

**PHPS Alumni Association Executive Committee call**  
**Monday, January 3, 2005**  
**11:00am - 12noon EST**

**Present:** Maureen Sinclair (President), Kathy Witgert (Treasurer), Mary Kate Weber (Secretary), Thelma Williams (PHPS Liaison)

**Alumni Newsletter**

Julie sent out a draft copy of the newsletter to date and asked for feedback. The following pieces are still pending: Message from the President (Maureen), Update from PHPS (Thelma), and Alumni Profile (Jonathan King and Jay Roth). Mary Kate will work on drafting something summarizing the CDC reorganization and alumni activities at the last PHPS conference. Articles should be sent to Julie **by January 14<sup>th</sup>** and a final draft of the newsletter will be sent to the Executive Committee for review. We will send the newsletters with the membership information via email **by January 20<sup>th</sup>**. Also, we should add to the Updates condolences to John Lisco whose mother passed away recently.

Mary Kate will email the recruitment letter, newsletter, and membership form to the current member email list and the 97-00 email list that she has. The recruitment letter with attachments will also be forwarded to John Lisco so that he can forward to his full listing. Maureen will send Mary Kate a copy of last year's recruitment letter.

**PHPSAA Letterhead**

It was decided that since most correspondence that the PHPSAA sends out is via email that perhaps it is unnecessary to purchase letterhead. We have the letterhead as a pdf and could print on high quality paper if necessary. Also we can begin to use the logo in our email correspondence. It was thought the money saved on stationary could contribute to a social event or something else.

**Conference Call Schedule**

The next call is scheduled for Monday, January 24, 2005. All calls are scheduled for 11:00am Eastern time.

Call In Number: 1-800-988-0571  
Passcode: 71464