

ASTDN Executive Board Meeting

Conducted via Conference Call

February 26, 2007

Present: Karen O'Brien, Joy Reed, Diana Pistole, Shirley Orr, Barbara Hickok, Rhonda Richtsmeier, Sandra Schoenfisch, Teresa Garrett, Joanne Wakeham, Tom Engle, Shirley Orr

1. President report

- a. We need someone to chair the awards committee, involves posting on the website, conference call or two with the committee, and ordering the awards. Barbara Hickok volunteered. Karen will mail instructions.
- b. Request is out to collect materials about PHN orientation, Deb Lee and Barbara Dingfelder agreed to work on it; Sandra is surveying all 50 states and will have report shortly; Rhonda is posting some of these materials on the website.
- c. Much involvement in outreach and partnerships & it is working. ASTDN is being asked to be at many tables, may be maxing us out. For example – last week Shirley, Joy, Teresa & Diana were at the emergency preparedness conference in DC; Shirley said a highlight was the Sharon Stanley (of Ohio SU) developed a series of modules to help one prepare for nursing surge; Shirley and Glynnis plan to bring some of the conference materials to our annual meeting; there were 2000 attendees; discussion of next year we have a booth at the conference.

Discussion of need for a trifold table display, motion to purchase one, discussion that it will probably cost about \$300. **Motion passed unanimously. (post note: Janet is ordering for ASTDN)**

- d. Karen attended the expert panel last December to give advice to ANA re what we need for emergency preparedness, e.g. altered standard of practice, K Gebbie facilitated the panel, out come is that ANA is doing a June policy conference – Life, Death, and Disaster; discussion of how conference is funded; ASTDN is a co-sponsor of the conference and we will use our CDC money for this purpose – we get logo on materials, booth, 3 complimentary registrations. Conference is 6/202 – 6/22, one of the work products at the conference will be feedback on the white paper from the December expert panel product.
 - e. Homeland security sent us information re panel that will give them advice, discussion of where PH nursing is in the federal emergency preparedness thinking, decided we will apply for an ASTDN position on this National Advisory Council, Karen will confirm with Pat that we can use the CDC money for travel.
2. Jan minutes reviewed, **approval passed unanimously.**
 3. Treasurer report:

- a. About \$53k in regular account, \$60k in education funds, memberships still trickling in;
 - b. Discussion of whether or not to pay \$500 for the Alliance membership was \$250 last year, discussion membership worthwhile but we are very small member compared to others, motion to alter the invoice to \$250 and pay that amount, **passed unanimously.**
 - c. Letter from Minnesota that we have not cashed an \$18,000 check, Diana will look into it, no one at the board meeting recalled what it is for.
 - d. \$10,000 for co-sponsorship of the ANA policy conference will come out of our education fund.
4. Annual Conference
- a. Budget out to the board, used previous budgets as model, goal to maintain registration at \$275, budget is balanced, model assumes 50 regular registrants, 20 for CE day, and 15 exhibitors, uses \$2,500 of the CDC grant (down from \$10,000 last year), motion to approve the budget as presented by the committee, **passed unanimously.**
5. Nominations – looking for president elect, secretary, and 1 at large
6. CDC steering committee – year 2 and 3 of the contract with Linda/Minnesota ready to go, should be ready to sign, actually an 18 month contract.
7. Prep for Annual Meeting – discussion of how to present all the work on Transformation of ASTDN, Saturday session will attend to the infrastructure discussion and decisions, Carole Jakeway has presentation that considers principles, chart that compares a volunteer organization with a paid staff model, visuals, and a resolution; board decided to devote a conference call to the choreography for this issue at the annual meeting, coming in next few weeks.
8. Business contractor – Fraser through June 30; then will have results of the advertisement for someone to do the service, i.e. take over the books starting the end of June, for now Fraser is focusing on helping us with
- a. Liability and bond insurance
 - b. Tax papers
 - c. Some type of review of our books, i.e. audit

Point made that we are becoming a \$750,000 organization figuring the 3 year CDC funding and the emergency preparedness CDC funds.

9. Program planning – committee is close to sending out registration and brochure information, will have info on hotels, and things to do outside of the very busy meeting schedule; Partnership day will be in a different format – i.e. tables and discussion rather than serial presentations.
10. Other –
- a. Virgin Islands and Puerto Rico will be part of the SE region
 - b. Web site is updated, note in particular the resources section
 - c. Contract with John McDaniel for web work is thru Jan.31.08.
 - d. Still need someone to work on awards, Barbara volunteered to help Anne, but we still need a chair, Karen will reach out to alumni.
 - e. Mentors project – they are meeting 4/23

- f. Emergency preparedness committee – meeting on 1/17 and call on 2/28; they have submitted an ASTDN abstract for the ANA policy conference in June.
- g. Health Equity position paper, Margaret and Glynnis want time at annual meeting to review, suggestion to do this at the round table session or hand out early on Wednesday and ask for written feedback.
- h. National Nurse issue – Michelle Kravitz has an e-list those interested should sign on to
- i. ASTDN signed on to the congressional effort for increase in the nurse reinvestment act funding, Joy will get the letter about this out to membership
- j. ASTHO enumeration project – Teresa: there has been a conference call on the subject, they will partner with NACCHO, pilot in April about 10 states, focus on PH nursing and EH scientists, discussion of position/title based or work based, i.e. system or individual.
- k. Pandemic influenza – Teresa: documents coming on community mitigation strategies, i.e. non-pharmaceutical interventions; work we need to be involved in regarding vaccine prioritization.

Submitted by Tom Engle, NW regional rep