

PHPS Alumni Association
Executive Committee Meeting Minutes
April 24, 2006
11am-12pm EST

Phone number: 888-808-9832

Passcode: 78086

Leader: Mary Kate Weber

I. Attending: Cindi Melanson, Mary Kate Weber, Jeanne Alongi, Nate Smith, Marnie Boardman, Dianna Frick

II. Updates

a. LC Update

The Liaison Committee did have a conference call. PHPS staff were on the call to address concerns regarding the recent death of PHPS fellow, Deborah Kubisiak.

Mentorship project - there was a kick-off call last week led by Joe Balabis; the group discussed the project, expectations, etc., materials have been sent out to 13 mentors/mentees.

Life After Call did take place. An evaluation of this is being considered.

The PHPS Leadership Training for the class of 2003 is on May 15-19th in Buckhead.

July 24-25 - tentative dates for annual conference

Perhaps the Alumni Association will support social events for these upcoming activities.

Alumni webpage link given to PHPSers preparing for 2nd year assignments

There was some discussion about the mentorship program; particularly what role the Alumni Association plays in this program. While this has not really been discussed by this executive committee, the program was always viewed as a collaborative process between the LC and the Alumni Association. Cindi indicated that who takes the lead can be flexible based on who is interested. Perhaps funds for materials, other kinds of information could be provided by the AA. We may want to consider adding a question to the LC evaluation regarding this. The evaluation is usually done in July. Dianna will send link to previous survey. Perhaps we can have a follow-up call to discuss this with LC in greater detail.

b. PHPS Program Update (Michelle via email)

Michelle was unable to participate on today's call but provided the following updates:

- PHPS interviews for new applicants are scheduled for April 24th, 28th, and May 1st
- An Emerging Leader fellow will be assigned to PHPS for two months to assist with the annual conference and legal basis of public health course.
- Ninety-four full applications were submitted for PHPS 2-year field assignments.
- CIO reviews of the full applications were completed on April 17th.

- PHPS Open Recruitment conference call was held Wednesday, April 19th. Thanks to all alumni who participated in the Open Recruitment conference call.
- Interview Day for 2-year field assignments is scheduled for July 15th.
- Prevention Specialists started their 2nd CIO assignments on Monday, April 17th.

c. Website update (Mary Kate)

Mary Kate spoke with Hoang regarding the issue of making membership payments available on-line. He indicated that he doesn't think our current web services offers this feature. If we want this feature, we would probably need to contract with a third party vendor like PayPal. Having this kind of feature in place would require additional expertise and more financial and administrative accountability.

Perhaps we can discuss this with CDC Foundation. Need to figure out what we would like from the CDC Foundation and determine what we would like to ask them.

III. Membership

a. Follow-up with classes - status of communications -any more responses?

No other responses have been received.

IV. Executive Board Roles (revisited)

a. Proposed assignments of new activities (web, directory) (Mary Kate and Cindi)

Mary Kate and Cindi reviewed the executive committee positions and discussed where membership and web responsibilities should reside. *Below are the proposed changes.....*

The Secretary's duties shall read:

Secretary:

- Shall be responsible for oversight of all official Association records
- Shall save and store all meeting agendas, meeting minutes, membership forms and newsletters and, upon completion of the term of office, shall transmit these records to the succeeding Secretary
- Shall participate and record minutes of all Executive Committee meetings and conference calls, or appoint someone to do so in his/her absence
- Shall coordinate communication between the Executive Committee, General Membership and the CDC Foundation **(this would include being a web liaison)**
- Shall be a voting member
- ~~Shall be responsible for membership recruiting~~

Member at Large

- Shall be responsible for general activities of the Association as requested by the Executive Committee
- **Shall coordinate membership and recruitment activities** *(the focus would be on coordination, not being solely responsible for recruitment; this also could include maintenance of the directory and other activities associated with membership).*
- Shall participate in Executive Committee meetings and conference calls
- Shall be a voting member

Another issue to consider is whether the Executive Committee thinks that "serving as Alumni Association liaison to the PHPS Liaison Committee" for alumni-related activities should be a formal duty and if so, would this be appropriate for the Vice President?

Discussion:

Jeanne felt that these changes were appropriate. Mary Kate suggested that we need to make sure wording of web development responsibilities does not imply that person has to have web development expertise.

Cindi will make changes to this and send to everyone.

V. Updated Strategic planning tracking document
a. Review and discussion

Made comments and revisions to this in the past month. Cindi will touch base with Garry to see where he is with this and we will revisit this next week.

VI. Next Steps

- a. LC evaluation - develop questions about the Alumni Association
- b. Cindi to touch base with Maureen - re: MOU with CDC Foundation; what do we want to ask of them (e.g., online web payment)
- c. Clean up by-law edits
- d. Follow up with Garry regarding strategic planning document
- e. Mentorship program discussion (what is role of AA?)
- f. Follow up regarding sponsorship of social event; involvement in Leadership training?
- g. Meeting set up with Michelle Scott and Melinda Williams - in late May

Minutes submitted by Mary Kate Weber 5/04/06