Officer’s Meeting Agenda
Room 3025

1) Welcome & Introductions

2) Goals
   a. Organization
      i. Keep track of membership points and provide opportunities for members
   b. Communication
      i. CC Kelly Kuhlman any email
      ii. Big events CC Dr. Randall
      iii. Keep in contact between the two campuses
   c. Increase Membership & Participation
      i. SPTA
      ii. OPTA – more interaction with the state association
         1. OPTA meeting in Tulsa March 27
         2. Sign up for listserv for OPTA to receive current information
      iii. APTA
         1. More connection through student representatives, Lisa Bryant

3) Bylaws
   a. Brief Review
   b. Membership Status
      i. WE ARE THE EXAMPLE
      ii. Any PT student is allowed to join; must attend 2 meetings per semester AND one in the summer; 3 community service points OR 2 community service and 1 fundraising point
      iii. 3rd years just attend one meeting and must be a current APTA member
      iv. 1st years, automatically a member their first semester
   c. Officer Status
      i. APTA membership required to be an officer
      ii. Keep a notebook of your office
      iii. Must attend all officer meetings and all general meetings; notify Kelly a day before if you cannot make meeting

4) Officer Descriptions & Brainstorming
   a. President
      i. Organize all offices; needs to know everything going on; sets up meetings
   b. VPs
      i. Works with president to organize; sets up speakers for meetings; writes thank you notes to speaker; in charge when president can’t make meeting; in charge of meeting attendance, make sign-sheet more formal; collects points
c. Treasurer
   i. In charge of financial records; need updated balance at each meeting of two accounts; using money to donate to charities and for members to attend conferences; must clear spending through treasurer and president and turn in receipt

d. Secretary
   i. Treasurer on OKC campus; takes detailed notes of all meetings

e. APTA Liaison
   i. Relays information from APTA to SPTA, sending out updates periodically; contact for national conferences; representative if do attend a conference

f. Community Service Chairs/ Fundraising chairs
   i. Providing opportunities for members; find ways to motivate and excite people to be involved, not just do the bare minimum; try to find similar opportunities for both campuses; offer at least 12 opportunities per semester; promote the profession; keep track of points and send to VP
      1. Apparel created explains what OUHSC stands for, ie OU Health Sciences Center
      2. Also create generic apparel to sell to other colleges as well
      3. Fundraising idea – broomball tourney between classes/ programs; sell tickets to watch, pay to play
      4. Purchase bulletin board to hang up info in the labs; Dean Rudeen has mentioned placing one in student lounge

g. Historian
   i. Keep record of events; manages SPTA website, talking with Pam and Gina; can only update website once a month; PR relations

h. Marquette Challenge Chair
   i. In charge of organizing to raise money for PT research and set goal to reach; confirms school is pledged for the challenge set up committee to help organize
      1. Penny Wars – use jars that cannot be easily emptied
      2. Golf Tourney – anybody can play/donate
      3. Get OPTA members involved

i. Committees
   i. Subset to allow other members to be involved; ex community service to help with ideas and be in charge if officer cannot attend

5) Calendar of Events
   a. Spring
      i. Officers meetings – 1st Tuesdays during lunch
      ii. Open meetings – 2nd Wednesday during lunch (exception: May meeting will be 4th instead of 12th)
      iii. Feb 23rd - PT Day at the Capitol
      iv. Fundraiser every month
      v. Community service opportunities every month
      vi. Create schedule for Fall
b. Fall
   c. Determine points for events
6) Treasurer's report & charity donation
7) Obtain free printing and copying for the organization. Email Prof. Ferretti.
   a. i.e copies for order forms, posting information