

**ASTDN Executive Board Meeting
 Conducted via Conference Call
 Friday, November 21, 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 Cravitz	x	
Administrative Assistant	Janet Deveny-Edwards		X
Past-President	Shirley Orr		X
Treasurer	Rhonda Richtsmeier	x	
Secretary	Barbara Hickok		X
ASTDN Special Projects Coordinator	Mary Pat Coug		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		X
PH Policy	Diana McMaster Xenobia Harris	X	X
PH Preparedness	Juanita Graham		X
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	Sandra Schoenfisch Carol on call for Sandra	X	

TOPIC	DISCUSSION	FOLLOW-UP ACTIONS
Secretary's Report Barbara Hickok	Barbara not on the call today so the October 2008 minutes will be approved on the December call.	Barbara to send 10/08 approved minutes to the Exec. Com.
Treasurer's Report Rhonda Richtsmeier	Rhonda—fiscal reports that she sent out were reviewed. Rhonda reported that ASTDN is holding its own.	Informational
President's Report – Teresa Garrett	<p>Teresa</p> <p>Auditor's report: Rhonda did not receive it. Teresa sent a letter to the auditor. Overall ASTDN did a good job but the auditor has some suggestions for fiscal procedural changes. Teresa stated that ASTDN should receive the auditor's report shortly. Michelle did check with ASTDN affiliates to see if they have any financial procedures for share with ASTDN.</p> <p>ASTDN Mid-year meeting: San Diego, CA October 2008 went well, approx. 20 members attended. The dinner was good. It was a nice mix; several members from the host state CA were able to attend. Mary Dickow, Teresa Garrett, Ann Cary, Rhonda Richtsmeier did a nice presentation on "What It Means to be an RWJ Executive Nurse Fellow".</p>	Teresa will share the auditor's report with the Exec. Committee once it is received.
Exec. Director Report Michelle Cravetz	<p><u>Networking, Linkages, Relationship Building -</u></p> <p>A. The visit with ASTHO is being planned for December. (The President and Executive Director (ED) have been invited to an orientation and relationship-building meeting with ASTHO President Paul Jarris and Sharon Moffett of his staff.)</p> <p>B. The President, Past-President and the ED met with Ron Bialek of the Public Health Foundation (PHF) while at APHA to discuss potential partnerships. The PHF was awarded a Cooperative Agreement for Workforce Development. It was agreed that we would continue this conversation.</p> <p>C. ASTHO Affiliates Council distributed a "Guiding Principles" document. This will be discussed at the November 21 conference call.</p>	The ASTDN Exec Com approved the Guiding Principles document.

