

**PHPSAA Executive Committee
Meeting Minutes
September 26, 2005**

1. Welcome new members, recognize outgoing members – Maureen

Maureen welcomed the new members to the Executive Committee: Cindi Melanson, PHPS '99, President; Garry Lowry, PHPS '98, treasurer; and Jeanne Alongi, PHPS '97, Member at Large. She thanked them for their willingness to participate on the committee. Maureen also acknowledged the hard work of Kathy Witgert and Julie Wolthuis who are rotating off the committee this year. Maureen was also acknowledged for her hard work and leadership as PHPSAA Executive Committee president.

2. Website – Mary Kate

Mary Kate indicated that there are still a few areas of the website that need to be worked on and encouraged the new committee members to review the site and provide any feedback they may have on it.

Decisions still need to be made on the following:

- a. If the Alumni Directory (or parts of it) should be posted?
- b. Whether job announcements should be posted or just forwarded to the alumni membership list
- c. Determine which committee member should be the lead (was put forth previously that this should become part of the responsibilities of the member at large)

Hoang has agreed to continue to help maintain the website. However, the committee representative would be responsible for interfacing with him and providing updated materials for him to post.

3. Membership – Mary Kate

Mary Kate is still waiting for the 2005-2006 membership list from CDC Foundation. She will forward this to the committee.

4. Budget - Kathy

Kathy shared with the group what the PHPSAA current expenditures are to date. She recommended that the new Executive Committee consider writing financial guidelines that align with the goals and objectives in the PHPSAA strategic plan to help guide future expenditures.

5. No LC Update

6. No PHPS Program Update – Thelma Williams will no longer be the PHPS program representative. Mary Kate will follow up with John Lisco to determine who will be doing this.
7. Other – Maureen suggested that the group review the PHPSAA Strategic Plan to determine what activities the group may want to take on in the coming year.
8. The group decided that the current date and time for the monthly conference call can remain the same. Mary Kate will set up conference calls for the next year and forward this information to the group. The next call will be on Monday, October 24 at 11 am EST.

New Call-In information

Phone number: 1-888-808-9832

Passcode: 78086