

## ASTDN Executive Board Meeting

Conducted via Conference Call

July 20, 2007

3 PM EDST

Topic	Discussion	Follow-Up/Actions
<p><b>Attendance</b></p>	<p>Present:            Shirley Orr, Presiding            Teresa Garrett, President Elect            Diana Pistole, Treasurer            Michelle Cravetz, Secretary            Barbara Hickok – At large            Rhonda Richtsmeier – At large            Clair Millet – At large            Karen O’Brien – joined later.</p>	
<p><b>President’s Report – Shirley Orr</b></p> <ul style="list-style-type: none"> <li>• Welcome</li> <li>• Service Agreement with Janet</li> <li>• Grant funding</li> <li>• ASTHO Affiliates Meeting               <ul style="list-style-type: none"> <li>○ Workforce Enumeration Task Force/Workforce Issues</li> </ul> </li> </ul>	<p>President Shirley Orr called the meeting to order. As President, Shirley welcomed everyone to the conference call and to the Executive Board. Shirley stated that she is looking forward to working with all of the Executive Board members.</p> <p>The service agreement with Janet was discussed.</p> <p>President’s Report – Shirley got a call from Melissa Lewis at ASTHO; our no-cost extension has been approved. ASTHO will forward a copy of the CDC technical review of our project. Comments written by Pat Drehobl addressed what ASTDN had solidified relative to staffing and business contracts.</p> <p>Next week in Atlanta there is an ASTHO affiliates meeting. Shirley will be attending via conference call. The meeting agenda mentions a workforce agenda item. The states that were enumeration pilots reported that the personnel level survey was incredibly hard to accomplish. ASTHO is constructing a state-level information system that will include ASTDN’s work on workforce shortages data. The report will outline purpose, functions, responsibilities of state public health agencies.</p>	<p>It was decided to continue the current agreement.</p> <p>ASTDN will respond that we are making progress in all area.</p>

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<p><b>President's Report – continued.</b></p> <ul style="list-style-type: none"> <li>• Annual Meeting Wrap-Up</li> <li>• Mid-year ASTDN Meeting</li> <li>• Financial Service Contract and Staff Services Contracts</li> </ul>	<p>Bill payments and statements are now being finalized. An update will be available at the next meeting.</p> <p>As is traditional, our mid-year meeting will be held at the American Public Health Association (APHA) Annual Meeting. This year, APHA will be held in Washington DC, November 3-7. It was suggested that Joanne Wakeman of Virginia may be willing to assist with local arrangements. We have been told that the venue used in the past is not available this year. Traditionally, on Sunday evening there is a QUAD Council meeting. This year, the topic of the meeting will be a discussion of the action agenda.</p> <p>Shirley thanked everyone for their quick responses on the personnel contracts. Staff are now on board and starting their work. Mary Pat Coug can share information on progress to date.</p> <p>The relationship with Michael LaBounty's firm has begun. The firm was selected for their experience in working with a number of ASTHO affiliates and with CDC Letters of Agreement. Diana reported that they have not yet been in contact with her.</p>	<p>ASTDN will gather on Saturday evening, November 3<sup>rd</sup>. Teresa Garrett volunteered to assist Joanne with local arrangements.</p> <p>Karen suggested that Mary Pat could help with this.</p>
<p><b>Secretary's Report – Michelle Cravetz</b></p>	<p>There was some confusion as to who was responsible for notes of the Annual Meeting. Michelle has notes for meetings held after installation of new officers. Notes will be forwarded with the July notes.</p>	<p>Michelle will get note from Glynnis. Minutes of the Annual Meeting will be available for approval at next meeting in August.</p>
<p><b>Treasurers Report – Diana Pistole</b></p>	<p>Diana submitted two invoices to ASTHO for reimbursement of Cooperative Agreement expenses – \$10,019 on June 18<sup>th</sup>; \$9,526.26 on July 17<sup>th</sup>. ASTDN has not yet received a reimbursement check.</p> <p>Diana reported a \$25.00 Share draft for the credit union where the accounts are kept. The checking account has a balance of \$53,587.50. The Education Fund is at \$50,194.81.</p>	

