

**PHPS Alumni Association  
Executive Committee Meeting Minutes  
October 24, 2005**

**Present:** Cindi Melanson, Lisa Roth-Edwards, Mary Kate Weber, Garry Lowry, Mark Mueller

**1. Welcome**

Cindi welcomed the group and looks forward to a productive year to come.

**2. Updates:**

- a. PHPSAA sponsored social with new class - Cindi and Mary Kate

PHPSAA is sponsoring a social welcoming the 2005 PHPS class which is taking place on October 26<sup>th</sup> at Chili's on Lavista Road. The cost of the social will be approximately \$300. About 40 people plan on attending, including 9 alumni. Cindi was also invited to welcome the class on Wednesday afternoon as part of the PHPS Orientation.

Mary Kate asked if anyone is planning on attending APHA in Philadelphia this December. The PHPSAA usually sponsors an event there. There was some preliminary planning for a PHPSAA gathering in New Orleans prior to the Hurricane but those plans were stopped. Lisa said that she would contact India Ornelas (who was coordinating that effort) to see if she would be interested in planning something at APHA for PHPS specialists/alum. This event could be co-sponsored by the Alumni Association. Lisa will also check with John Lisco to see if PHPS will have a booth at the APHA exhibit where the event could be advertised.

- b. Budget updates - Garry

Garry indicated that there is no update regarding the budget. He will follow up with Kathy and Chloe Toney (CDC Foundation) regarding recent expenses.

There will be a \$300 expense for the upcoming social.

- c. LC Update

Mark Mueller reported that because the 2005 class orientation began later than usual this year, LC elections of 2005 representatives will not occur until late November.

Currently there are 5 members on the Liaison Committee. The group is still addressing several vacancies and hopes to resolve these soon.

The first official meeting of the Liaison Committee will be early December.

Current LC working groups include the following: external communications workgroup (these activities typically involve PHPSAA), internal communications group (mentoring project); by-laws group (updating bylaws, LC evaluation), cultural competency group, and fellowship quality workgroup.

Dianna and Mark will continue to represent the LC on Alumni Association conference calls and LC meeting minutes will be forwarded to PHPSAA Executive Committee members.

- d. PHPS Program Update

Cindi will talk to John to find out who the new PHPS program representative to the Alumni Association will be now that Thelma Williams has rotated off.

e. Website update

Mary Kate reported that updates to the website need to be done with the changes in Executive Committee members and other additions (recent newsletter, meeting minutes, etc). We also need to think of ways to better market the website.

A discussion regarding the PHPS Alumni Directory took place and the following plan was agreed upon:

- An email needs to be sent out asking alumni for permission to post contact information on the PHPSAA website and any changes in contact information.
- Information to be included on the website directory: name, class, location (city/state), email address, areas of focus
- Changes to the Alumni Directory need to be made
- Post Directory listing will be posted on the web.
- Send a follow-up email to all announcing that Directory information is now posted on the PHPSAA website (also use this opportunity market the website).
- If changes need to be made, send email to the Alumni Association through the PHPSAA website.

Lisa agreed to update the list. Name, Class, Email, Location (city/state), Area of Focus will be posted on website. Lisa will send out a notice to all PHPSers requesting permission.

The issue came up about whether or not the full directory should be shared with everyone. When Lisa first spoke with alumni regarding the directory she did indicate that this would be shared. The group agreed it should be shared since networking is an important component of the Association.

A related question though was “if everyone receives this information anyway, why should they join the Alumni Association?” The group agreed that we need to let people know what they get out of being a member of the Association. Cindi suggested that perhaps we can develop a survey to ask alumni who are not members why they are not and what would make them join. The group thought this was a good idea.

f. Membership

Mary Kate reported that the 2005-2006 membership gained 17 new members but 20 of last year’s members did not renew membership. The current total is 47 members (4 non alumni – Dennis Jarvis, Ginny Bales, John Lisco, Steve Thacker).

There was further discussion of steps to take to improve membership. Perhaps executive committee members can call those alumni they know and ask why they did not renew and encourage them to do so. We need to consider what are the benefits of membership? What do we have to offer??

What does an Alumni member receive? The Directory, opportunities to network, social activities. We need to offer them products of some sort.

Sometime people just forget to renew – maybe a gentle reminder should be sent to those who let their membership lapse. Mary Kate will send out a reminder and will also send out a listing of new members.

### 3. Agenda Items for Next Meeting

It was decided that the following agenda items be put on hold until the next call:

a. Website Content

Look at other alumni websites.

b. PHPSAA Strategic Planning Document

Discussion

- i. What has been done?
- ii. What ideas stand out to you?
- iii. What shall we tackle?

**4. Action Items:**

- Cindi/Mary Kate talk to John Lisco about new PHPS program rep and ask about APHA (will PHPS have a booth and/or gathering).
- Gary will follow up with Kathy and Chloe re: budget.
- Lisa will take the lead on emailing all alumni about posting directory information on the website.
- Mary Kate will get updated mailing list from CDC Foundation (and forward to Lisa to update PHPS Directory).
- Mary Kate will forward listing of both 2004-5 PHPSAA and 2005-6 PHPSAA members to the executive committee.
- Mary Kate and Hoang will continue website updates.
- Mary Kate will send out a reminder to those members whose memberships have lapsed.

**Next call:** Monday, November 28, 2005 11:00am EST  
Phone number: 888-808-9832  
Passcode: 78086  
Leader: Mary Kate Weber