
Chandra Patel, Conference Committee Chair

Post Graduate Conference:

- The Treasurer will now maintain a spreadsheet of all who have replied to our notices regarding the conference, who have confirmed their attendance, and all funds that have arrived.
- It appears that there may be a misunderstanding concerning the cost of the conference. It may be necessary to adjust the cost of attendance for some, including post-docs. A follow up letter will be sent out to address this.
- We will ask for Dr. Anderson's assistance in gaining faculty interest in attendance and participation by drafting a letter addressed to all faculty in March.
- It was suggested that we ask former students who are in town to assist in contacting alumni.
- Our Vice-Chair provided conference information to former faculty.
- Eight individuals have confirmed their attendance at the conference. Currently we have approximately \$650 in unconfirmed donations.
- The committee suggested that each of us consider recruiting our own mentor to give presentations at the conference

Activities to Be Completed:

- Send an email to graduate students regarding the conference: letter will be drafted by the Chair with assistance from other members.
- Contact AAPS (National) regarding our submitted application for funding.

- Confirm all reservations for the conference
- Update and add the following information to the AAPS-UK Webpage:
 - Contact AAPS (National) regarding utilization of their organization logo
 - Ask Dr. Anderson if our website may be located in a more prominent location or if a banner can be placed on the COP homepage advertising our site and the conference
 - Post a new welcome letter from the Chair
 - Remove the link to post doc opportunities
 - Add a link for student productivity including student papers, posters, and awards
 - Post all meeting minutes
 - Consider converting conference brochure to pdf format on web
 - Confirm our website appears on any future letters sent