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<b>Treasurers Report – continued</b>	<p>Current available balance is \$103,807.31.</p> <p>Diana has had many requests for special state forms, and she is trying to comply with all state requests.</p> <p>Shirley mentioned that John Hankins from Alabama is willing to help with anything he can relative to organizational finance.</p>	<p>Shirley will follow-up with LaBounty to get additional administrative support.</p>
<b>Committee Assignments/Standing Committees</b>	<p>Shirley was asked to look at committee assignments</p> <ul style="list-style-type: none"> <li>• Diana Pistole– Financial</li> <li>• Barbara Hickok – Membership</li> <li>• Rhonda Reits – Communications/Liaison with Glenda</li> <li>• Karen O’Brien – History Committee</li> <li>• Karen O’Brien – Nominating Committee</li> <li>• By-Laws Committee will be meeting this year. A key issue will be relationships with new staff and how this will change operations. Typically, a member at large would chair that committee. Shirley asked whether Clair Millet would be interested; she accepted. Teresa Garrett said she would help.</li> <li>• Awards Committee is delegated to Chair Elect – Teresa Garrett</li> <li>• Program Committee – Sandra Schoenfisch will be hosting. Official letter from Florida has been received. Glynnis LaRosa will chair program. Michelle will also be assisting. Michelle has obtained the speaker from CDC, Joe Henderson, who will speak on Mega-Leadership.</li> <li>• Public Health Preparedness – Glynnis will be stepping down as chair in order to assist Sandra with meeting arrangements for next year.</li> </ul>	<p>Shirley asked that the committee sign-ups be forwarded. Michelle will include them when the minutes are put out.</p> <p>Shirley will then ask whether there are others who wish to serve and names will be added to the website.</p>
<b>New and Unfinished Business –</b> • Conference call dates	<p>Third Fridays of the month were selected for meeting times. Upcoming meetings are August 17<sup>th</sup>, September 21<sup>st</sup>, October 19<sup>th</sup>, November 16<sup>th</sup>, and December 21<sup>st</sup>.</p> <p>Timeframe 3 PM Eastern is a good time for all. 2 Central, 1 Mountain, 12 Pacific, 11 AM Alaska time. Shirley will reserve the same number for every meeting.</p>	<p>Please mark your calendars.</p>

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<p><b>New and Unfinished Business –</b></p> <ul style="list-style-type: none"> <li>• Travel policies</li> </ul>	<p>Executive Board was given proposed travel policies that delineate how travel claims would be submitted and reimbursed. There was general consensus that these policies would greatly improve consistency and understanding of ASTDN policy on travel. Teresa Garret moved and Diana Pistole seconded a motion to approve. All were in favor; no one opposed or abstained. These policies will now go in force as ASTDN’s new travel regulations. Diana suggested they be posted on the website.</p> <p>Diana noted that she had changed the form slightly to make it easier to discern which were expenses related to the Cooperative Agreement.</p>	<p>Shirley will arrange posting on the website. She will also send a note to Joy thanking her for her work on the policies.</p>
<ul style="list-style-type: none"> <li>• National Nurse Update</li> </ul>	<p>The Office of the National Nurse will be meeting with the Black Nurses Association when they convene in Atlanta in a few weeks. They have contacted Carole Jakeway to request a meeting with ASTDN and have also contacted others in the Atlanta area. There will be a conference call next week convened by ANA to include members of the Quad Council to discuss who will attend the meeting and our talking points. Carol Jakeway will take the lead on this meeting. Others may join by conference call and our CDC colleagues will be asked to join in.</p> <p>At this point, there is no sponsor for the legislation. Michelle and Mary Pat will be meeting by phone with ANA and other Quad Council members on our “next steps” paper. Following the suggestions made at the annual meeting, it is being envisioned as a sign-on letter that can be circulated to a number of partners, including APHA, NACCHO, ASTHO, and other public health and nursing groups.</p>	<p>Michelle will keep leadership apprised of new developments. Please watch for drafts of the sign-on letter that will be circulated.</p>
<ul style="list-style-type: none"> <li>• Mid year meeting – additional discussion</li> </ul>	<p>Some members will only be able to come for the weekend, not for the whole APHA meeting. The Hampton and Henley are now full. The Renaissance is the next closest (999 North St NW). Karen mentioned the Museum of Women in Arts or the Native American Museum at the Smithsonian as potential dinner locations.</p>	<p>Shirley will contact Joann about finding a local site. Teresa volunteered to assist Joann with local arrangements.</p>



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<b>Next Meeting</b>	<p>Next meeting date is the 17<sup>th</sup> of August.</p> <p>Michelle asked how minutes are usually handled. Karen stated that the procedure is to send out drafts to the Exec Board and regional reps. Executive Board and regional reps then send back comments/corrections. After the minutes are approved, they are saved for the archives.</p>	Shirley will get an agenda out.