

**ASTDN Executive Board Meeting
 Conducted via Conference Call
 July 20, 2010**

Meeting convened @ 2 PM CST by Clair Millet

Position	Name	Present	Absent
President (presiding)	Clair Millet	x	
President-Elect	Glynnis LaRosa	x	
Past-President	Diana Pistole	x	
Executive Director	Michelle Cravetz	x	
Treasurer	Tom Engle	X	
Secretary	Barbara Hickok	X	
Member-at-Large/Membership	Lisette Osborne	X	
Member-at-Large/Programs	Juanita Graham		x
Member-at-Large/By-Laws	John Hankins		x
Communication	Glenda Kelly		x
Administrative Assistant	Janet DeVeney-Edwards		x
PH Policy	Cathalene Teahan	x	
Southeast Region	Carol Tanner		x
South Central Region	Vacant		
Mountain West Region	Ramona Rusinak	x	
Northeast Region	Janet Morrissette		X
Northwest Region	Diana McMaster		X
North Central Region	Julie McMahan		X
Mid-Atlantic Region	vacant		
Pacific West Region	Diana McMaster		X
Emergency Preparedness	Sandra Schoenfisch		x
Program Committee	Sam Chapman	x	
	Debby Martz	x	

TOPIC	DISCUSSION	FOLLOW-UP ACTIONS
Approval of June 18, 2010 minutes--Barbara	Motions made and group approved.	Glynnis to send final corrections. Barbara will include these corrections in the final approved copy for the record.
President's Report--Clair	<p>Thanked Diana for her help. She is getting used to position, and has been working on finalizing the contracts for Communications, Website maintenance, Executive Director, and Administrative Assistant. Barbara has received copies of the 4 signed contracts. Questions about contract with LaBounty (see ED and Treasurer reports).</p> <p>Currently following-up with NACCHO (Donna Brown) about an ASTDN liaison (Michelle and Clair), and the possibility of NACHHO affiliate status. An area of mutual interest to both organizations is workforce development, and this could be a good starting point.</p> <p>Appointed to American Red Cross (ARC) National Nursing Committee. Next meeting Thursday July22. Looking at what ASTDN needs from ARC. Diana suggested training for nurses and cooperation with health departments. Glynnis agreed and spoke about previous presentations by ARC at past ASTDN meetings. Need updated ARC guidelines. Discussed partnering on webinars to assure more consistent and compatible training and education with PHNs. Clair mentioned concerns in working with local MRC, and the potential for problems due to the limited resources in some communities. To date, interactions have been positive. Michelle mentioned hearing the federal government contact would change.</p>	<p>Tom emailed LaBounty regarding the contract and will continue to f/u on this. Michelle will f/u with LaBounty regarding ASTDN's tax status and get back with Clair.</p> <p>Michelle will f/u with Donna Brown if we have not heard back from her by the end of the month.</p> <p>Clair will check on contact status.</p>

<p>Review & Discussion of the 2008-2011 ASTDN Strategic Plan</p>	<p>Clair expressed her pleasure with progress so far. She reviewed the goals and objectives.</p> <ol style="list-style-type: none"> 1. Good, but do need to work on 1.5 2. Good, but 2.3 work needed. 3. Good 4. Good 5. Need to work on 5.2 <p>Discussion: Michelle regarding 5. Discussed Quad council competencies. Three tiers: staff, supervisor, exec. Currently working on linkages to PHN. Good place to start with peer-to-peer assessment. Diana regarding 3. Partner for project and pursuing funding. Bigger group working with CDC. She mentioned at ASTHO Affiliate meeting of lack of support for PHNs, and explained to other attendees that nurses are service delivery rather than program so ASTDN not part of funding stream. Tom suggested an academic linkage with schools of nursing, and emergency preparedness is one avenue to consider. Michelle in dialog with HRSA contact. So far has been disappointing as language not specific for ASTDN.</p>	<p>Clair asked Michelle to check back with CDC on possible projects for ASTDN.</p> <p>Michelle will continue pursuit of funding opportunities.</p>
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<p>Old Business</p> <ul style="list-style-type: none"> a. After Action Report for ASTDN/ACHNE joint conference b. Response to NACCHO c. Quad Council-PHN competencies 	<p>AAR—Clair summarized concerns regarding few networking opportunities, and no organized discussion on links between education and practice. What are the evaluation results? Member feedback received so far seems to indicate “the meeting was an ACHNE conference rather than joint meeting.” Dianna sent a brief survey to the board, and received limited response. Glynnis and Diana haven’t seen a conference evaluation or summary from ACHNE. No opportunities for strategic planning. 2013 needs to be different.</p> <p>NACCHO—PHNs not mentioned in report. Nurses have been a big part of past efforts by NACCHO. Probably an oversight that nurses not included. Discussion suggested ASTDN do own response, and Michelle has already started on this paper.</p> <p>Competencies—Currently focused on 2nd tier (supervisory PHN). Michelle on the working committee. Using standards from Council on Linkages and making specific to Public Health Nursing. Three additional meetings planned for August, and final report should be ready in Sept.</p> <p>Website—need to continue the efforts Diana started to keep the website current. We may be able to work AL (John Hankins will take the lead). Webmaster contract for 6 months, and then we will need to review where we are.</p> <p>IRS 501 status—Michelle checked with LaBounty and they will research. Diana saw the document when she was in GA to meet with LaBounty (in her position as Treasurer several years ago).</p> <p>Conversation with ACHNE on reduced dues if ASTDN.</p>	<p>Continue to await response and plan for 2013 to be an improvement.</p> <p>Michelle will continue to work on this.</p> <p>Michelle to continue to participate on behalf of ASTDN.</p> <p>John to follow-up.</p> <p>Michelle to check with LaBounty.</p> <p>Clair will continue dialog with Sue Swider.</p>
<p>ASTDN Mid-Year Meeting at APHA—Clair and Michele</p>	<p>Clair and Michelle—Sunday Nov 7 @ Brown Hotel 2-4 so will not conflict with Quad Council. Phone arrangements will be available.</p> <p>CO Center for Nursing Excellence will provide the conference call equipment and in turn will do a presentation for the group. Glynnis reminded the group that each person pays their own dinner or lunch. Tom has paid the non-refundable deposit of \$150.</p>	<p>Michelle to check if John will provide the link through the AL network.</p> <p>Put in state travel requests now!</p>

