

**PRESENT:** Karen O'Brien, Glynnis LaRosa, Joy Reed, Diana Pistole, Barbara Hickok, Sandra Schoenfisch, Tom Engle

**RESPECTFULLY SUBMITTED BY:** Glynnis LaRosa, RN, MPH, Secretary ASTDN

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**1. TOPIC: President's Report (Karen O'Brien)**

**DISCUSSION:**

- **ASTDN Business Management:** Karen reported that Frazier has not been able to find a record that ASTDN is incorporated. The insurance papers for liability insurance have been submitted for the Exec. Committee/Board and ASTDN office staff to have liability coverage. Karen signed the paperwork and sent it back to be processed in approximately 14 days.
- **ANA Policy conference** will be held June 20-22 in Atlanta, GA. ASTDN will be sending three members of the ASTDN PHP Committee: Ann Cary, Juanita Graham, Rhonda Richtsmeier. Karen O'Brien and Carole Jakeway will also be attending. ANA will send Karen the registration forms. Attendees will need to pay for their trip up front and then submit their forms for reimbursement to Diana Pistole when they return from their trips.
- **ANA EP Policy Statement:** Karen thanked all that provided feedback to her. Karen submitted all of the comments she received by the due date Dr. Kristine Gebbie.
- **ASTDN tabletop display:** Janet our Admin Asst. will order the black ASTDN tabletop display and it will be shipped to Shirley Orr in Missouri. Carole Jakeway, Ann Cary and Glynnis will work on the display for the ANA conference. Sandra has some photos that she will send to Carole for posting on the EP poster for the ANA conference. John Hankins and Rhonda will work on the ASTDN display for the ASTDN annual meeting in Missouri.
- Joy Reed mailed out the ballots for the new slate of ASTDN officers.
- Carole Jakeway held a conference call last week re: ASTDN Transformation Journey to review that presentation that she will be giving at that the annual meeting. The Exec. Committee approved and thought Carole did a very nice job.
- Karen stated that there are no ASTDN By-Law changes this year that need to be approved at the meeting.
- Joanne Wakeham and Mary Pat Couig will be attending the ANSR reception on May 2, 2007 in DC to represent ASTDN.
- **ASTDN 2008 annual conference:** We no longer have an ASTDN voting rep for NH. Joy has tried to reach the NH state Health Director but has not heard back after a couple of attempts. We will need to find another host state for 2008, Sandra Schoenfisch from Florida offered to research this with her state Health Director to see if this would be feasible. The annual meeting dates are 5/3-5/3/08. Karen asked Glynnis to send the NH letter to Sandra so that she can see what she will need if her state is able to host in 2008.

- ACTION:**
1. John Hankins and Rhonda will work on the ASTDN display for the ASTDN annual meeting in Missouri.
  2. Carole Jakeway, Ann Cary and Glynnis will work on the display for the ANA conference.
  3. Sandra will send to Carole for photos to post on the EP poster for the ANA conference.

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2. **TOPIC: Secretary's Report (Glynnis LaRosa) Minutes 3/26/06**

**DISCUSSION:** The minutes from the 3/26/07 meeting were approved with Joy's and Sandra's changes.

**ACTION:** Meeting minutes from 3/26/07 were approved with changes.

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3. **TOPIC: Treasurer's Report & Finance Committee Report: (Diana Pistle)**

- DISCUSSION:**
- Diana emailed out the financial report in advance of the call today. Diana reviewed the reports for the Exec. Committee.
  - Diana asked if the Business Manager could research "Pay Pal" for using credit cards for membership renewals and to be able to do online conference registration. Karen thought that the Finance Committee could do this research. Diana as chair of the Finance Committee will communicate with the Finance Committee members to conduct the research.
  - Diana reported that she met with Frazier in March and he is trying to find someone to review the ASTDN financial books. No one from Diana's state of Oklahoma can assist so Frazier is looking to find someone in Georgia. Frazier will be at the ASTDN conference business meeting and the CDC Steering Committee meeting.
  - The Exec. Com approved via email the purchase of a multi-user Peachtree software license for \$699.00 as requested by Frazier.

**ACTION:** Diana will work with the ASTDN Finance Committee to research Pay Pal or other options to allow for credit cards payments.

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4. **TOPIC: Committee Reports (CDC Grant Steering) Joy Reed**

- DISCUSSION:**
- Three new members of the CDC Steering Committee have been appointed by Karen O'Brien: Nancy Garvey, Rhonda Richtsmeir, Teresa Garrett.
  - Glenda Kelly has been hired as the part time ASTDN Communications Coordinator and has already started.
  - Mary Pat Couig has been hired to be the Special Projects Coordinator. The hope is that Mary Pat will start on 5/1/07.
  - Interviews will be conducted soon for the Epidemiology Project coordinator. Interview Committee will have three people in Atlanta conducting the interviews Carole Jakeway, Beth Stover and Pat Drehobl via conference call will be Glynnis LaRosa, Shirley Orr and Diana Pistle.

