

PHPS Alumni Association
Executive Committee Meeting Minutes
January 23, 2006
11am-12pm EST

Phone number: 888-808-9832

Passcode: 78086

Leader: Mary Kate Weber

Attending: Cindi Melanson, Nate Smith, Katy Turner, Mary Kate Weber, Lisa Roth-Edwards, Gary Lowry, Dianna Frick

I. Welcome

Cindi welcomed Katy Turner ('98) and Nate Smith, PHPS Liaison committee representative to the Alumni Association.

II. Updates

Budget update: Gary is currently working on a budget tracking spreadsheet. We currently have a balance of \$2,795.01.

Cindi did talk with Maureen and found out that we do not have an MOU with CDC Foundation. We may want to consider setting up a meeting with CDC Foundation to outline what their responsibilities to the AA should be.

LC Update (Diana and Nate)

Nate - met for the first time on last week. Ten specialists expressed interested in Mentorship program. The Liaison Committee is seeking alumni to pairing up with 2nd year PHPS specialists. Cindi asked the committee members to think about whether or not they would like to be the alumni contact. Also, they are looking for a contact from the AA Executive committee who would be willing to work on the Mentorship program - Lisa Roth-Edwards took this on this past year. An evaluation of the Mentorship program is currently being written up.

The Liaison Committee is also preparing for the "Life after PHPS call" that will take place in Spring '06. The next meeting of the LC will be in early February.

Also, the LC is interested in trying to find recent graduates to encourage them to join the PHPSAA. Could alumni association help facilitate this? Please share any ideas on how to improve recruitment of recent graduate with Dianne.

PHPS Program Update - none.

Website/Newsletter Update: Lisa is working on converting the PHPS Directory from excel to word. She will work on this and send a final version to Mary Kate for posting on the website.

Mary Kate will draft a letter to Hoang Dang offering him lifetime membership to the AA for his continued work on the PHPSAA website.

Gary is putting the finishing touches on the Winter 2006 newsletter. Once this is completed, it will be posted on the website and a notice will be sent via email directing people to the website and letting them know about the new newsletter and alumni directory. This email will be sent to all alumni (not just members) who we have email information for.

III. Career Development Services

Katy Turner joined the call to discuss the possibility of having the AA assist in providing career development services to PHPS alumni. Katy is now in her 4th year post PHPS and is beginning to look forward to what's next? She is looking for resources on how she should go about this. Possibly the alumni association could be involved in providing a service like this to alumni (e.g., career counseling resources. This is also something the 3rd year PHPSers would be very interested in as they begin to look for jobs post PHPS. Cindi suggested that we talk to John Lisco who may be able to assist with this in his new position in the Office of Work Force Development. Providing relevant resources on our website was also suggested. Another idea was for the Alumni Association to sponsor a quarterly, bi-annual teleconference with different career-related topics.

Mary Kate suggested that EIS may offer services like these. Mary Kate will check into this.

Dianna indicated that the 3rd year PHPSers have begun putting together a list of website and links useful for job searching. Dianna will send this list to Mary Kate to put on the website.

IV. Membership issues

The issue of recruitment of new members and retention of existing members is an important one. There has been some feedback that the membership process could be easier (instead of mailing information and sending a check). Offering online membership sign-up may help.

Also, it was suggested that perhaps members of the executive committee could personally contact individuals from their classes to join or renew their memberships. This could also be an opportunity to ask for reasons why people haven't joined and what would make them join.

It was also suggested that perhaps a 3-year membership option could be offered instead of an annual one (with a discount perhaps).

The first step would be to follow up with folks who have been members before. The list below identifies which committee member will follow up with members from specific classes:

02	Dianna
01	Cindi
00	Cindi
99	Lisa
98	Mary Kate
97	Jean??

Cindi will draft a letter related to membership and send to the committee for review.

V. Strategic planning tracking document

Gary shared the document he drafted based on the previous strategic plan. The committee will review this and think about how we can best use these.

- VI. To Do:
- Final edits for newsletter
 - Get back to Dianna re: committee liaison for mentorship project; increase number of members
 - Lisa - convert directory into a pdf for the website
 - Coordinate posting of directory with release of newsletter
 - Follow up with Katy , Dianna, and John Lisco regarding career development issues
 - Touch base with former members in each class -- Cindi will draft an email to this regard

Submitted by Mary Kate Weber, 02/23/06