

PHPS Alumni Association Executive Committee call
Monday, July 26, 2004
11:00am - 12noon EST

Present: Maureen Sinclair (President), Kathy Witgert (Treasurer), Linda Kane (CDC Foundation), Lisa Roth-Edwards (Vice-President)

General Update and Discussion

Linda Kane is leaving the CDC Foundation. Her last day is August 27th. No replacement has been identified as of yet, but Linda will let us know. She will be working as the Senior Associate of Direct Mail at the Carter Center. Congratulations Linda!

Membership – Maureen and Mary Kate

A draft newsletter has been created and is being reviewed by Maureen. It includes a discussion of the committees and welcomes Mary Kate and Lisa to the Executive Committee.

Action Item(s):

- *Maureen to write a paragraph for President's Corner section of newsletter. Due by Wednesday, July 28, 2004.*
- *Lisa to write her profile and review committee descriptions with her name listed as the contact for interested persons. Due by Wednesday, July 28, 2004.*
- *Mary Kate to bring finalized copies of newsletter to upcoming PHPS Conference.*
- *Newsletter will be sent to all PHPS alumni by **due date??***

By-Laws – Kathy

Seek dues twice a year in September and January (election cycle). Members would be reminded via letter of the last date of their dues payment. If members are lapsed in dues we will “catch” them in the voting cycle. A process that will be efficient as we continue to grow is needed. Maureen suggested that we combine the election and voting cycles to follow the September 1st – August 31st timeline. This would mean that elections would be held over the summer on the following schedule: nominations due by 7/1; elections held by 8/30 and new term begins on 9/30. The month of September would serve as the “overlap” month for new and old Executive Committee members and all would attend the September conference call.

This change affects current terms in office and would mean that Kathy, Maureen, and Julie would agree to continue serving as Executive Committee members until 9/30/04 (instead of phasing out this Spring).

Action Item(s):

- *Kathy to review bylaws regarding term limits and draft a paragraph that allows term extensions in the event it is necessary. Kathy will revise Articles 4 & 6 to reflect today's discussion of combining cycles. Revised bylaws will be sent to entire Executive Committee for review and vote. **Due date ??***
- *All members of the Executive Committee will review the revised bylaws and voting will take place via email before the next conference call. **Due date??***

PHPS Annual Conference

Various alumni will be attending different portions of the upcoming PHPS conference. Mary Kate will be participating in the ceremony and has been asked to speak about PHPSAA

and has asked for input (on talking points) from Executive Committee members. PHPSAA has purchased pens for the graduating class and is sponsoring the cake desert at the pre-conference dinner.

Action Item(s):

- *Executive Committee members are asked to email Mary Kate any ideas and/or suggested talking points about PHPSAA and its benefits to encourage alumni to join. Due by Friday, 7/30/04.*

PHPS Program Update (sent via email by Gabe)

- Thelma and John are participating in the STEPS Objective Review panel in DC this week. Thelma is a panelists and John is a Chair.
- Ashlee Inman is an intern with the Hispanic Serving Professional Health Schools (HSPHS) and will be working with Everett and Lisa on program and training evaluation. She's here til 8/27.
- PHPS Conference is set for August 2nd and 3rd.
- Administrative days are August 16th & 17th. 2003 class will depart for field assignments on the 18th.
- Mary Hall, Natarsha Thompson and Parul Nanavati participated in the PHPS Seminar "Transitioning to the Field" as part of a panel to share their experiences with field assignments. CIO Supervisors Valerie Koker and Leslie Boss also presented their Insights and Tips as previous field assignees.
- The AQWG/LC is putting together a booklet for Field Supervisors to help with transitioning PS to the field. It's entitled the Field Supervisor's Transition Guide - written by PS for Field Supervisors. The LC and PHPS staff will review this week and the LC will distribute it in time for the deployments.

LC Update

No update.

Other

Lisa brought up the issue of the mentorship project. Currently Deb Stone is leading the efforts but is looking for an alumnus to take over. Deb is willing to work with the new person to ensure a smooth transition. It seems as though the mentorship committee would be a natural "place" for the project to go.

Action Item(s):

- *Lisa will locate old email from Deb and send to all Executive Committee members. Due by Thursday, 7/29/04*
- *Lisa will follow up with Deb to see if anyone has volunteered to take over. Due by Thursday, 7/29/04.*
- *Executive Committee members will revisit the issue on the next conference call.*

Next Meeting - Monday, August 30, 2004, 11:00-12:00 ET

(Please note change in time – one hour earlier)

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