

PHPS Alumni Association
Executive Committee Meeting
November 28, 2005

Phone number: 888-808-9832

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Leader: Mary Kate Weber

Attendees: Cindi Melanson, Lisa Roth-Edwards, Jeanne Alongi, Garry Lowry, Michelle Scott

I. Welcome

Cindi welcomed Michelle Scott who is replacing Thelma as PHPS program rep.

II. Review Action Items

- Cindi/Mary Kate talked to John Lisco about new PHPS program rep and ask about APHA (will PHPS have a booth and/or gathering): Michelle Scott. PHPS is not planning a reception for APHA but John is receptive to PHPSAA hosting something.
- Gary will follow up with Kathy and Chloe re: budget: Gary contacted Chloe who directed Gary to someone else - Gary hasn't heard back from her.
- Lisa will take the lead on emailing all alumni about posting directory information on the website. Rejections to posting due back 11/18. Email went out. No rejections received. One person asked about security features and ok with none. Still have a few people who we don't have information on. Still don't have everyone but have more than we did.
- Mary Kate sent updated membership list to Lisa. Lisa is working on cross-referencing this.

III. Updates

- a. PHPS AA sponsored social with new class - updates (Cindi and Mary Kate): Everyone from new class came and 10-15 alumni. Used opportunity to remind alumni about news. Dr. Gerberding attended.
- b. Budget updates (under action items - Garry)
- c. LC Update - elections (Mark or Diana)
2005 Elections done any day. More update in December.
- d. PHPS Program Update (Michelle)
New class is now brought on in October. Application process timeline will move back as well. Applications due February 15th. Expecting to bring on 25 Specialists. Agreement with GAP program was not renewed so no global track this year. Melissa Hughes Duncan is the new supervisor - replacing Everett. Dec 1st PHPS website updated with 2 year field assignment info and RFP for applications sent out via email.
- e. Lisa spoke with India about APHA social planning. India and Chad both working on this with Lisa. Eagles have a home game on Sunday night which is making finding a location difficult. Cindi will update John. A request for money to support appetizers will be coming (submitted to Gary).

III. PHPS AA Strategic Planning Document (all)

a. Discussion

- i. What has been done? - There are a lot more people who could be members who aren't, there is room for growth. Website was a big accomplishment but need to keep sending people to the website. We can probably do some work off line - would get further faster rather than limiting ourselves to the hour monthly phone call. Consider a membership recruitment flier to distribute to class as they get ready to leave. Keep the Mentoring Program going. Need to strengthen relationship with the Foundation - they don't attend the calls or give up dates. Don't know if we pay them to host us. Garry will check on this (category for Administrative fee unspecified \$70.88 July 01, 04 - April 25, 05). We will think about how the AA can help the program - alumni listing will be a big help. Michelle will pose this question to the staff at their meeting tomorrow. Garry trying to get current budget info and balance info and will set tracking up in a useful way. Newsletter was planned to be done quarterly but probably happened twice. Took turns among Exec Comm to write different stuff. Jonathon and Jay were going to write something together and Lisa and Priscilla were as well. Let's try to get one out late winter, early spring. Maybe table some of the training stuff given membership size and resources.
- ii. What ideas stand out to you?
- iii. What shall we tackle?
Maybe advocate for alumni member to sit on the CIO Steering Committee?
Recruit a member (not exec com member) for this.
Use mentoring program as a structure to meet some of the other objectives.
Focus on Membership, Mentoring, Communications (especially with CDCF, newsletter).
We need to track progress - Garry will format strategic plan for tracking, send to Lisa for review and additions, next call to group. Jeanne to get timeline for newsletter - maybe with a consistent format. Garry has done this and will be send something for the group.
Next meeting 12/19 at 3:30 eastern tentatively. Cindi will check with Mary Kate and send out an email.

IV. Membership (all)

- a. Discussion of steps to take to improve membership
 - i. Personal contact
 - ii. Benefits of membership

V. Next Steps

- a. Action Items
- b. Agenda for next conference call