

ASTDN Executive Committee Meeting Summary
Meeting Date: August 28, 2006

The ASTDN Executive Committee meeting was held on August 28, 2006 by conference call. The following topics were discussed and actions were taken.

President's Report: Karen O'Brien

- **ASTDN is receiving many requests to participate in committees and organizations. The latest request is from ASTHO to have 5 ASTDN reps participate in the task force to look at the enumeration of the PH workforce. The first meeting will be October 25 and 26th in Washington D.C. Karen needs to send the names to ASTHO this week so if interested members can get back to her in the next day or two she would be grateful.**
- **Karen announced that Carole Jakeway will be involved with a new CDC Partnership group representing ASTDN.**
- **Alliance of Nursing Organizations meeting will be held in Memphis, Tennessee Nov 16-18th. ASTDN will pay for a ASTDN member to attend to represent ASTDN.**
- **Karen attended the NACCHO meeting in San Antonio, Texas.**
- **Karen will attend ASTHO meeting as well.**
- **Quad Council: The four PHN organizations are continuing to hold monthly conference calls. The focus right now is the APHA PHN section annual meeting that is coming up in early Nov. 2006.**
- **Karen asked Rhonda to be the contact now with the ASTDN webmaster. Requests do not need to come through Karen any more.**
- **Pan Flu Resolution: Karen asked if anyone has had time to read it as she wanted to know if ASTDN can adopt the resolution. Many on the call have not had a chance to review this since Karen emailed it out so this will be tabled until next month.**
- **ASTDN Policy and Procedure revision discussion tabled until Sept meeting. .**

Secretary's Report: Glynnis LaRosa

- **The meeting minutes from 7/24 were approved by the Exec. Com.**

Treasurer's Report: Diana Pistole

- **Diana reviewed financial statements and spreadsheets which she emailed out to the Exec. Committee prior to today's call.**
- **Certificates of Deposit – moved the three CDs from Minnesota to Oklahoma.**
- **Diana reported that ASTDN made a \$6,000 profit from the annual conference.**
- **Karen stated that ASTDN will need to send a check for \$350.00 to APHA PHN section for the QUAD council reception. Each QUAD council nursing organization will be contributing \$350.00. Diana to send a check for \$350.00 to APHA PHN section in Washington D.C. for the QUAD council reception.**

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Committee Reports (CDC Grant Steering): Joy Reed

- Joy reported that the CDC grant Steering Committee members worked together to create a Scope of Work for an interim contractor to help ASTDN create an Executive Director job description, set up a national ASTDN office in Atlanta (looking into sharing office space with copying capabilities and phone service if possible).
- Another opportunity may be to use a CDC fellow. This would help ASTDN be their entry into the broader nursing community. CDC would fund this fellow. This person could be a project lead to help ASTDN bring all nursing groups together. Steering Committee has a possibility of one additional source of funding from CDC for a PHN and epidemiologist surveillance project involving use of hand held devices.
- Karen asked Linda Olson Keller to draft an August 2006 CDC Project Update which will be sent out to ASTDN members.

Committee Report: (Program Planning 2007): Shirley Orr

- Shirley reported that Teresa has stepped down as the Program Committee chairperson. Shirley Orr and Glenda Kelly will now co-chair the Program Committee. The theme for CE Day is “Utilizing Partnerships to Develop Public Health Nursing Practice”. The “Save the Date’ is on the ASTDN website now.

Committee Report: (Membership): Barbara Hickok

- Karen O’Brien drafted a Welcome Letter. Barbara will draft an associate member Welcome letter using Karen’s letter as a sample. Barbara will work with Sandra on a membership card. Sandra will draft a card and send it to Barbara Hickok.
- Diana and Janet to send a reminder notice out to ASTDN members that have not paid their annual dues. Diana will send the list to regional reps so that they can follow up with the unpaid states in their regions.

Committee Report: (Communications): Rhonda Richtsmeir

- Rhonda was unable to be on the call today. Glynnis did send the ASTDN Committee listings to Rhonda for posting on the website and to the Exec. Com and regional reps. Glynnis will update the Program Committee chairpersons and send this to the Exec. Com. & regional reps and Rhonda for posting.

Committee Report: (Mentoring): Glynnis LaRosa

- The five new ASTDN mentors are currently being matched with students. The next mentor conf. call with Dr. Ann Cary, Scott Campbell (UMA) and Glynnis will be prior to our Sept. 25th Exec. Com meeting from 3:00-3:45 EST. Glynnis will send out the agenda and call in instructions for the Sept 25th Mentor Conf call to the mentors.

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Committee Report: (PH Preparedness): Glynnis LaRosa

- **The co-chairs will try to set up another call with Carole Jakeway September to transition to the new chairpersons. The list of committee members will be contacted to confirm that they are interested in participating. The committee will begin to work on the list of priorities that were generated from the Emergency Preparedness session in Seattle.**
- **Karen mentioned that Carole Jakeway is working on the “Nurse Ready” program.**

Committee Report: (Environmental Health): Tom Engle

- **Tom Engle will try again to reach Marjorie Buchanan at APHA re: any Environmental Health initiatives that ASTDN should be involved with.**

ASTDN National Nurse Workgroup: (Shirley Orr)

- **Shirley reported that co-chair of the ASTDN National Nurse workgroup drafted a memo describing the origin of the National Nurse Program, the redundancy of the program, and 4 ASTDN recommendations. A suggestion was made to send this memo out to the ASTDN list serve or post on the ASTDN website. The group wants it be clear that this is a “Draft” and it should be labeled “Limited Distribution ---Do Not Circulate” or “Sensitive Information”. A motion was made in favor of posting it on the secure section of the ASTDN website for members and to send the memo out on the listserv. This was seconded and unanimously passed. Exec. Com. members were asked to send comments on the draft to Shirley Orr.**

ASTDN Mid Year meeting in Boston Saturday Nov 4th (Karen O’Brien)

- **An ASTDN mid year dinner meeting will be held during the APHA meeting in Boston. Glynnis has located a nice restaurant for us to have our dinner meeting. Glynnis will go to the restaurant to view the room. Glynnis asked if \$250.00 could be used to reserve the room space at the restaurant for the ASTDN mid year meeting. A motion was made to approve that \$250.00 be used for the room reservation for the mid year meeting. This motion was seconded. All on the call were in favor of using \$250.00 of the budgeted mid year meeting expenses at APHA for the room at the restaurant for the ASTDN mid-year meeting.**

ASTDN annual meeting to be held in New Hampshire in 2008 (Karen O’Brien)

- **Since Deb McLaughlin was not on the call today, Glynnis reported that Deb McLaughlin has confirmed with her state official that the 2008 ASTDN annual conference will be held in New Hampshire. Deb is in the process of obtaining the letter which she will forward to Karen O’Brien.**