

PHPS Alumni Association Executive Committee Call
Monday, February 28, 2005
11:00am - 12noon EST

Present: Maureen Sinclair (President), Lisa Roth-Edwards (Vice-President), Kathy Witgert (Treasurer), Mary Kate Weber (Secretary), Julie Schuitema (Member at Large), Dianna Frick (LC representative), Mark Mueller (LC representative)

1. PHPSAA Website – Maureen
 - a. Web hosting

If we decide to go through CDC Foundation, we will have to use their existing contractor. We would not be able to hire our own contractor (e.g., Hoang) to work on CDC Foundation's website. We may be able to get CDC Foundation to include a link to our site or to include a one-pager describing the PHPSAA which would link to our PHPSAA site.

Hoang is willing to help with the site (at no cost) but will be out of town until March 26th. Mary Kate suggested that the timing may work fine since it gives us a chance to pull together the materials we would like on the site. Maureen indicated that the hosting costs would range from \$50-150 per year depending on size of site. For now, this may be the best option and then put more investment into it later on. All agreed that we should proceed with this option.

It was suggested that perhaps we can compensate Hoang by waiving membership or giving him a lifetime membership.

- b. Review proposed content (see information below)

Below is a list of items to include on the site (these were put forth at a previous Executive Committee Meeting):

- Alumni Contact information – possibility of updating information or way that the person can send an email to a PHPSAA email address and someone else would update.
- Executive Committee Members/contact info
- Social Events (APHA, Orientation) & Other Announcements
- Strategic Planning Document // Bylaws
- Downloadable file of Membership List
- Downloadable membership form
- Committee Descriptions / Email for interest / Main contact
- Mentorship Program Information
- PHPS Program News (link to PHPS activities, deadlines)
- PHPS Web board

- Post Job announcements link to PHPSAA email address (forwarding to personal address)

Mark said that this list is very comprehensive. Mary Kate indicated that the web board and job announcements may require more time maintenance. Decisions on specific information to include will depend on how much space we have on the site. **Mary Kate and Maureen will pull together the relevant materials for the site and work with Hoang on developing a workplan for setting up and developing the website.**

2. Life After PHPS – Dianna or Mark

Dianna and Mark are Liaison Committee representatives to the PHPSAA Executive Committee. They asked committee members for insights on the annual “Life after PHPS” conference call. This call is set up for specialists who are graduating from PHPS to address any questions they may have on the transition from PHPS to employment. In the past, alumni have participated. The LC External Communications committee would like to set this call up for April or May this year. Dianna and Mark are looking for an alumni volunteer to help coordinate the call. Lisa volunteered to do this. Diane and Mark will connect with the 2002 LC representatives and ask them to develop a series of questions that their class would like addressed during the call.

It may be helpful to have the call before the 2002 class leadership training in May. Dianne and Mark will follow up with the 2002 class and Lisa.

Mark indicated that the Liaison Committee has been restructured and new work groups have been established. They have also been involved in the mentorship project. The next LC meeting will be held this week.

- ## 3. Award/Recognition for retiring PHPS supporters
- a. Barbara Holloway
 - b. Ginny Bales

Maureen mentioned that both Barbara Holloway and Ginny Bales, strong supporters of PHPS, are retiring and she asked if the Alumni Association should recognize them. All agreed that this would be a good idea. Ideas for this included: sending a letter to both of them thanking them for their support and highlighting the achievements of PHPS; sending an email to alumni letting them know they are retiring (we can provide contact information and they could send a personal note if they wish); if there is an annual conference this year, they can both be honored there; and an announcement can be included in the next newsletter and/or on the website.

Maureen and Mary Kate will work on drafting letters on behalf of the Alumni Association to Barbara and Ginny.

4. Honorary Membership criteria - Maureen

What is criteria for selecting honorary members? Currently Ginny Bales is the only honorary member. The by-laws indicate that this can be done; however, there are no guidelines for determining this other than these persons have contributed greatly to the program. It was suggested that perhaps we can solicit alumni for honorary member nominations. These nominations would include a brief paragraph outlining what the significant contributions of this person are. A vote on these would occur at the same time as elections. This would not be a competitive process; 50% of returned ballots indicating honorary membership would be needed. Kathy suggested that the PHPSAA Executive Committee review all nominations and select those entries who provided significant contributions to the program.

The next election nominations are October 15th . Elections are determined by October 30th . Nominations of honorary members would occur at this time as well.

This process for selecting honorary members does not have to be included in the by-laws. Future groups could make this more “official” once we assess how this process will work.

5. Chronic Disease conference event

It looks like two PHPS events have been scheduled. Chris decided that we did not need to provide funds for an event.

6. Other

Kathy sent a draft of the PHPSAA funding request form to Lisa for review. This will be sent to the committee for review and approval via email.

We are still in search of the original PHPS logo to use on our materials. Lisa was unable to locate a coy from the program but will keep looking.

7. Next meeting: Monday, March 28, 2005 11-12 ET

Call-in information

Telephone Number: 1-800-988-0571

Passcode: 71464