

**VtPHA Board Meeting -- December 6,'07 Minutes**

**Present:** Burt Wilcke, Debbie Dameron, Bob Costantino, Brian Flynn, Darlene, Ahrens, Joanne Fedele

**Unable to attend:** Kathy Keating, Penrose Jackson

Minutes Submitted by: J.Fedele

<b>Topic</b>	<b>Summary</b>	<b>Action</b>
<b>Follow-up to Membership</b>	Darlene reported that the three member lists have been coordinated into an excel file. Will send to each Board member to verify addresses (postal and e-mail) to the extent possible. Once this is done, will send renewal info via postal mail, as this may be more successful than email.	List was emailed to Board members on 12/10. Please send your corrections to her. Darlene will continue to follow up. This is an ongoing process.
<b>Follow-up to Nov 26 Co-sponsored Seminar</b>	The event went very well. Approximately 75 persons attended. At the Oct meeting, the Board approved giving financial support for the seminar. Was a specific amount approved? With discussion, an amount of \$400.00 was approved.	Burt to follow up and submit a check in this amount from VtPHA.
<b>Report from APHA Governing Council</b>	<p>Bob attended this meeting on behalf of VtPHA at APHA convention in early Nov. in DC. Some of the highlights involve APHA expenses and revenue, as shown in the brochure that was circulated. Major sources of revenue are: convention (37%), dues (26%), and periodicals (18%). Major expenses are: convention (25%), periodicals (25%), Learning Global Public Health (17%), Books (12%). Dues are increasing. APHA is considering joint membership with Affiliates, as many professionals are Affiliate members without being APHA members. APHA is increasing to \$195 from \$160. As VtPHA membership is \$35, the total for VT members who are also APHA members will be \$230. Of total membership, 25,000 to 30,000 are APHA members, and another 20,000 are Affiliate members only.</p> <p>In other news from Bob from the Governing Council:</p> <ul style="list-style-type: none"> <li>◆ APHA decided to remain classified as a 501c3.</li> <li>◆ The theme was selected for '08 -- Water and Public Health.</li> <li>◆ The new President-elect is Cheryl Easley, Dean and Professor at the College of Health &amp; Social Welfare, University of Alaska at Anchorage.</li> </ul>	None needed at this time.
<b>Term of Board Members</b>	Discussion shows that other states have had the same experience as we are having regarding the need to have Board members who are knowledgeable and aware of how the Board and VtPHA have evolved so far. Do we have a need to amend our bylaws to meet our needs? Other states have done this.	Further discussion needed and should be held soon as the terms of some members are expiring this spring.

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<p><b>Grant Activities / Strategic Planning</b></p>	<p>Burt reported on the technical support meeting held at APHA. The focus was on strategic planning and business planning, however, the consultant was not extremely helpful. One good idea for the business planning process might be to use retired business persons who have done business planning in the past. For strategic planning, we may need an outside consultant /facilitator. The funds from the grant will arrive only after a pre-grant assessment is completed online, which Burt has completed. Discussion was held on the strategic planning process. A Board retreat was discussed and all present agreed it would be helpful. A Saturday in Feb was suggested -- the 2<sup>nd</sup> or the 9<sup>th</sup>, depending on availability of facilitator. A timeframe of 9 AM to 3 PM was discussed. Central VT was selected as the location. Debbie and Bob will look into booking either the Three Stallion Inn in Randolph or the Capitol Plaza in Montpelier. A RFP process will be used to select a facilitator. Debbie, Bob and Burt have some possible candidates in mind. The goal is to have at least 6 Board members and at least 6 other VtPHA members attend this Retreat, for a potential of 10 to 14 participants. Potential avenues (among others) to explore during the retreat are:</p> <ul style="list-style-type: none"> <li>◆ What are our (VtPHA) strengths /weaknesses (SWAT)?</li> <li>◆ Who are our stakeholders?</li> <li>◆ How do we make VtPHA meaningful to our stakeholders?</li> <li>◆ Do we want to be an educational group? Or Advocacy / lobbying group? Or both? Or other?</li> </ul>	<p>Bob and Debbie to explore the possibility of either Capitol Plaza or Three Stallion Inn.</p> <p>Burt to draft the RFP and list of expectations for the facilitator.</p>
<p><b>Spring Annual Meeting</b></p>	<p>Debbie reports that Paul Farmer cannot come in the spring but can in the fall. We need to consider other speakers for our spring meeting. Discussion on the possibility of a panel of health policy analysts from the offices of Sanders, Leahy, and Welch. This would be in keeping with the recent APHA theme of "Public Health -- Policy &amp; Politics," and is appropriate for this coming election year. Darlene knows Dave Reynolds (from Sanders' office) well and will call him. Possible dates are May 1, 6, 7, 8. An earlier meeting, such as in April, is possible. We will determine order of events for the evening based on availability of speakers. Capitol Plaza is a good venue for this year's annual meeting.</p>	<p>Bob will check on availability of Capitol Plaza.</p> <p>Darlene to call David Reynolds from Sanders' office.</p> <p>Debbie can get the names of other health policy analysts from Leahy's and Welch's office.</p> <p>Follow up discussion needed at January meeting.</p>

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<p><b>Next Meeting</b></p>	<p>Meeting adjourned at 7:30 PM. Next meeting scheduled for Thursday, January 10, 2008, 5:30 PM, Rowell Building, UVM.</p> <p>We will need a 2-hour meeting. Please plan to stay until 7:30 PM.</p> <p>A Happy Holiday Season to All!</p>	<p>Please mark your calendars. See you in the New Year!</p>
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