

VtPHA Board Meeting -- April 10, '08 Minutes

Present: Burt Wilcke, Bob Costantino, Darlene, Ahrens, Penrose Jackson, Debbie Dameron, Joanne Fedele

Unable to attend: Brian Flynn, Kathy Keating

Minutes Submitted by: J.Fedele

Topic	Summary	Action
<p>Annual Spring Meeting</p>	<p>Darlene reports that she has sent packets to all three presenters. It includes a dinner invitation and brochure. She will call them all to inquire about dinner selection, which will also serve as a gentle reminder. Bob will communicate with Capitol Plaza re: set up for registration table and table for panel. Penrose offered to make name tags again. Darlene will print out membership forms to have some available that evening. Penrose reports that some advertising has already been done. She will notify other groups such as VAHHS, AHEC. Darlene has notified all District Directors and will notify all Health Dept. employees. We should all let our legislators know. Also, informational materials re: Get Ready Campaign should be available that evening.</p>	<p>Darlene: follow up with the three presenters.</p> <p>Bob follow up with finalizing with Capitol Plaza.</p> <p>Penrose: name tags</p> <p>Darlene: membership forms and info re: Get Ready Campaign</p>
<p>Strategic Plan</p> <p>And Job Description for Administrative Coordinator Position</p>	<p>Burt has made more complete notes from the worksheets of the Feb. Retreat. We have our top goals and goal statements from last month's meeting. The goals in our SP agree with the goals outlined in the grant. We can now discuss administrative support of 3 to 4 hours/week. We also need to develop a business plan. For this we might utilize the services of a volunteer, specifically a retired business person.</p> <p>Job description for the Administrative Coordinator should include:</p> <ul style="list-style-type: none"> ◆ Checking PO Box (if/ when moved to Burlington) ◆ Banking ◆ Monitoring website/ contacting webmaster for changes ◆ Tracking expenses/ chart of accounts ◆ Maintaining membership records ◆ Tracking report requirements for APHA/ helping us stay in line w/ grant ◆ Conduit for legislative issues ◆ Other responsibilities as assigned <p>Position reports to Board President. Hourly rate discussed and determined. Person taking this position is Audra Jenkins who works with Penrose at FAHC Community Health Improvement. Contact: audra.jenkins@vtmednet.org</p>	<p>Penrose will draft a job description.</p> <p>Burt to follow up with Audra for official hiring process.</p>

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Discussion on Roles of Board Members	After brief discussion, the following members have/ or will assist with the following roles: Bob -- Regional Representative to APHA Committee on Affiliates Kathy -- Treasurer Joanne -- Secretary Brian & Penrose -- Public Relations Darlene -- Membership Burt / Deborah -- President	None at this time.
Election of New Member	Following discussion, Bob made the motion and Darlene seconded the motion that Heidi Klein be elected to the Board. The motion passed unanimously.	Bob will follow up to inform Heidi.
Agenda for Annual Meeting	Agenda for Annual Meeting should include: <ul style="list-style-type: none">◆ Bylaws change◆ New member◆ Inquire from membership present about interest on serving on the Board	Burt to follow up on these items at annual meeting
Grant Update	Quarterly report is due. Burt will go to a technical training meeting in Phoenix during the 2 nd week of May.	Burt following up on both of these items.
Fall Educational Event	Discussion on possible topics including health care access, mental health and substance abuse, lack of primary care providers and mental health providers. One suggestion is to e-mail membership and inquire about any suggestions.	More discussion to follow.
Next Meeting	Meeting adjourned at 7 PM. Next meeting is our Annual Dinner Meeting: Thursday, May 1 Capitol Plaza, Montpelier	Please mark your calendar!