

VtPHA Board Meeting -- September 11, 2008 -- 5:30 PM -- ACS Office, Williston, VT

Present: Debbie Dameron, Bob Costantino, Penrose Jackson, Joanne Fedele, Brian Flynn, Heidi Klein

Unable to attend: Darlene Ahrens, Burt Wilcke

Minutes Submitted by: J.Fedele

Guests: Audra Jenkins (Administrative Coordinator), Sally Kerschner (VDH & VtPHA member)

Topic	Summary	Action
Attendance	Welcome Audra and Sally who are taking the time to attend our meeting today. Thank you!	N/A
Strategic Plan	<p>The SP was approved at the July meeting and is so recorded in those minutes. Need now is to create an Action Plan.</p> <ul style="list-style-type: none"> ◆ Goal #1: Long term financial stability. This is closely related to membership. Following some discussion, Penrose offered to be the lead person on this goal. As Treasurer, she can draft options re: how specific numbers of members can affect sustainability. Further discussion reveals how Audra is still waiting for member list from Darlene. Some discussion also on how advocacy can /will affect membership. Even though we are a small group, once advocacy issues are identified, various members and interested persons may rally to their specific causes. ◆ Goal #2: Expand communication among members and through partners. Membership list to be finalized by Audra. Brian has some experience with this. Also APHA has staff and membership communication tools to help Affiliates with this, i.e., welcome letter, benefits, etc. Brief discussion on possibility of having Health Commissioner speak to us to identify upcoming legislative issues. We have done this in the past and it has been helpful. Regarding link to other partners, Bob has a list of agencies / organizations that we used in the past for some advocacy work. ◆ Goal #3: Secure staff of administrative functions. This is done. 	<p>Penrose to draft document re: membership and sustainability.</p> <p>Debbie to contact Darlene re: member list.</p> <p>Brian offered to be lead person on this step of the action plan. Debbie to contact “Katie” at APHA re: APHA tools. More discussion to follow at Nov. meeting.</p> <p>More discussion at Nov. meeting. Bob to bring list to next meeting. To be used as foundation for partners list.</p> <p>N/A</p>
SP-Continued	<ul style="list-style-type: none"> ◆ Goal #4: Target & build relationships with key partners. Discussion reveals we are not quite ready for this yet. ◆ Goal #5: Engage membership to be active participants in the organization. Discussion shows that this is closely linked to above. 	Follow-up on these steps of the action plan within 3 - 6 months.

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<p>SP- Continued</p>	<p>◆ Goal #6: Develop an advocacy structure. Lengthy discussion. Heidi offered to take lead. Heidi offered to draft an outline of a potential process, with identification of key issues and next steps. This will include a basic framework for decision-making. In further discussion, some potential advocacy issues were identified such as improvements needed in Catamount health re: access. Some discussion also around possibility of holding an educational session in advocacy facilitated by Kelly Stoddard, a policy analyst / specialist from ACS.</p>	<p>Heidi to forward draft to full board in time for Oct. meeting. More discussion on this topic in Oct.</p>
<p>Update on Affiliate and Grant activities since our last meeting</p>	<p>Audra has been involved in getting things organized. Thank you, Audra! Burt reported to Debbie that all is ok with the grant thus far. Bob has been attending monthly CoA (Council on Affiliates) teleconferences.</p>	<p>None at this time.</p>
<p>Next Meeting</p>	<p>Our next meeting will be Thursday, October 16 5:30 PM ACS Office, Williston</p>	<p>This is a change from our usual 2nd Thursday of the month. PLEASE note the change and mark your calendars!</p>