

PHPSAA Executive Committee Meeting Minutes

6/27/2005

Participants: Maureen Sinclair, Kathy Witgert, Mary Kate Weber, Lisa Roth-Edwards, Mark Mueller

1. Website

Committee members reviewed the mockups of some of the proposed pages and provided feedback on them. Mary Kate will set up a meeting with Hoang Dang regarding the website and hopefully it can be set up to coincide with our next newsletter and the membership mailing.

The issues of having password protection on the website for certain sections of the webpage was discussed. Mary Kate will talk to Hoang to see if this is an option for our site. For right now we will keep it open to all. As time goes on; however, we may want to consider doing this.

Lisa and Kathy offered to assist with the website in writing content if necessary. Mary Kate will follow up with them once she has a sense of what pages need additional content.

2. Directory

PHPS Alumni directory – Lisa, Mark, and Dianna have been working with PHPSers to obtain most recent contact information. A database has been created that includes name, address, and email information. There is also information on class year, alumni association status, position title, and topical areas. Lisa will make final changes and will send to Executive Committee. Mary Kate will compare her list of alumni association members with those in the current directory listing.

3. Newsletter

John Lisco agreed to provide a PHPS program update for the newsletter. Further discussions on newsletter will take place via email. All materials for the newsletter should be completed before July 15th. We would like to include the newsletter in the membership mailing.

4. Elections

The request for Executive Committee nominations is due July 5th. Materials for the membership mailing will be sent to the CDC Foundation by July 15th. Materials will include a cover letter, membership form, ballot, and newsletter. We will ask CDC Foundation to get this mailing out by July 22nd. Request return of ballots by August 19th. The announcement of new officers will be made by August 30th.

5. 10th year anniversary of PHPS

Kathy proposed that the Alumni Association consider funding a PHPS conference to celebrate the 10 year anniversary of PHPS; not sure about details but will continue to investigate funding options. There are often conference support grants available. We may also want to contact CDC Foundation, ASTHO, or NACCHO to explore funding options with them.

This could be quite costly if we were to include both PHPS alumni and existing members but it is worth investigating. Kathy will look further into this and Maureen will touch base with John Lisco about possible CDC support of such an effort.

Next meeting: **Monday, July 18, 2005 11-12 ET**

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Submitted by:

Mary Kate Weber 6/29/05