

**PHPS Alumni Association Executive Committee Call**  
**Monday, May 2, 2005**  
**11:00 am – 12:00 noon EST**

**Participants:** Lisa Roth-Edwards, Kathy Witgert, Mary Kate Weber, Thelma Williams, Mark Mueller, Dianna Frick

**Elections**

Elections are fast approaching.

Nominations -- Due by July 1<sup>st</sup>, call for nominations should go out by **June 1<sup>st</sup>**

Target date for mailing: **mid July** – newsletter, membership, nominations due **Aug 15<sup>th</sup>**

Tally by CDC Foundation by **August 30<sup>th</sup>**

- Need to identify someone to act as Nominations Coordinator. Bylaws indicate Past President (which would be Yinka Kerr). Since she is overseas this may be difficult so we may want to ask someone else. Patrick Flaherty volunteered to do this last time around; perhaps he will agree to do this again.
- Need to talk to CDC Foundation to find out if they have the staff to put together and mail out the membership and nominations materials. Mary Kate will contact Chloe to discuss this and the timeline for it.

We have a list of current PHPSAA members (last updated November 2004) who we will send membership renewal requests to along with election ballots. Dianne, Mark and Lisa are currently working on identifying as many alumni as possible so that we can begin to maintain a directory of alumni. This will help to recruit more new members. They hope to make some calls to folks in order to update the alumni list and get this list together by mid May. Mary Kate and Kathy volunteered to help with contacting individuals if needed. We could then recruit new members in July as well.

**PHPS Update –Thelma**

- 2004 Class is currently engaged in the Open Recruitment Process for their field assignments. This concludes this week. Gabe has been coordinating this effort.
- 2002 Class Leadership Training is taking place this week, May 2-6<sup>th</sup> in Atlanta.
- The PHPS Conference will be held July 25-26th in Atlanta. Lisa Hammad is the PHPS staff person coordinating the conference.
- Staffing: have identified a program analyst, Rafel Jackson (taking Shannon's position). This is a 3 month detail. Marlisa Hughes Duncan will be detailed for three months for a PHPS supervisor beginning on May 19<sup>th</sup>. Thelma and Michelle will be on detail in the coming months.

**Website Update – Mary Kate**

Mary Kate and Maureen met with Hoang last week to discuss the PHPSAA website. We plan to set up a call with Hoang to discuss the proposed layout of the site some time in May. He is willing to do this free of charge; however, we did offer him a life time membership. A decision on this was not made but all thought it was a good idea to offer this to Hoang. Mary Kate contacted CDC Foundation to find out if they would be willing

to pay the annual fee for the website (\$65 per month) instead of having one of the Executive Committee members pay out of pocket and get reimbursed.

### **Membership Update – Mary Kate**

Mary Kate has received a list from Deborah Charron at the CDC Foundation. There are discrepancies with the list that she currently has. She will cross-check the lists, identify all discrepancies, and talk with CDC Foundation regarding this.

### **Financial Update (Kathy)**

Kathy indicated that our current balance is \$3,049. Since July 2004, we have collected over \$500 in dues; supported three events (PHPS graduation, PHPS orientation, APHA event) totaling \$900; paid \$75 in administrative fees to CDC Foundation; and have allocated \$100 for the PHPS social this week.

PHPS Social: Kathy will follow up with Chris Thomas to remind him to obtain receipts for the event so he can be reimbursed and also to provide a summary of who attended the event. Kathy indicated that faxed receipts to the CDC Foundation are fine.

### **Letters to Ginny Bales and Barbara Holloway**

Maureen has drafted letters. However, she was wondering if folks thought we should nominate both as honorary members. We realized that Ginny is already a lifetime member (which she paid for herself) so this may not be relevant for her. Mary Kate will follow up with Maureen regarding this issue to see how she would like to proceed.

Kathy will review the guidelines on how we nominate honorary members.

### **Life after PHPS Call**

The conference call was a success. Eleven alumni participated on the call with members of the 2002 Class. Alumni working at CDC, state and local health departments, going back to school, working at non-profits were represented on the call. Mark indicated that he has put together a summary of the call and he will forward this to the PHPSAA Executive Committee.

### **Agenda Item for Next Call**

Financial -- Do we want to develop more guidelines on how to allocate our resources? --  
Kathy

**Next Call** – scheduled for May 23 at 11:00am EST

### **Call-in information**

Telephone Number: 1-800-988-0571

Passcode: 71464

*Submitted by:  
Mary Kate Weber*