

ASTDN Executive Committee Meeting Summary
Meeting Date: July 24, 2006

The ASTDN Executive Committee meeting was held on July 24, 2006 by conference call. The following topics were discussed and actions were taken:

President's Report: Karen O'Brien

- **Management of ASTDN:** Karen reported that there is much happening with ASTDN; we are in a huge transformation. ASTDN currently has seven (7) official agreements with outside organizations. Karen stated that these are incredible and require a lot of work.
- **Karen has two goals as President 1.) national partnerships 2.) enhance communication with members utilizing the regional reps.**
- **Karen reviewed with the Exec. Com. that ASTDN received \$127,000 from CDC which has allowed ASTDN to attend national meetings. Karen stated that ASTDN has two years to carry over the CDC grant money. ASTDN will receive another \$127,000 for year two CDC funding.**
- **Karen reported that the ASTDN Policy & Procedure changes will be sent to The ASTDN Admin. Assistant for posting on the ASTDN website.**

Secretary's Report: Glynnis LaRosa

- **The 6/26/06 minutes were approved by the Exec. Com. with the two name spelling changes to be made by G. LaRosa.**
- **Glynnis will prepare summaries of the meeting minutes for the regional reps to send out to their ASTDN state reps. (starting with the June 2006 meeting).**

Treasurer's Report: Diana Pistole

- **Diana reviewed financial statements and spreadsheets for the month.**
- **Membership renewal is going well with checks coming in.**
- **Certificates of Deposit – Diana will be moving the three ASTDN CDs from Minnesota to Oklahoma.**
- **ASTDN affiliate services agreement with ASTHO has been renewed. . Karen signed the new agreement.**
- **ASTDN's Administrative Assistant agreement was also renewed.**

CDC Grant Steering Committee: Karen O'Brien for Joy Reed

- **Karen reported that the July meeting at the CDC went well.**
- **Karen to share PP presentation that was given to CDC with the ASTDN Exec. Com.**

Program Planning 2007 Committee: Teresa Garrett

- **Teresa was not on call today, so 2007 program update will occur on next month's call.**
- **The 2007 ASTDN annual meeting will be a joint meeting with ACHNE and will be held in Kansas City, Missouri tentative dates are 5/30 to 6/3/07**
- **New Hampshire will host ASTDN annual conference in 2008. Deb McLaughlin to obtain the letter from state official and will forward to Karen O'Brien.**

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Membership Committee: Barbara Hickok

- **Barbara and the committee are looking at ways to improve communication with members. A suggestion was made by Barbara to send a Membership letter with a membership card to new members rather than the large packet that goes out now as much on the information that is sent out is posted on the ASTDN website. Exec. Com. Member on the call thought this was a good idea. Barbara to draft a Membership card.**

Communications Committee: Rhonda Richtsmeir

- **Rhonda to will have the revised ASTDN By-laws posted on the ASTDN website.**

By-Laws Committee: Shirley Orr

- **ASTDN By-Laws approved and will be posted on the ASTDN website.**

Mentoring Committee: Glynnis LaRosa

- **The next mentor conf. call with Glynnis and Dr. Ann Cary will be prior to our Sept. 25th Exec. Com meeting from 3:00-3:45 EST. Glynnis will send out an agenda and the call in instructions prior to the meeting.**

Public Health Preparedness Committee: Glynnis LaRosa

- **A conf. call was held in July between Glynnis, Ann Cary, and Sandra Schoenfisch (who is replacing Karen Eaton in FLA who was offered another position in the state). Carole was unable to be on the call so another call will be set up soon.**
- **The committee members will be contacted.**

Environmental Health Committee: Tom Engle

- **Tom to follow-up with an email to Marjorie Buchanan (APHA PHN section chairperson) to see if ASTDN can assist with any environmental health projects.**

National Nurse: Karen O'Brien

- **Karen received an email from Nancy Garvey (NJ) and Michelle Cravetz (NY) they will co-chair the ASTDN National Nurse workgroup. The group will be meeting soon.**

ASTDN Mid Year meeting in Boston Saturday Nov 4, 2006: Karen O'Brien

- **A dinner meeting to be held during the APHA meeting in Boston. Glynnis will locate a nice restaurant nearby for us to have our dinner meeting.**