

**Minutes**  
**Executive Committee Meeting**  
**8/22/05**

**1. Elections/Membership mailing – Maureen**

Mailings went out...exec committee members received their ballots. Votes due to CDC Foundation by 8/24/05. According to the by-laws, new Exec Comm members begin by 9/30/05. Next call is 9/26. Newly elected members will be invited to participate in this “transition” call. Maureen will follow up with Mary Kate about contact with CDC Foundation about election results and contacting new members to participate on Sept call.

**2. Website – Maureen**

New website up and running...Executive Committee members viewed the site and believe it looks good. Lot of new activities can be accomplished now that this is up. Mary Kate requested feedback on site, especially re: job site and alumni contact information.

RE: job links...would be nice to list individual job listings that are usually sent around by e-mail...maybe have 2 sections: one for links and one for listings? Ask Mary Kate to check with Hoang about options? New Member-At-Large will take over administration of site (discuss on next call during transition). Ask Mary Kate to follow up with Hoang if he will continue to be Webmaster for the next year.

RE: alumni contact info...Alumni directory is great! Can we have a members only section in the future in which members could access (benefit of membership)? For now, we could list general information and let members know they can request the entire directory thru the website email. Lisa will modify website list to be name, class year, and email and submit to Mary Kate to get to Hoang. Full directories will be available to any current PHPS and any PHPSAA members.

**3. Alumni Directory – Lisa, Mark or Dianna**

a. Sharing information more broadly – see above discussion

**4. PHPS Program Update – Thelma – no Program representative on the call.**

- a. PHPS Conference last week – Dianna provided update on conference...first-ever BT/EP conference...good way for current PHPS to get together. Mary Kate did presentation on PHPSAA. Social was successful...lots of attendees.
- b. Current class leaves mid-Sept. New class starts mid-October, which will affect internal functions, such as LC.

5. **LC Update – Dianna or Mark** – Current year mentorship project is ending...new cycle is starting. Let alumni know we need mentors for the coming year.
6. **Budget discussion** – Kathy – do we need guidelines on how we spend our funds? Percentages? By activity? By priority? Since our next call is for a transition...perhaps we could suggest this as follow up for the “new” Executive Committee? Kathy will forward cost breakdown (with some of her recommendations) to Executive Committee so we can formulate overall recommendations.
7. **Other** – Kathy mentioned PHSAA funding a conference...still looking for resources despite difficulty. Idea is still a good one.
8. **Next meeting: Monday, September 26, 2005 11-12 ET**

**Call-in information**

Phone number: 1-800-475-8410

Passcode: 88543