

PHPS Alumni Association Executive Committee call
Monday, October 25, 2004
11:00am - 12noon EST

Present: Maureen Sinclair (President), Kathy Witgert (Treasurer), Julie Schuietema-Wolthuis (Member-at-Large), Mary Kate Weber (Secretary), Lisa Roth Edwards (Vice-President), Thelma Williams (PHPS Program Liaison)

1. PHPSAA Stationery – Maureen

The group agreed to getting PHPSAA stationery (1 color only) and Maureen asked Mary Kate to handle the acquisition of this. Maureen also mentioned that CDC Foundation is in the process of renegotiating their contracts. They do not have a replacement for Linda Kane and are unsure if they will have the resources to support our activities.

Maureen will meet with CDC Foundation folks to discuss the new contract the week after Thanksgiving. Maureen is in Atlanta at our next conference call and would like an in-person call (with Mary Kate, Julie, and anyone else who may be in town). This meeting will coincide with the CDC Foundation meeting if possible perhaps at Julie's office since it is close to the CDC Foundation office. This issue of the stationery will be addressed during this meeting.

2. APHA social event – Kathy

The PHPSAA APHA social will be held on Tuesday, November 9, from 6:00-8:00pm at Fado's Irish Pub (located ½ mile from the convention center). There will be a separate section for the group and platters of various foods (price range: \$28-60/platter) will be purchased. The event will have a cash bar. The cost of the event will be based on the number of RSVPs.

a. Advertising to members and guests

- i. One page flyer (where, when, etc current PHPS, alumni and other RSVP if possible by Nov 1 or 2; perhaps 2 flyers with RSVP and one without (handing out at booth at APHA). Kathy will make up a flyer. Perhaps a signup sheet for social at PHPS booth (Julie).
- ii. RSVP via email - Kathy will get this out. Thelma will talk to Lorraine about getting this out to all PHPS and current alumni listing.
- iii. Perhaps share with health department folks who have had PHPSers in the past or currently. Share with any colleagues who may be interested.

b. Coordination with PHPS - PHPS may not have a booth this year, Thelma will get more information regarding this. John is presenting at APHA so

Thelma will make sure that he gets the info so he can share with folks there.

Lisa suggested that perhaps the CDC PHPS website would be a way to advertise this event. Cybertown has not been active since Barbara has been gone. Kathy will send an email to Everett to see if the announcement can be included on the CDC website being updated this week.

3. Strategic Plan – Maureen

- a. Review strategic planning document – Maureen will work on a summary of what we have started working on.
- b. It was proposed that the one thing we concentrate on this year is the creation of a PHPS Website since many of the items outlined in the strategic planning document can be done through a website.

Discussion:

- Having the PHPS Website through CDC's site was suggested; however, this may be problematic due to the time it takes to clear web-related materials at CDC.
- EIS does have a non-CDC website. Their site is on the CDC Foundation's server and that site does link to CDC's website. There is no functionality allowed through the CDC Foundation (e.g., no searchable databases or other "fancy" features). Also, they may or may not continue doing this. Maureen will raise this at the meeting with CDC Foundation.
- Mary Kate and Julie will get information from their husbands about other possible options for creating and maintaining a site.
- We also need to figure out how complex we want the site to be. Lisa has had experience working on web development and will share information with the committee on previous research she has done on this topic.
- It was suggested to share any information gathered via email or by report on the next call.

4. PHPSAA Newsletter – Maureen

- a. When should we have the next issue? It was agreed that the next issue would be distributed in January 2005 (sent out with recruitment letter).
- b. Who will coordinate? Julie agreed to coordinate this. Maureen will write a piece on PHPSAA strategic planning, Kathy will report on the APHA

social, Mary Kate will provide a segment on the PHPS 2004 Orientation, and Lisa will write a piece on mentoring. Other sections will include a PHPSAA profile (spotlight one PHPSAA in the field), an update from PHPS (Futures, etc – reorganization), and Alumni updates.

- c. Maureen will develop an outline of the issues we would like to include in the next newsletter and have it by the next call with assignments, deadlines, etc.
- d. Mary Kate will forward last year's newsletter to the group.

5. PHPS Program update – Thelma

The PHPS 2004 class had their 2 week orientation in September. There are 25 fellows in the 2004 class. There have been some staffing changes at PHPS. Program Assistant, Shundra Dix is no longer with PHPS; leaving only one PA on staff now. Lauren Swryski, formerly from ATSDR begins as a new PHPS supervisor. There will be a re-matching of supervisors with prevention specialists again. Thelma also provided the PHPS staff contacts for each of the major PHPS activities:

PHPS Point persons:

John Lisco	Acting Director, PHPS Steering Committee activities
Michelle Scott	Liaison Committee, 2 nd year assignments, Post PHPS efforts
Thelma Williams	Alumni Association, CIO assignments
Everett Expose	Marketing and recruitment
Gabe O'Meara	Field assignments - 2004 class
Lisa Hammad, Reginald Hunter, Holly Ortiz	Training
Reginald Hunter & Lauren Swryski	2005 PHPS Conference
Vacant	Cybertown -- may try to get contractor for that as well as web management piece

- 6. The call in number for the PHPSAA monthly conference calls may change. Maureen is working with Thelma on getting a new number. For right now it will remain as is. The next call will be: **Monday, November 29, 2004 11-12 ET**

Call-in information

Telephone Number: 1-866-793-5738
Passcode: 642870