

HNS Board Meeting Minutes  
3/17/2023

Old Business

- Approval of February 2023 Meeting Minutes - Approved
- Student event hosted by liaisons @ CRISP (Jill and Zinat to present)
  - Finalize Appetizer options and prices
  - Resend the advertisement at least 2-3 more times before the registration deadline (March 27<sup>th</sup>)
- Finalize recruitment email and flyer for new liaisons (Kendra will have draft):
  - Kendra will send out an email announcing the recruitment of new liaisons and give about 2 weeks for applications
  - Board discusses the applicants without the current liaisons present
- Discussed developing a budget for future spending on events
  - Primary sources of funding:
    - Symposium
    - Member Fees
  - Moving forward tracking our expenditures in a more visible way so that future members have an easy reference
- Original Venmo account was closed by Paul Cirino and old QR codes should be deleted, Adam Christensen has opened up a new account
- Calendar of events for the year
  - Spring Symposium
    - Date: May 20<sup>th</sup>, 2023
    - Location: VA in building 108A first floor group rooms
      - Benefits over Baylor: Free parking, more secure reservation
    - Topic: Digital Neuropsychology: Evidence, Ethics, and Equity
      - Speakers: Drs. Munro Cullum and Kenneth Podell
        - Dr. Podell agreed to donate his honorarium to student travel awards or registration fees
      - Other events: Mentoring (Erin agreed to facilitate this); do we want vendors/sponsors?
      - Documents to finalize/approve during the meeting
        - Save the Date Flyer (Kendra will present draft)
          - 8:30am registration
          - 9:00am talks start
        - CE Speaker Packet: Kendra has put together a document that we can send to future speakers that gives information about what HNS talk and the audience. It will also help gather the information that we need for advertising the talk such as professional headshot, learning objectives, permission to record the talk.
        - Call for Student Posters and Poster Awards (maybe create a digital form?)
          - The plan is to have abstracts, speaker/presenter information to create a symposium booklet

- Discussed having sponsors and advertising their business or organization
      - Volunteered Reviewers: Hannah Combs, Kendra Anderson, Aimee Giammittorio
    - Hannah will work on setting up the registration on the website
    - Will look to see if we can modify the automatic email to include specific direction details for the symposium
    - Food: Adam will reach out to the French Quarter
  - Other CE speakers/Events?
    - Steven Woods agreed to give talk on Cognitive aspects of Health Literacy in April
      - Need someone to do flyer for this once date solidified (either April 20<sup>th</sup> or 27<sup>th</sup>)
    - Baruch Williams agreed to do talk on the business of private practice or a topic on private practice or peds in November.
    - **Still need CE speakers for July and September**
      - Kendra will reach out to the DNS for a possible speaker
      - Lawrence Pick
- Spring/Summer Newsletter
  - Recruit volunteers
- Collaborations
  - Luis agreed to collaborate for table at AD walk. Making a plan to do cognitive screenings (and possibly blood pressure checks) at our table using UH students and med students
- Membership Renewal
- Website issues
- Policy and procedures

#### New Business (Theme: Connect, Engage, Renew)

- Connect
- Engage
- Renew

#### Attendees:

President: Kendra Anderson

Past President: Hannah Combs

Future President: Yosefa Modiano

Treasurer: Adam Christensen

#### Members at Large:

1. Aimee Giammittorio
2. Amanda Child
3. Tabina Choudhury
4. Michael Williams

#### Student Liaisons:

1. Jill Morales
2. Zinat Taiwo