

PHPS Alumni Association Executive Committee call
Monday, November 29, 2004
11:00am - 12noon EST

Present: Maureen Sinclair (President), Kathy Witgert (Treasurer), Julie Schuietema-Wolthuis (Member-at-Large), Mary Kate Weber (Secretary)

CDC Foundation and PHPS Program Meetings

Maureen will set up a meeting with CDC Foundation this week. She asked Julie and Mary Kate to attend if available. Maureen will follow up to confirm the date and time of the meeting (possibly December 1st).

Maureen reported she will also be meeting with John Lisco this week to discuss program issues.

APHA PHPSAA Social

Kathy reported that the PHPS Social at APHA was a huge success!! There were quite a few attendees interested in joining the PHPS program. Approximately 10-12 alumni also attended along with John Lisco and a few previous PHPS/CDC supervisors. Great job Kathy for coordinating this on such short notice!!

Strategic Planning

Maureen will work on a summary of the strategic planning activities that the Alumni Association has begun to address. She will forward a summary document to the Executive Committee shortly.

PHPSAA Newsletter

The next PHPSAA Newsletter will be distributed in January 2005. Assignments for specific sections were given at the last call. Julie will send out an email to alumni asking for any updates and will also solicit nominations for the PHPS Alumni Profile feature. Drafts of assignments should be forwarded to the Executive Committee for review before the next scheduled conference call -- December 20th at 11 am.

Because of the holiday and impending newsletter deadline, the group decided to schedule a call one week prior to our originally scheduled call (Dec 27th). Maureen will be unable to attend the December 20th call but it will be set to discuss the newsletter and any other updates. Another call will also be set for January 3rd at 11 am in case we need to make any other revisions to the newsletter. Mary Kate will follow up with Lisa and Thelma to determine their availability.

Conference Calls

We are setting up our own conference calls via the PHPS program. Mary Kate has set up calls through May 2005 and will forward these dates and times to the Executive Committee. Calls must be cancelled at least 30 minutes prior or the program will be charged for the call. Mary Kate will also forward information on scheduling and canceling calls to all members of the Executive Committee.

Website Content

The group brainstormed on what content we should include on a PHPSAA website.

Alumni Contact information – possibility of updating information or way that the person can send an email to a PHPSAA email address and someone else would update.

Executive Committee Members/contact info

Social Events (APHA, Orientation) & Other Announcements

Strategic Planning Document // Bylaws

Downloadable file of Membership List

Downloadable membership form

Committee Descriptions / Email for interest / Main contact

Mentorship Program Information

PHPS Program News (link to PHPS activities, deadlines)

PHPS Web board???

Post Job announcements link to PHPSAA email address (forwarding to personal address)

Maureen will explore the feasibility of the website with the CDC Foundation at the meeting this week. It may be that we begin with a basic informational website and then add to it as we can. Issues of development and maintenance need to be discussed. The website could be added as one of the Executive Committee members job description.

Conference Call Schedule:

All calls are scheduled for 11:00am Eastern time and have a Passcode of **71464** **with the exception of the January 3rd call** (passcode is MWEBER).

12/20/04

01/03/05* (passcode: MWEBER)

01/24/05

02/28/05

03/28/05

04/25/05

05/23/05

Please mark your calendars!!