



Emergency Medicine Residents' Association

Sample Minutes for Running a Successful EMIG Meeting

Minutes for EMIG Meeting **Wednesday, Sept XXth, 20XX Conference** **Room 100; 1pm – 2pm**

In Attendance: Bill, John, Fred, Sally, Heather, Lisa, Jen, Dr Butcher

Old Business

- Accept minutes from August XXth meeting
- Received funding reimbursement for suturing activity (Bill)
 - CSR refunded \$75 for activity – current EMIG funds = \$350
- Reports on tasks and ideas from previous meeting
 - Contact with EMS dept (John)
 - Set up EMS ride-alongs with Fire Marshal Bill
 - Creation of email list (Fred)
 - Fred sent out formal email to student body for EMIG email
 - Currently have 75 on email list

New Business

- Financial Report (Bill)
 - Current Balance: \$150
- Membership Status
 - 450 on EMIG email list
 - 85 students in attendance at suturing activity
- Emergency Medicine Lunchtime Talk – Sept XX (Sally)
 - Dr Longfinger has confirmed date (needs laptop for presentation)
 - Sally will secure lecture hall for discussion (Room P-53)
 - John will secure food and funding for the event
 - Group budgeted \$50 for food (pizza and soft drinks)
- Intubation workshop – Oct XX (Heather)
 - Heather will contact Drs Macintosh and Miller to facilitate event
 - Sally will secure room for event
 - Fred will contact SIM center to get intubation dummies and supplies
 - Charge each student \$5 for supplies
- Transfer of EMIG leadership (Lisa)
 - Elections for new positions will be held in early January
- Reports from EMRA (Jen)
 - Jen says that EMRA is awesome and everyone should join

Upcoming Events and Deadlines

- SAEM Conference – Sept XX
- Interest Group open house – Sept XX
- Deadline for funding submission – Oct XX

Join us! Become a Member!