

**Minutes
Executive Committee Meeting
July 18, 2005**

Attending: Maureen Sinclair, Mary Kate Weber, Kathy Witgert, Julie Wolthuis, Mark Mueller

1. Elections - Maureen

Several individuals who were nominated for President and Treasurer declined the nomination leaving us with no one to put forward. Maureen indicated that she would contact all those who were nominated for president and ask them to reconsider running. Kathy agreed to do the same. The member at large position has two potential candidates.

These calls should be made by July 20th and a confirmation or decline sent to Patrick and Executive Committee. Patrick will coordinate with Mary Kate and then we will create the election ballot. If we get no takers, Patrick will send out another request.

Membership materials including the election ballot will be sent forward to the CDC Foundation by July 22nd.

2. Website – Mary Kate

Hoang and Mary Kate have been working on the website and mockups of all pages were sent to the Executive Committee for comments. Any more comments regarding the website should be sent to Mary Kate as soon as possible. We hope to get the website up and running by the time the membership mailing goes out.

3. Membership Mailing – Mary Kate

The membership mailing will include the membership recruitment letter (signed by Maureen and Mary Kate), the 2005-2006 membership form, the election ballot, and the newsletter.

Mary Kate asked if information on the membership term could be added to the membership form. The committee agreed that it could be added. It would read something like “Payment of membership dues ensures membership status for one year from the date received.” (this is from the revised bylaws, July 2004).

Also, since people's membership terms will now vary we have to figure out how to keep track of getting in touch with new members once their membership lapses. Perhaps we could request a monthly report from CDC Foundation on members whose memberships expired in that month.

Mary Kate asked whether or not we should include the PHPSAA by-laws in the mailing. It was agreed that since these are available on the new website we do not need to include them in this mailing.

Both the letter and the newsletter will include an announcement of the PHPSAA website and web address www.phpsalumni.org.

Mary Kate will send the mailing to all alumni with contact information in the new Alumni Directory. There are approximately 116 individuals with mailing addresses.

4. Alumni Directory – Lisa, Mark or Dianna

It was decided that any updates to the Alumni Directory be sent to Mark, Lisa and Dianna. Right now this will only be shared with the graduating class. We will need to have further discussions regarding sharing this information more broadly (e.g., on-line).

5. Newsletter - Julie

Julie is currently working on the Alumni updates. John Lisco will be providing a PHPS Program update. It was decided that we would hold off on doing an alumni profile until the next newsletter.

In order to get the newsletter completed and included in the upcoming mailing, it was decided to do a brief including an announcement about the website, a PHPS program update, alumni updates, update on recent activities and a reminder about elections.

6. PHPS Program Update – Thelma

The PHPS program did find money for the annual conference. It will be held August 18-19th at the Doubletree Hotel in Buckhead. Julie will email John so that he can update his program update. Michelle Scott will be returning from Ethiopia and Thelma is heading off to Africa in August.

7. LC Update – Dianna or Mark

Last LC meeting was on Thursday, July 14th. The conference is on and the 2002 class will be able to get together. The conference is using bioterrorism money so trainings and presentations need to be BT-focused. The 2005 class will begin at CDC in October. The last day at CDC for the 2004 class will be August 17th. The \$3000 travel cap has not affected the choice of field assignments. Mark will send the LC meeting minutes to the Executive Committee.

8. Next call: Monday, August 22, 2005 11-12 ET 800-475-8410 Passcode: 88543