

ASTDN Executive Board Meeting
 Conducted via Conference Call
 Friday, Sept 19, 2008

Meeting convened @ 2:04 PM ESTD by Teresa Garrett

Position	Name	Present	Absent
President (presiding)	Teresa Garrett	x	
President-Elect	Diana Pistole	x	
Executive Director/PH Policy	Michelle Cravitz	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 Committees	Glynnis LaRosa	x	
Member-at-Large/Membership Committee	Tom Engle	x	
Communication Committee	Karen O'Brien		x
PH Preparedness	Juanita Graham?		Michelle to f/u
Southeast Region	Vacant		
Mountain West	Ramona Rusniak		x
Northeast Region	Janet Morrissette	x	
Northwest Region	Diana McMaster		x
North Central Region	Julie McMahan	x	
Mid-Atlantic Region	Joanne Wakeham	x	
Southeast Region	Clair Millet		x
Guest	Joy Reed	x	

TOPIC	DISCUSSION	FOLLOW-UP ACTIONS
Special Report: Update on PH Accreditation Board (PHAB)	Joy Reed— Attended meeting of Standards & Measures workgroup, and thought it was to be the group's final meeting. Instead it was announced that the new PHAB would like ASTDN to submit recommendations on items, measures, scoring, minimum standards, etc. for the October meeting of the workgroup. Final document now planned for 2009. Does ASTDN need to meet (webinar) and review the issues? Kay Bender is the new chair of the PHAB, and the current group has a great deal of public health experience.	Joy will continue to attend the workgroup meetings
Secretary's Report	Barbara -- August 2008 minutes were reviewed and approved with correction of mid-year meeting date from November to October.	Barbara to send final August minutes to board members
Treasurer's Report • Update	Rhonda— Credit card feature is being used. Reviewed Treasurer reports: Balance sheet—Focus account in OK is closing. Negative amount should change when Delores receives the final documents from Focus. Both Rhonda and Diana related ongoing problems with Delores from LaBounty Accounting firm.	Diana will obtain the hard copies from Focus and send to Delores. Revised August balance sheet will be sent reflecting closure of Focus account. Revisions reflecting removal of equipment (Epi project) will be sent. Mary Pat and Rhonda continue to work with ASTHO to correct overpayment and amount due.
President's Report – • ASTHO Meeting	Teresa— ASTHO meeting --networking by Michelle and Teresa	Janet will send announcement next week. Teresa checking

<ul style="list-style-type: none"> • Mid-Year Meeting 	<p>Mid-year meeting scheduled for October 28, 2008. Menu finalized.</p>	<p>with RWJ contacts for dinner speaker.</p>
<p>Executive Director Report</p>	<p>Michelle—reviewed the written report she sent to the group. The report follows the core functions. Feedback requested.</p> <p>Tom offered assistance with matching fund suggestions needed to receive RWJ foundation dollars under the “Partners Investing in Nursing’s Future” Initiative due October 2.</p>	<p>Michelle requested feedback from the board.</p> <p>Michelle will submit an application, and indicate ASTDN is pursuing matching funds. Teresa, Diana, and Michelle to meet with Ed O’Neil of UCSF about partnerships.</p>
<p>Special Projects Coordinator</p> <ul style="list-style-type: none"> • Status of Non-lapsing funding • Project updates • Priority items 	<p>Mary Pat—will send report to the group.</p> <p>Projects—Linda Olson-Keller’s projects are finished.</p> <p>Marketing brochure—revisions based on comments from CDC, including removal of CDC name from brochure.</p> <p>Competencies—received ratios from Delphi project and will send to group.</p> <p>Linda Carr—report completed.</p> <p>Amanda—fact sheets (ASTDN and Nursing shortage) and curriculum (changes by Pat included) completed.</p> <p>LaBounty audit—completed by end of August so cooperative agreement money could be used.</p> <p>Mary Pat learned late in August the Epi/PHN dollars could not be used for equipment purchases in the last 6 months of a funding cycle.</p>	<p>Cooperative agreement funds to be used to print the document. Mary Pat will send the final version to the group. Rhonda will buy the photos for the brochure with the organization credit card.</p> <p>Final report due at end of September.</p> <p>Mary Pat is waiting to hear from CDC/PGO on final answer regarding the status of the \$100,000.</p>

	Teresa thanked Mary Pat for the Great job!	
<p>Committee Reports</p> <ul style="list-style-type: none"> • Bylaws • Membership • Program 	<p>Clair—involved in recent hurricanes’ (Gustav and Ike) emergency preparedness.</p> <p>Tom— Membership committee met.</p> <p>Glynnis/Diana—Committee met; the facility contract with the Renaissance Hotel in downtown OK City is signed; 35 rooms have been set aside. Theme: Public Health Nurses--No One Does It Better. Idea: participants could bring/send ahead poster displays from their respective states. Excursion: visit OK City memorial to the Federal Building bombing victims and dinner. Other details: leadership dinner w/speaker; no change to the \$275 registration fee; members asked to complete the Doodle calendar regarding their individual availability May 3-6; on-track with conference timeline</p> <p>Michelle sent a copy of the APHA letter on “Provider Conscience Rule” proposal for discussion; Tom moved to support, and Diana 2nd; approved.</p>	<p>Shirley will work with Clair.</p> <p>Janet will crosswalk state vacancy list with L. Olson-Keller’s list of state nursing directors. Committee is working to have all regional representative and state directors’ positions filled.</p> <p>Send save-the-date flyer next week.</p> <p>Michelle will respond.</p>
Public Health Policy		

<p>Unfinished Business</p> <ul style="list-style-type: none"> • Executive Director (ED) Priority functions • Health Equity position paper • Funding update • Strategic Plan discussion 	<p>Teresa welcomed Michelle and thanked the Board for approving the position. She asked Michelle to keep track of total hours worked, even though ED contract is for 8 hours/per week. Michelle and Teresa have received much positive feedback from other organizations regarding the position of ED. Michelle's "To Do" List sent to group by Teresa for review. Items are arranged in order of priority. Current activities are focused on #1 and #2. Teresa requested a motion to approve the Priority Functions. Tom moved to accept, Shirley 2nd; all approved.</p> <p>Margaret Schmelzer and Glynnis LaRosa have worked on the position paper and have brought it as far as they could. Michelle Cravetz (ED) will put on the finishing touches. Michelle will have it ready for the ASTDN Board to review at the October meeting. Michelle would like it to be placed on the agenda for the ASTDN mid-year October meeting during APHA conference to be held in San Diego.</p> <p>See Executive Director Report</p> <p>Deferred to next meeting.</p>	<p>Review planned for mid-year meeting.</p>
<p>New Business</p>	<p>Tom is invited by University of Maryland College of Nursing to attend the National Environmental Health Nursing Unity meeting in Dec 2008. The trip is fully funded.</p>	<p>A conference call will be scheduled prior to the meeting for discussion.</p>
<p>Meeting Schedule</p>	<p>Next meeting is October 17, 2008 @ 2PM Eastern time.</p>	
<p>Adjournment</p>	<p>3:39 PM</p>	