

College of Allied Health Student Association
Open Meeting - September 6, 2017

Meeting Start Time: 12:10 p.m.

- A. Welcome - MacGyver Norris, President
 - a. Officer Introductions
 - i. Drew Stegeman, VP OKC
 - ii. Kristen Faucett, VP Tulsa
 - iii. Nicole Langan, Secretary
 - iv. Laura Ramseyer, Treasurer
- B. Academic Appeals Board sign up – MacGyver explained the role of the board and asked for student volunteers to contact him if interested.
- C. Upcoming Events
 - a. All Professions Day: September 15th
 - b. Walk to End Alzheimer's
 - i. Tulsa: Saturday September 23rd
 - ii. OKC: Saturday September 30th
 - 1. Will need flexible volunteers who will be assigned to areas as needed the day of
 - 2. It is ALL HANDS ON DECK for setup
 - 3. Check-in at 6:00 a.m. and event will be done at 11:00 a.m.
- D. Cheryl Walk and Debbie Arnold - Presentation on Reimbursement Policy & Procedures
*****To apply for conference reimbursement, visit ah.ouhsc.edu*****
 - click on forms**
 - find 'Conference Reimbursement Instructions and Forms'**
 - fill out ONLINE- do NOT handwrite on the forms (minus signatures)**
 - if you have already been to a conference you do NOT need fill out another form. Simply come to AHB 1009 to update your information in person.**
 - if you have any questions do not hesitate to email Cheryl Walk or Debbie Arnold.**
 - a. Reimbursement for out of state conference
 - b. Up to \$200 for one out-of-state conference
 - c. Attendance is required at 2 out of 3 Open CAHSA meetings per semester to be eligible
 - i. Must have form stamped by an officer at each meeting
 - ii. If students are enrolled in off campus curricula or clinicals and cannot attend meetings, they must have their form signed by faculty member or clinical instructor
 - d. Can't reimburse for gas, only flight/hotel/conference fee
 - e. Only reimburse the one student that pays for shared hotel room
 - f. No 2-sided copies, don't staple it
 - g. Fill it out on the computer and have a professor sign it
 - h. 60 days from first day of conference to have paperwork turned in

- i. Must turn in attendance form with paperwork
 - i. W-9 form only fill out once, don't need to fill it out again if already turned in once
- ***To request a poster to be printed visit ah.ouhsc.edu*****

-click on Current Students

-find 'Computer Resources' then Poster Printing Information

Poster printing- on ah.ouhsc.edu- once the form is filled out, you can scan the form as a PDF and email the poster template PPT to Debbie Arnold.

Meeting End Time: 12:45 p.m.

Respectfully Submitted,

Nicole Langan

Secretary 2017-18

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