

# Team Meeting

10 OCTOBER 2022 / 5:00 PM / SKILLS LAB @ SDSU

## Notes/ Updates

- **President:** Alex Wigdale
  - ANOC tickets- due TODAY (requirement is 4 per member)
    - Fill out [this](#) form when you sell a ticket
  - Brief details about ANOC
    - Timing: set up from 12-2, event from 2-5, clean up from 5-6
    - Business Casual attire (no blue jeans or ripped jeans)
  - Travel fee invoices → Dan has sent all of you guys emails for these get these paid as soon as you can:
    - If you didn't receive this email let one of us know after the meeting
    - How to pay: instructions in invoice!
  - Letters - thank you!!
    - Follow up after our trip to thank them as well and let them know how the trip went!
  - Flights!!
    - Complete the [travel registration](#) process through Aztecs Abroad
      - Follow this link and complete all the required documents (signatures) and questionnaires
      - You will also receive instructions to purchase the required *On Call International Insurance* (which provides medical and emergency response assistance while you're abroad)
      - When including itinerary details:
        - Location: Chiang Mai, Thailand (Asia)
        - Start Date: 01/03/2023
        - Departure Date (back to the states): 01/14/2023
    - Fly OUT of any airport you want
    - Fly INTO **Chiang Mai International Airport in North Thailand by January 3rd**
    - Flight and travel insurance highly recommended

- Pick up service is available from the Thailand airport from 6am-10pm (however a morning or afternoon arrival time is encouraged so that no one misses out on the first evening dinner)
    - Fly home on January 14th
    - If you wish to travel beforehand, simply plan to meet the rest of HEAL at the airport to meet the shuttle service
    - If you wish to coordinate flights- input your basic flight info on [this](#) spreadsheet
  - [RAAS Form](#)
  - Fill out [this](#) form for Room Placements!
- **Vice President: Natalie Gaharan**
  - Nursing Students: International experience requirement waiver form
    - Fill out this [form](#)
      - [Approved alternative courses](#)
      - Fulfill your cultural diversity and explorations C requirements (as found in your degree audit in Webportal)
  - Greeting Committee:
    - Help with set up, meet guests at parking lot & outside of the union & work “float” shifts throughout event
  - ANOC name tags → Will be given to you at ANOC
    - Please wear :)
    - Attendance for ANOC is mandatory!
  - Mark your calendars:
    - On Oct 24th and Nov 7th our meetings will begin @6pm!
      - Dennis speaking @October 24th @ 6pm-7pm
      - Dennis speaking @October November 7th @6pm-7pm
- **Secretary & Treasurer: Carli Denholm**
  - Check the cord points form regularly for any discrepancies and let me know if you see anything that does not look right!
    - [Attendance & Cord Points](#)
  - 3 Forms to fill out!
    - [Flight information form](#)

- [Scrub sizing form](#)
  - [Personal Travel Information](#) Form
- **Medical Supplies: Ashli Ginquitti**
  - Shop for A Cause
    - Sunday October 22nd @ El Cajon CVS 10am-2pm
    - Sunday October 23rd @ El Cajon CVS 10am-2pm
    - Sign up for 1 hour shifts (3 people per shift) → 1 cord point per shift!
      - [Sign up form](#)
    - Wear HEAL T-shirts
  - ANOC food/catering Committee:
    - 2pm pickup - all 6 people come for pickup
    - For clean up - everything is disposable
    - 2:30pm begin food for everyone
    - 4:30 clean up plates/trash from table
  - Gphi donation opportunity for medical supplies
    - If anyone has any connections related to this or medical supplies please text me - ex: clubs/organizations and needed volunteer hours or ask hospitals
  - Vaccination UPDATE:
    - Nothing is required for Thailand
    - Highly recommended: make sure tetanus is up to date and Hep A (1 dose)
    - Extra items to pack: Zofran, Luggage tags, Anti-diarrheal, Benadryl, Bug spray, Toilet paper, any other OTC meds you may need
    - REMINDER: each member is responsible for bringing 6 lbs of medical supplies in their checked bag
    - Traveling members please fill out this [form](#) for BP cuff and stethoscopes
    - One cord point for a set of 3 items donated (see photo below)

Please bring in these items if you can!

**Must be UNOPENED  
and NOT EXPIRED  
by Jan 2024**

Medications:

Dulcolax/ stool softener  
Fiber supplements  
Naproxen sodium  
Opcon A/ visine original  
Benadryl  
Children's Claritin  
Children's Pepto Bismol  
Antifungal cream  
Azo cream  
Calamine lotion  
Hydrocortisone cream 1%  
Muscle rub creams  
A&D Ointment  
Antidiarrheals  
Antacid tabs  
Tylenol/motrin  
Neosporin

Supplies:

Floss  
Toothbrushes  
Hand Sanitizer  
Mouthwash  
Cotton balls  
Band Aids  
Ziploc bags  
Trash bags  
Sharpies  
Pipe Cleaners  
Balloons  
Ace Wraps  
Laxatives  
Muscle rubs  
Visine  
Combs  
Condoms  
Pregnancy Tests  
Feminine Care

-One card  
point for 3  
donations



● **Co-Fundraising: Charlotte Hong & Jun Sung**

- ANOC 4 tickets (\$25/each) due 10/10
- Decorations committee: facilitating set up and clean up
  - Organizing center pieces
  - More details coming soon
  - Manage tablecloths and runners on tables
  - Set up basket tables/display (with silent auction instructions on tables, silent bidding sheets for each basket + basket description written out in front of each basket)
- ANOC Guidelines:
  - Top 3 baskets on stage (for live auction) + leave room for these baskets on tables in back with the rest of the baskets
  - Raffle: low/zero bids; set up opportunity drawing tables
  - Provide instructions for managing this table/selling raffle tickets (\$5 each) + pulling baskets without bids in the second half of the event + bringing them to the raffle table section
- ANOC Schedule:
  - **2:00 - 4:00 pm - Silent Auction**
    - 4:00 pm: baskets with low/zero bids → raffle table & announce they have been moved
  - **2:00 - 4:30 pm - Raffle**
    - 4:30 pm: announce raffle winners & invite to choose their raffle items (collect before event ends)

- **2:30 - 3:45 pm** - Cashier committee switch
      - 2 people move to cashier table for raffle ticket sales
    - **4:00 - 5:00 pm** - figure out who wins each basket, begin announcing & let guests slowly collect their baskets to bring home **before the event ends**
      - Start at 4:00 pm to avoid a line after the event ends!
  - October Fundraising: Chipotle (on-campus) food fundraiser
    - October 12th 4-8pm **\*\*THIS WEDNESDAY\*\***
    - You **MUST** show the flier or mention HEAL if you are participating
- **Marketing: Jessie Jung**
  - Marketing & Decorations Committee:
    - Set up and manage, clean up decorations!
      - (centerpieces, table runners, whiteboards, posters, banners)
      - Help out other committees!
    - T shirts:if you haven't already received yours please get them today!
  - Please fill out [this form](#) regarding sponsors for Gift Baskets
- **Culture & Activities/ Health & Education: Lizzy Thurber**
  - Trivia Committee
    - Each table at ANOC will compete in 15 min game of trivia for raffle tickets!
    - I will be reading questions and announcing who wins each round
      - Need help with keeping track of each tables points and determine winner
      - Handing out and collecting whiteboards and markers
    - Announce winner and grab them their tickets!: