

**ASTDN Executive Board Meeting -**

Conducted via Conference Call

March 21, 2008 - 3 PM EDST

Topic	Discussion	Follow-Up/Actions
<p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>Roll Call</li> </ul>	<p>Present: Shirley Orr, Presiding; Diana Pistole, Treasurer; Michelle Cravetz, Secretary; Glynnis LaRosa – Northeast Regional Rep.; Sandra A. Schoenfisch – Southeast Regional Rep.; Rhonda Richtsmeier – At large representative.</p> <p>Excused: Teresa Garrett, President Elect; Barbara Hickok – At large Rep; Clair Millet- Southeast Regional Rep.; Ramona Rusniak – Mountain West Regional Rep.; Tom Engel – Northwest Regional Rep.; Julie McMahon, North Central Regional Rep.; Joanne Wakeham – Mid-Atlantic Regional Rep.; Mary Pat Couig – ASTDN Special Projects Coordinator.</p>	
<p><b>President’s Report – Shirley Orr</b></p> <ul style="list-style-type: none"> <li>Cooperative Agreement Application</li> </ul>	<p>CDC has issued the RFP. The focus of the RFP is to help to build a stronger infrastructure for public health in the US. We will use this as an opportunity to strengthen our policy focus and to be active in workforce development. Deadline for submission is April 1. Shirley is feeling very optimistic and positive about a strong application. We have many partners who want to sign on. The CDC plans a May 1 notice to successful applicants with a June 1 award date. Shirley asked for support and encouragement. We are applying on our own, not under ASTHO’s umbrella.</p> <p>Michelle is writing the ASTDN application. She will be working with NYSDOH until the end of June.</p>	<p>Members and partners will be asked for Letters of Support.</p>
<p><b>Special Project Coordinator Report – Mary Pat Couig</b></p>	<p>Mary Pat is unavailable for today’s meeting. She has provided a report, which Shirley will forward after the call.</p> <p>Glynnis and Sandra wanted to thank Mary Pat for her assistance with the Annual Meeting. She has been very helpful. Shirley stated that Mary Pat will not be able to continue with ASTDN as she finishes up her doctoral program, but Shirley has spoken to her about possibly continuing with us to do some policy and advocacy work. She has been absolutely indispensable when it comes to all that she does, including supervising the contract staff.</p> <p>We discussed the possibility of giving her an award to thank her for all of her hard work.</p>	<p>Glynnis will work with the Nominating Committee. Rhonda believes Theresa Garrett is the Chair.</p>

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<b>Secretary's Report – Michelle Cravetz</b>	Minutes were not reviewed because there some issues with places that needed to be filled in. Edits should be sent to Barbara Hickok for incorporation.	
<b>Treasurers Report – Diana Pistole</b>	<p>At this point, ASTHO still owes ASTDN \$55,000, and ASTHO's fiscal staff has been uncooperative in forwarding ASTDN its due. There was a \$14,000 invoice that Diana was holding, but Mary Pat reported to Shirley that it may be okay to be paid. Shirley asked Diana to continue to hold the invoice for a few more days. Michael Dickey has been copied on notes to Melissa at ASTHO asking for follow-up. Shirley is talking with Jim Pearsall about this when she asked for the letter of support for the Cooperative Agreement.</p> <p>In other financial business, U Minnesota will be paid when we are assured that all deliverables are here. The cost for ASTDN Emergency Preparedness posters will be applied to the Capacity Grant.</p>	
<b>Committee/Workgroup/ Project Status Reports</b> <ul style="list-style-type: none"> <li>• <b>Conference Planning Committee Report:</b> Sandra and Glynnis</li> </ul>	<p>Conf planning is going well.</p> <ul style="list-style-type: none"> <li>• The committee has now finalized speakers and the agenda. The final version is going up on the website within a day or so.</li> <li>• Sandra and Glynnis expressed concern that only four people have registered so far. The hotel is getting nervous about holding the rooms. The room block is scheduled to end on Thursday, April 3<sup>rd</sup>. Glynnis sent out a reminder of this on the listserv. Many people are having difficulty getting out of state travel authority.</li> <li>• Exhibitors and sponsors are going well. So far, the planning committee has raised \$15,500 in sponsorship funds, \$5,000 from ASTDN, and \$2150 was raised on exhibitors. They hope to have all 20 tables filled shortly.</li> <li>• Earl Fox has agreed to be the keynote. He will also moderate.</li> <li>• Theresa Garrett asked to move the Steering Committee meeting to just before the Executive Committee/Regional Representatives meeting on Friday, May 2<sup>nd</sup>. Glynnis and Sandra will need final numbers ("head count" for Friday night in order to arrange for the room and a light dinner at that meeting. The agenda needs to be finalized quickly, as the hotel will begin to charge if changes continue to be made to the initial contract.</li> <li>• North Carolina will be supplying CEUs. Glynnis is working with Joy Reed's office.</li> <li>• The FL DOH environmental division are giving us "green" bags to distribute to conference attendees.</li> <li>• Barbara Hickok is doing the New Member Orientation at the Annual Conference.</li> <li>• Shirley will send out the table skirt to Sandra via UPS and drop a note when it's coming.</li> </ul>	<p>Glynnis and Sandra encouraged the Executive Committee to register ASAP. Would appreciate reservations from ASAP.</p> <p>Theresa Garrett will get final numbers to Glynnis and Sandra by the end of the week.</p> <p>Glynnis will provide Shirley with a PowerPoint for New Member Orientation that can be sent to Barbara.</p>

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<ul style="list-style-type: none"> <li>• <b>Public Policy Workgroup:</b> Michelle</li> </ul>	<p>The letter has been drafted to Secretary Leavitt proposing a promotion for the USPHS Chief Nurse to make that position's rank equivalent to the rank of other Chief Nurses in the armed services. We will be going back to the organizations that signed on to the ONNN Letter of Concern. ASTDN (Michelle and Mary Pat) will assist with getting signatures from Quad Council, including APHA PHN Section, and from APHA and ASTHO.</p>	
<p><b>New and Unfinished Business</b></p> <ul style="list-style-type: none"> <li>• <b>CDC Cooperative Agreement Application</b></li> </ul>	<p>Glynnis sent Danny Doyle, who helped with Preparedness poster, his thank you basket from ASTDN and he has received it.</p> <p>Michelle provided an overview of Cooperative Agreement Application as it has been drafted so far. We will added emphasis on a strategic alliance with Association of Sate and Territorial Chronic Disease Directors and with the National Public Health Leadership Development Network.</p>	<p>The meeting was adjourned at 4:22 PM.</p>