

PHPS Alumni Association Executive Committee call
Monday, May 24, 2004
12:00-1:00 EST

Present:

Maureen Sinclair (President), Kathy Witgert (Treasurer), Mary Kate Weber (Secretary), Julie Wolthuis (Member at Large), Shannon White (PHPS Liaison Committee representative), Gabe O'Meara (PHPS Program representative), Linda Kane (CDC Foundation)

General Update and Discussion – Maureen

Maureen's new contact information was emailed to everyone. Maureen indicated that she is having difficulty accessing her CDC account right now. Please use her USAID email address if you need to reach her.

Work address:

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Park Palace Building
41 Kazibek Bi Street
Almaty, Kazakhstan 480100
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7030 Almaty Place
Dulles, VA 20189

New Time for Monthly Conference Calls: Committee calls will be one hour earlier now on the 4th Monday of every month, at 11AM EST.

Roles and Responsibilities of Executive Committee Members: Lisa asked Maureen what her responsibilities were as Vice President. Each member's roles are described generally in the by-laws. Maureen asked the group if anyone had ideas about specific tasks that should be assigned to a particular member of the group that are not outlined in the by-laws. Kathy suggested that perhaps one person could act as the PHPSAA liaison to the PHPS program. Maureen told members to forward any other ideas regarding this to her via email.

Announcement: Kathy is taking a position at the National Institutes of Health, Allergy and Infectious Disease program. She will be leaving CDC on June 18th. Congratulations on your new job, Kathy!

Membership – Maureen and Mary Kate

Membership Letter and Committees Update: Mary Kate drafted a welcome letter which Maureen is reviewing. Mary Kate and Maureen will work on these and on developing descriptions of each committee. This will also be incorporated into the welcome letter. Membership Year: The issue of when the membership year should be has not yet been resolved. Linda proposed that we consider separating the membership year from the elections. September through August was proposed as the membership year. A

recruitment/renewal mailing could go out to all alumni and nominations for executive members could also be solicited. While this may not be the ideal time for graduating PHPSers since many are in the process of relocating during this time, they can learn about the AA during the PHPS conference. Also, an additional mailing can be done in January to catch the graduating class members and also send out election ballots.

It was decided that the Membership Year should be September through August. In addition, Maureen asked Kathy if the by-laws discussion needs to continue. There were several revisions made and sent out to folks in early April for review. Kathy said that these discussions need to continue. She will send out the revisions (including the membership year revisions discussed above) for review and comment.

PHPS Annual Conference

This year's conference will be held on August 2-3, 2004 in Atlanta. Kathy has been contacted by the social events coordinator regarding PHPSAA support for one of the social activities (e.g., raffle awards for 2001 class, coffee break). It was decided that we had the funds to support something at the conference. Shannon will work with Mickey and Reginald on determining what would be the best option for our contribution.

Maureen asked Gabe if there could be sometime during the conference to talk to the group about the Alumni Association and if we could set up a table to do recruitment. Julie indicated that she participated in last year's conference and while not a great number of folks signed up, it was a good opportunity to promote the Alumni Association. Linda suggested putting together membership packets for the graduating class and perhaps a promotional item (e.g., mug).

Mary Kate indicated that she will be available to attend the conference and will see if she can recruit Atlanta-based PHPSAA members to attend as well.

PHPS Program Update

Gabe indicated that the PHPS office has relocated to Century Center, Bldg 2400, 5th floor. She will forward the list of new phone numbers to the group. Dr. Thacker is now Director of the new Office on Human Capital. The program has been moved out of the OD but the final structure has not yet been determined. She will keep the group posted on this. The program is also looking to fill 2 public health advisor positions and a temporary GS-14 position. Interview day for the 2003 class will be held June 12th. Forty-six health departments have been invited to interview.

Maureen asked Gabe if we should still proceed with the Alumni survey since it was requested by Dr. Thacker. Maureen and Kathy have been working on this and have shared it with John Lisco and Denise Koo. The intent of the survey was to determine where PHPS alumni are now and how the program has impacted their career choices, etc. Gabe thought that it would be a good idea to continue this since it would ultimately benefit the program.

Gabe indicated that the Survival Guide will be sent out to the incoming class. She also indicated that a section on Moving to Atlanta was removed since it was decided, due to budget restraints, that CDC would not fund moving expenses for the move to Atlanta. Gabe also indicated that this did not effect anyone's decision on whether to accept admission into the program.

LC Update

Shannon reported that the Liaison committee compiled the results of their One on One calls with class representatives. The report was sent to Gabe who will forward it to program staff. A presentation by the 2 co-chairs will be made to the program sometime in June.

Maureen asked Shannon to ask the Liaison committee members to think about specific ways that the Alumni Association could assist in fostering communication and sharing ideas across classes.

Next Meeting

Monday, June 28, 2004, 11:00-12:00 ET (*please note change in time – one hour earlier*)

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