

**ASTDN Executive Board Meeting
 Conducted via Conference Call
 Friday, October 17, 2008**

Meeting convened @ 2:05 PM ESDT by Teresa Garrett

Position	Name	Present	Absent
President (presiding)	Teresa Garrett	x	
President-Elect	Diana Pistole	x	
Executive Director	Michelle Cravetz	x	
Administrative Assistant	Janet Deveny-Edwards		
Past-President	Shirley Orr	x	
Treasurer	Rhonda Richtsmeier	x	
Secretary	Barbara Hickok	x	
ASTDN Special Projects Coordinator	Mary Pat Couig	x	
Member-at-Large/Program/Mentoring	Glynnis LaRosa	x	
Member-at-Large/Membership	Tom Engle	x	
Member-at-Large/Bylaws/Southeast Region	Clair Millet	x	
Communication	Karen O'Brien		
PH Policy	Diana McMaster Xenobia Harris		
PH Preparedness	Juanita Graham		
Mountain West	Ramona Rusniak	x	
Northeast Region	Janet Morrissette		
Northwest Region	Diana McMaster		
North Central Region	Julie McMahan		
Mid-Atlantic Region	Joanne Wakeham		
Guest	Linda Olson-Keller	x	

TOPIC	DISCUSSION	FOLLOW-UP ACTIONS
PHN Ratio Report	Linda Olson-Keller—thanked group for comments; requested final feedback/approval as she summarized each recommendation. Recommendations: 1-approved 2-approved 3-change language to “require BSN as educational credential for public health nursing practice” –approve 4-Discussion regarding inclusion of other public health professions. Change language to “collaborate with other public health disciplines to consider recommended population ratios for all public health professionals.”-approve. Next Steps reviewed and clarified with discussion. The report is now final.	Linda to make discussed changes and forward final report to Mary Pat for submission to CDC.
Secretary’s Report	Barbara-- September 2008 minutes were reviewed and approved.	Barbara to send approved minutes to group.
Treasurer’s Report • Update	Rhonda—reports reviewed. Income will need to increase soon, as spending exceeds earnings. Annual meeting not in jeopardy, we just need to be careful.	Rhonda and Michelle to review affiliate dues.
President’s Report –	Teresa—see Executive Director report	
Executive Director Report	Michelle— <ul style="list-style-type: none"> • Johnson & Johnson and Wagner Foundations will not fund. • Teresa and Michelle do have an appt. at APHA annual meeting with APH foundation director regarding partnerships and resources. The foundation received the recent CDC workflow development cooperative agreement dollars. • CDC closeout meeting---CDC expressed concerns about relationship between CDC and ASTDN; concerns about limited CDC involvement and their feelings of exclusion; encouraged us to broaden connections beyond nursing and include other public health partners; questioned use of technical writer. • Diana McMaster and Xenobia Harris to assume leadership of Public Policy Committee. • Glynda did first newsletter. 	Teresa & Michelle have several meetings schedule in the following months to pursue additional funding resources, including ASTHO in Washington, DC. Send

	<ul style="list-style-type: none"> • Health Equity paper sent to group to review. Would like to post soon since 21/2 years in prep. Committee had problems with existing definitions, so group created a new one. • Brochure—2 cover letters drafted (states with and without state Director of Nursing). • All requested audit items have been sent. 	<p>suggestions to Glenda and Michelle.</p> <p>Review for approval at next meeting. Brochure will be sent to states with 1 of 2 cover letters.</p>
Special Projects Coordinator <ul style="list-style-type: none"> • Project updates 	<p>Mary Pat—continues to work on final reports, since we have an extension from ASTHO. Invoices were submitted by Oct. 10 deadline. LaBounty continues to work on the audit, which must be submitted to ASTHO by Nov.1.</p>	<p>Mary Pat to continue to monitor</p>
Committee Reports <ul style="list-style-type: none"> • Bylaws • Membership 	<p>Clair—thanked Tom for feedback; quote at top of bylaws page aligns with the Strategic Plan. Membership changes and additions with rationale explained. Discussion focused on types of membership, officers and voting privileges.</p> <p>Tom—committee looked over membership roster and drafted letter (based on brochure) for Teresa to send to state directors without members. Michelle and Janet working on spreadsheet to recruit additional state members once by-laws are changed.</p>	<p>Send comments to Clair by Nov.7. Committee will meet and send update for discussion on Nov.21 conference call. Membership call will need to be scheduled 90 days before Annual meeting; membership to vote at annual meeting Teresa to review letter and sign. Committee will f/u with non-</p>

<ul style="list-style-type: none"> • Program • Public Health Policy 	<p>Diana—Contracts signed; request for abstracts sent; lining up vendors, tours and speakers. Arrive Sunday for board meeting and reception; Tuesday is CE day; adjourn on Wed.</p> <p>Diana/Xenobia—no report.</p>	<p>member states.</p>
<p>Unfinished Business</p> <ul style="list-style-type: none"> • Health Equity position paper • Funding update • Mid-year meeting 	<p>See Michelle’s report.</p> <p>See Michelle’s report.</p> <p>Credit card payment available on-line for mid-year meeting.</p>	<p>Please go to web-site and sign up if planning to attend.</p>
<p>New Business</p> <ul style="list-style-type: none"> • Trip to Washington DC • Partner identification brainstorming 	<p>Teresa (RWJ funding) and Michelle planning for November.</p> <p>Appeal to group for identification of additional partners.</p>	
<p>Next Meeting Schedule</p>	<p>November 21,2008 @ 2PM Eastern</p>	
<p>Adjournment</p>	<p>4:00 PM ESDT</p>	