<p>Executive Director's report--Michelle</p>	<p>Michelle—sent discussion summary to this group. Has contacted Beaumont Foundation as recommended by Diana.</p> <p>Frequently ASTDN is not an eligible entity for responding, since often the requests are agency specific (ex. Government, not-for-profit, etc.)</p> <p>Keeping records updated.</p> <p>Continues to contact Paul Jarris (ASTHO) as he visits states, and reminds him to support ASTDN member(s)/membership in the state he is visiting.</p> <p>Updated group on Quad-Council and ASTHO Affiliate meetings. Quad-Council projects are time consuming, according to Teresa Garrett per Diana.</p> <p>Continues to dialog with HRSA regarding funding opportunities. May be some in the near future due to increased funding for Nursing Education.</p> <p>Expressed concerns to CDC and HRSA partners that funding opportunities are frequently targeted to municipalities and governments, which automatically excludes ASTDN from responding.</p>	<p>Michelle will make additional contacts for recommendation to this group.</p> <p>Will send Tom account information.</p>
<p>Treasurer's report--Tom</p>	<p>Having difficulty with account transition. Sent report to Board, and reviewed with the group. Based numbers on the proposed amounts that Rhonda distributed at the meeting. Clarified webmaster reimbursement: \$2700 for 6 mos. Janet and Tom are trained on credit card system and are working out process between them. Janet will be able to deposit the check in the future rather than forwarding to the Treasurer.</p>	<p>Will f/u on LaBounty contract, and Michelle will monitor the status.</p>
<p>Secretary's report--Barbara</p>	<p>No report.</p>	<p>Will re-send annual meeting minutes for approval at August meeting.</p>

<p>Committee reports</p> <p>a. Resource Development--Michelle</p> <p>b. 2011 Program Planning--Sam and Debby</p> <p>c. Bylaws--John</p> <p>d. Communications--Glenda</p> <p>e. Environmental--Tom</p> <p>f. Preparedness--Sandra</p> <p>g. Membership--Lisette</p> <p>h. Public Policy--Cathalene</p> <p>i. History--Diana</p>	<p>Resource Development--Nothing additional to above dialog.</p> <p>Debby (reported for Sam)—reported tentative dates: 17-20 May. Do not want to conflict with ACHNE conference and graduations. Checking on hotels and activities. Working with local nursing directors on CEs. Planning committee listed on Website.</p> <p>By-laws—Glynnis reported the updated by-laws, and Policies/Procedures are now posted under "Governance" on website.</p> <p>No report.</p> <p>Meeting planned for next month.</p> <p>Sandra not on call but was given kudos for the webinar she did this week with MA.</p> <p>Glynnis has transitioned the Membership Committee to Lisette – looking to other professional organizations to tap into to encourage membership such as the National Assoc of School Nurses as many school nurses are part of local health departments. Lisette has requested the list of those who signed up for the committee from Janet and will schedule a first meeting once received.</p> <p>Meeting planned for Aug 6.</p> <p>Clair asked Diana about researching awards history.</p>	<p>Debby will send Clair a brief synopsis of progress to this point. Will check on planning committee members and schedule group meetings.</p> <p>Diana will check.</p>
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New business--Clair	<p>Do we want to look into an endowment fund for the organization? The fund might be used for scholarships to attend annual meetings. Glynnis explained to the group how this process works in MA. Tom mentioned benefits of establishing a foundation.</p> <p>Glynnis sent a flyer on MA educational webinars via list serve. Free CE—1 contact hour per presentation. Good attendance on first broadcast presented by Sandra Schoenfisch.</p>	Tom will research options.
Adjourn	3:49 PM CST.	
	Next meeting: Tuesday, August 17, 2010 @ 2 PM CST	