- **ASTDN to have an ORISE fellow, this person may be able to attend our annual conference.**
- **Linda Olson Keller will be attending the CDC Steering Committee meeting in Kansas City, MO.**
- **The ASTDN Business Officer Job posting was approved. It will be marketed through the ASTHO affiliates in the Atlanta area to try to get this person in place by the end of June 2007.**

**ACTION: Joy will continue to update the Exec. Committee.**

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**6. TOPIC: Committee Report: (Program Planning 2007) Karen O'Brien for Shirley Orr**

**DISCUSSION: Karen reported that the partner invitations have been mailed out. Janet our Admin Asst. will be attending the meeting to assist us!**

**ACTION: Informational**

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**7. TOPIC: Committee Report: (Membership) Barbara Hickok**

**DISCUSSION:**

- **Barbara stated that she has not had any response from the states that do not have ASTDN members.**
- **New ASTDN member orientation will occur on Wednesday 5/30/07 during the annual meeting in Kansas City, MO. Karen stated that the Exec. Com members and regional reps are welcome to attend.**
- **Changes to the website have been made to update the membership.**

**ACTION: Informational**

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**9 . TOPIC: Committee Report: (Awards) Barbara Hickok**

**DISCUSSION: Barbara reported that a conf. call will be held on 5/8/07 to review nominations. The awards have been ordered.**

**ACTION: Informational**

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**10 . TOPIC: Committee Report: (By Laws & Policies and Procedures)**

**DISCUSSION:**

- ASTDN Policies and Procedures are posted under the "About" tab on the ASTDN website.**
- Karen stated that there are no ASTDN By-Law changes this year that need to be approved at the meeting.**

**ACTION: Informational**

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**11 . TOPIC: Committee Report: (Communications) Karen O'Brien for Rhonda Richtsmeir**

**DISCUSSION:** Rhonda was unable to be on the call today due to another meeting conflict but did email her report prior to today's call.  
*Excerpt cut and pasted from Rhonda's email:*  
*-changes to the website requested have been made very shortly after the request is received. Again, if people have changes or additions they would like to see made to the website, they just need to let Rhonda know.*  
*-Question about the placement of the "ASTDN Transformation Journey" documents. Right now they are on the Home Page under the "About ASTDN" information block. What does Exec. Com./BOD think? Suggestions? The Exec. Com all felt that it was fine where it is located now.*  
*- Rhonda and John are still waiting to hear back from Linda Olson-Keller about updating her project information, but have not heard back from Linda. Joy will follow up with Linda.*

**ACTION:** Joy Reed to follow up with Linda Olson Keller about updating the ASTDN website.

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**12. TOPIC: Committee Report: (Mentoring) Glynnis LaRosa**

**DISCUSSION:**

- Glynnis reported that the Mentoring Committee had a conf call right before the Exec. Com meeting today. The hope is to have a conf. call possibly in June for the mentors and the students.
- UMA will again host a Mentor dinner meeting during the annual ASTDN conference on May 31, 2007 at 6:30pm at Milano's Restaurant in the Hyatt Hotel to thank the mentors for their work this year.
- The annual ASTDN Mentoring Committee report is being finalized.

**ACTION:** Informational

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**13. TOPIC: Committee Report: (PH Preparedness) Glynnis LaRosa**

**DISCUSSION:**

- The PHP subcommittee has finalized the draft of the revisions to the ASTDN "Role of the PHN in an Emergency" position paper. This draft revised position paper will be presented to the ASTDN members at the annual conference. The Power point slides are

ASTDN Executive Committee Meeting Minutes April 23, 2007 DRAFT  
being worked on by Carole Jakeway for review by the PHP  
Committee.

- The PHP Committee has finalized the agenda and speakers for the Saturday, June 2nd afternoon EP session.
- The EP Resource handout is being finalized.
  
- The PHP Committee ASTDN annual report is being drafted.
- Karen O'Brien stated that it looks like ASTDN poster will be accepted for the ANA conference.

**ACTION:** Informational

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**14. TOPIC:** Environmental Health (Tom Engle)

**DISCUSSION:** Tom Engle reported there is no new information to report.

**ACTION:** Tom will continue to update the Exec. Committee.

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**SEE YOU ALL IN KANSAS CITY, MO !**