

PHPS Alumni Association Executive Committee call
Monday, March 29, 2004
12:00-1:00 EST

Present:

Deb Stone (Past Vice President), Lisa Roth-Edwards (Vice President), Tonya Lang (Past Secretary/Membership Coordinator), Julie Wolthuis (Member at Large), Kathy Witgert (Treasurer), Linda Kane (CDC Foundation), Gabe O'Meara (PHPS Program Staff), Shannon White (PHPS Liaison Committee representative)

I. Welcome and Thank You

Congratulations to Lisa Roth-Edwards who has been elected as our new Vice President, and to Mary Kate Weber who is our new Secretary/Membership Coordinator! Thanks also to Deb Stone and Tonya Lang for their contributions these past two years.

II. Membership – Tonya and Linda

In our last membership mailing, 120 letters were mailed out (this also includes people who didn't complete the program and program staff). As a result, we now have 25 new members, including 5 lifetime members. If we calculate the number of members from August 1, 2003 to the present, we had 36 members total.

Tonya will draft a welcome letter to all new/renewing members, but will check with Maureen first to make sure she hasn't already started working on it.

A note to our new to the PHPS Alumni Association: The CDC Foundation has a service contract with PHPSAA, where the Foundation provides financial and membership services for PHPSAA (e.g., mailings, pay bills, maintain list of dues paying members).

Linda did not have a list of everyone who marked that they were interested in serving on any of the proposed subcommittees handy, so she will provide this information next month. We will assess the interest in the subcommittees during the April meeting.

III. Alumni Survey – Maureen and Kathy

Maureen and Kathy have not been able to meet with John Lisco yet to discuss the survey, so they have not begun work on the survey. PHPSAA will be sending the survey out to all alumni, so we do not need OMB clearance. If anyone has any suggestions on what should be included on the survey, please send input to Maureen and Kathy.

IV. Honorary Memberships and By-laws revision - Kathy

The following is a brief list of the proposed changes to the by-laws:

Article 4: Propose changing the membership year to March 1-February 28 to make it easier to contact people after they finish the program.

Article 5: Change the bylaws to reflect that a representative from the LC will attend our meetings each month. Also add under the Treasurer's duties that the Treasurer is responsible for dues solicitation. Under the Nominations and Elections section, add that if someone steps down, we will hold a special election that follows the same procedures as our usual elections.

Article 6: Change dates for nominations deadline, elections timeline, and when new officers begin serving their terms to reflect the new membership year.

We will have further discussions on how to coordinate membership solicitations year round. There was agreement that the elections period needs to be extended to give us more turn around time; we need a longer time frame for people to vote, and more time to do the mailing.

V. Mentoring Program update – Deb

There was a check-in call recently to talk to all the matches.

Deb will continue serving as alumni coordinator for now. After the pilot is over, she will contact Maureen to see if someone else on one of committees will want to take over these responsibilities.

VI. PHPS Program Update – Gabe

The program staff is currently meeting to finalize the 2004 class. They invited 65 applicants for an interview, with 60 applicants completing the interview. The final class will have 25 new Prevention Specialists total. The program will announce the new class in early May.

This year, 213 LOIs for field assignments were received. This was the first year the program invited other public health agencies besides health departments to apply. Out of the 213, 123 agencies were invited to submit full applications. The applications are due tomorrow. Out of the 123, 84 proposed assignments for the program management track, and 39 were applied epi assignments.

The 2003 class has requested a meeting with staff this Thursday afternoon to discuss the field assignment process. Specifically, the class would like to have the option to pick from both types of assignments.

VII. LC Update - Shannon

As part of one of the LC's goals this year, each representative will contact a certain number of people from their class to assess their interest in the LC and how the LC can improve. The LC reps are compiling this information in hopes of engaging more Prevention Specialists in the LC. Shannon will share the results during the April call.

The LC is also coordinating a call with the Alumni Association on Life after PHS. The call will most likely be held on either the 1st or 2nd week in April. Shannon will forward the call information to Tonya and Mary Kate, who will then forward to the rest of the PHSAA members.

VIII. Next meeting: Monday, April 26, 2004, 12:00-1:00 EDT

Telephone Number: 1-866-793-5738

Passcode: 642870

IX. Adjournment