
AAPS-UK MEMORANDUM

TO: AAPS-UK Executive Committee
FROM: Christina M. Charriez, AAPS-UK Secretary
Phone: 257-2560
E-mail: cmchar0@uky.edu
SUBJECT: Minutes: Meeting of the Executive Committee on 5/6/02, 5 pm.
DATE: 5/8/02

Members of the Executive Committee present:

Bethel Sharma, Chair	Phil Empey, Historian
Joanna Koziara, Vice-Chair	Lisa Middleton, GPC Representative
Josh Ring, Treasurer	Chandra Patel, Conference Committee Chair
Christina Charriez, Secretary	

Dr. Brad Anderson, Advisor
Mandy Bucy

Post Graduate Conference Planning and Update:

- Estimated attendance: Banquet: 129, Conference: 100.
- The Conference folder packet and programs are completed.
- Mandy has finished preparing conference nametags; they are ready for Bethel to pick-up.
- Lisa has received confirmation that we can pick up the poster boards.
- Chandra will check on parking availability either at the Young Library or in nearby resident lots. This information will be announced to attendees.
- Members of the Executive Committee will meet on Wednesday in the COP lobby at 4 pm to help transport and set up poster boards.
- A “basketball binder” that was kindly donated will be given to all paid attendees at the reception on a first come first serve basis.
- Baseball tickets will be sold at the reception.
- Several T-shirts from each size will be on sale beginning the night of the reception.
- Josh will have receipts available for attendees upon request.
- Bethel will have an attendee master list in which we will monitor attendance and distribution of conference materials.
- Posters will be set up at 8 am on Thursday. An email informing all students presenting posters was sent. Pushpins will be provided.
- Chandra has agreed to create a power point slide announcing those who have donated money to the conference.
- The morning coffee break on Thursday may be cut to help prevent delays.

- The moderator at each section will stand and approach the side of the auditorium near the podium to remind speakers of their allotted time. This reminder will take place when the speaker has 5 minutes remaining until the next speaker or event is to begin. An announcement that questions may be addressed during breaks or at a later time will be made if questions were not addressed during the last 5 minutes of the talk. Speakers will be notified ahead of time and this information will be announced to the audience.
- We will request that attendees wear their nametags at all times to help monitor luncheon attendance.
- We will provide coffee and soft drinks during the poster session beginning at 2:15.
- Dean Roberts has offered to organize an open house including lunch Friday afternoon following the conference morning session. This will be a good time to encourage student interviews with industry representatives. In particular, Dr. Fakes, an alumni, currently at Bristol-Meyers Squibb has invited any interested students to interview. A sign up sheet will be present during the conference.