	<p>D. ASTHO is looking for two affiliate representatives to ASTHO’s Management Committee. If there is a member who would like to serve on this committee, please contact the ED to gain access to the ASTHO Sharepoint document on duties of the affiliate representatives. Interested members will need to submit a letter of interest to scott.becker@aphl.org with a copy to lfehrenbach@astho.org by Friday, December 5th.</p> <p>E. Copies of the ASTDN PHN Leadership brochure were mailed to each of the State and Territorial Health Officials. As a result of listserv postings and hardcopy mailings, a number of additional brochures have been requested. Nurses in Colorado are particularly active in promoting this concept at this time. Michelle reported that feedback was received to the brochure !</p> <p><u>II. Resource and Infrastructure Development</u></p> <p>A. Potential Funding: RWJ Foundation has posted an opportunity under “Interdisciplinary Nursing Quality Research Initiative Call for Proposals.” We are exploring whether this could be an opportunity to go further with some of the research conducted under the Cooperative Agreement, including the PHN-to-Population Ratios and the informatics project. A meeting is planned with Linda Olsen Keller on Monday, November 24th for further discussion.</p> <p><u>III. Liaison and Membership Activities</u></p> <p>A. Positive feedback continues relative to the new monthly updates. The listserv is becoming more active with more postings noted in the last few months.</p> <p>B. Members were contacted to begin gathering lists of potential new members from the ranks of state middle management and from top ranks of public health nursing leadership in local health departments. Lists should be sent to ASTDN Administrative Assistant Janet Deveny-Edwards.</p>	<p>Members interested in serving on ASTHO Management Committee should submit a letter of interest.</p>
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	<p><u>IV. Organizational Initiatives</u></p> <p>A. Public Policy Workgroup</p> <p>Members are reminded to begin to send issues of concern to new co-chairs Zenobia Harris of Arkansas and Diana McMaster of Washington State. The ED began discussion with the workgroup about pulling together an advocacy notebook for members that could be introduced at the Annual Meeting and implemented at the 2010 Annual Meeting in Washington DC.</p> <p>Based on affirmative responses from the Board and workgroup, ASTDN endorsed a document for the public health workforce under the stimulus package that was composed by the Trust for America’s Health.</p> <p>B. Health Equity Paper</p> <p>The edited version of the Health Equity position paper has been distributed to the Board for their comment and consideration. It will be presented for final adoption at the November 21st conference call meeting. T. Engle made a motion to approve and C. Millet seconded the motion to approve the position paper with the addition of the missing reference citation that will be added. Unanimously approved.</p>	<p>Unanimously approved. M. Cravetz will forward to ASTHO once it is done.</p>
<p>Special Projects Coordinator Mary Pat Couig <ul style="list-style-type: none"> • Project updates </p>	<p>Mary Pat was unable to be on the call today. Teresa reported that Mary Pat is finalizing the information on the projects to send to CDC by December 2008.</p>	<p>Mary Pat to update the Exec. Com. on the December call.</p>
<p>Committee Reports <ul style="list-style-type: none"> • Bylaws Clair Millet </p>	<p>Clair would like to have the proposed changes done before the May 2009 annual meeting. Tom Engle suggested that we set up a conf. call for ASTDN members to call in with questions. Teresa had some additional changes. Could we combine categories 3 & 4? Member type 3 the funding would come from a governmental entity, where as member type 5 would come from the individual member. Carol from Florida stated that in Florida they have decentralized down</p>	<p>Clair will send the revised By-Laws to T. Garrett. Teresa will send them out via the</p>

<ul style="list-style-type: none"> • Membership Tom Engle • Program Glynnis LaRosa • Public Health Policy D. McMaster, X. Harris 	<p>to county health dept. level. The feeling was the membership type #3 should have the right to hold office. Next Steps: Clair to send the revised version to T. Garrett so she can send them out to the ASTDN voting members or comment and then we can set up a member conf call for Jan. 2009</p> <p>Dues:</p> <ul style="list-style-type: none"> ➤ Increase individual state membership to \$400.00. This will need to be changed at the ASTDN annual meeting. ➤ Contributing members \$500.00 ➤ Local, State, Federal Governmental PHN \$150.00 ➤ Alumni members \$50.00 ➤ Associate members \$75.00 ➤ Students could have a free membership <p>Motion made by G. LaRosa to approve the dues categories and this was seconded by R. Richtsmeier. Unanimously approved</p> <p>No meeting. T. Garrett has a letter that she will send to the states to recruit ASTDN reps.</p> <p>Glynnis sent the draft ASTDN annual conference agenda to the Exec. Com. for review. Glynnis briefly highlighted the changes this year. Arrive Sunday for Board meeting; Monday new member orientation & Business meeting; Tuesday is CE day; Wed. adjourn. Recruiting speakers and sponsor & vendors. Glynnis & Diana will set up a conf. call in the next few weeks with Teresa & Michelle to review the agenda specifics.</p> <ul style="list-style-type: none"> • ASTDN did endorse "Trust for America's Health". • T. Garrett will sign the APRN letter on behalf of ASTDN. 	<p>ASTDN list serve for comments. A conf. call for members will be set up for Jan. 2009</p> <p>Unanimously approved</p> <p>T. Garrett will send out the letter to states</p> <p>Glynnis & Diana to set up a conf. call w/T. Garrett & M. Cravetz</p> <p>Informational</p>

New Business	<ul style="list-style-type: none"> • T. Garrett stated that the "Core Competencies for PH Professionals" Council on Linkages would like input from ASTDN on the competencies. This was sent out via the ASTDN list serve. • Tom Engle informed the Exec. Com. that the Northwest Health Foundation is doing work on the nursing shortage. Tom reached out to the group to see if they are interested in the national PHN issues. • Healthiest Nation Alliance Activity: due to lack of time tabled until the December call. 	ASTDN members to provide feedback on the Core competencies
Next Meeting	December 19,2008 @ 2PM Eastern	
Adjournment	4:00 PM ESDT	