

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

Attending: Kathy, Lisa, Julie, Mary Kate, Maureen

**1. Update on PHPSAA Website – Mary Kate**

Goal is to have a website address identified / get started on work plan for Hoang. Mary Kate will pull relevant materials together and develop a work plan for Hoang. Mary Kate will meet with Hoang to discuss details.

**2. Update on letters of thanks for retiring PHPS supporters – Maureen**

- a. Barbara Holloway
- b. Ginny Bales

Maureen will send draft letters before the end of the week and get out before the next call.

**3. Reimbursement Request Form - Kathy and Lisa**

The group reviewed the draft form, which included 10 guidelines along with the actual form to be completed. This was developed by Kathy and Lisa. Committee comments are included below:

Maureen indicated that some of the guidelines seemed too stringent. We don't want to discourage people from applying. Perhaps making the tone less formal would help. Listed criteria are good but may not have to list everything.

Could add "requests in a shorter time frame" could be considered but it would depend upon the time it takes committee members to review and approve.

May want to say something like "request will still be considered even if late." Kathy will work on a general intro encouraging people to apply. Some criteria would be non negotiable, e.g. #2.

Each item was reviewed by the committee:

- #1 -- Support mission of AA – ongoing professional development -- okay
- #2 – Requestor must be a current fellow or dues paying member -- okay
- #3 – Open to all alumni assoc alumni, guests, current fellows, PHPS staff -- okay
- #4 – Invitation extended to PHPSAA members through the Executive Committee. Invitation must be sent invite to Treasurer prior to event – okay
- #5 – Event must be handicapped accessible -- okay
- #6 -- Cannot exceed \$300 per event; however in rare cases a higher amount could be considered -- okay

Note: we do not have criteria for how to evaluate requests. This is a good point; however, we currently are not getting overwhelmed with requests. It is also important to note that we are restricted by the funds we have available.

#7 (continued) -- Request for sponsorship 2 weeks prior to scheduled event. This may be too tight; perhaps we should be more flexible. Committee needs time to review and approve requests. Perhaps say that requests may not be considered if submitted within 2 weeks.

#8 -- Sponsorship is reimbursed through CDC foundation. Requestor must submit all original copies of receipts to CDC Foundation for reimbursement. It was suggested that SSN should not be asked. Kathy will check to see if CDC Foundation requires this.

#9 -- Requestor should submit a summary of the event including # of attendees -- okay

#10 -- Alcohol and tobacco products not reimbursable -- okay

The approval process considers the following:

- First come, first serve basis
- Are funds available?
- Are event request guidelines followed?

For internal decision making:

Do we want to consider determining a % of our funds for social/networking activities?

Do we want to see what the \$ will be used for? Add Use of Funds to the application form (e.g., please itemize food items vs non food items, if possible).

The committee decided to remove SSN from page 2.

Kathy will make changes and email out new version. Approval will be made either via email or by next call.

Great job Kathy and Lisa for all of your hard work on this!!

#### **4. LC Update – Lisa**

April 5 2-4pm EST Life after PHPS call will be held April 5 from 2-4pm. The LC surveyed the class asking what kind of questions they have for alumni. Lisa has been working on identifying alumni to participate. They are still looking for someone working in a county or city health dept after PHPS. Seven alumni confirmed so far -- Chad, Jeanne, Jonathan, Jay Roth, Kathy, Garry Lowry, Mary Hall, Steve Trockman, Joanna Cassman.

The question was raised if alumni are PPHSAA members. Lisa indicated that the majority were and she was working on the others to join. In the future perhaps we should tap alumni association members first?? Also, perhaps feedback from exec committee would also be helpful before final decisions are made.

**5. Items for next call - Maureen**

- a.) Membership and Financial update from CDC Foundation (Mary Kate & Kathy)
- b.) Mid-year newsletter with election information and alumni profile

Election Info

Alumni Profile – international stuff

Alumni Profile – foundation, state health department

Honorary membership

Julie will remind Jay and Jonathan about Alumni profile. Julie also suggested that a profile could be done on PPHSAA working on similar topic areas; for example, there are several PPHS graduates involved in hepatitis C.

We will shoot for a July / August newsletter

**6. Other**

Mary Kate is working to get the most recent list of members from CDC Foundation.

Congratulations to Julie – she and Dan are expecting a new arrival!!

Lisa is still trying to track down a clean version of the PPHS logo.

**7. Next meeting: Monday, April 25, 2005 11-12 ET -- IS CANCELLED**

Mary Kate will reschedule this one for May 2<sup>nd</sup>, 2004, 11-12 ET (same number & passcode).

**Call-in information**

Telephone Number: 1-800-988-0571

Passcode: 71464

*Submitted by:  
Mary Kate Weber*