

**APHA Affiliate Capacity Building Initiative:  
Advisory Committee Meeting Summary  
Teleconference  
November 26, 2007**

**Advisory Committee Members:**

Barry Bass, MSW  
Bernard Weintraub, MPH  
Bobbie Berkowitz, PhD, RN, CNA, FAAN  
David Corbin, PhD  
Jan Wallinder, RN, MSN  
Marc Hiller, DrPH  
Olivia Carter-Pokras, PhD  
Paul Meissner, MSPH  
Stephen R Keener, MD, MPH  
Tom Quade, MA, MPH  
Walter Tsou, MD, MPH

**APHA:**

Alan Baker, MA  
Regina Davis Moss, MPH, CHES  
Catherine Henze, MPH  
Kimberly Moore, MHSA  
Kaitlin Sheedy

**Policy and Research Group:**

Lynne Jenner, MA  
Jessica Smith

**Not Present:**

Edwin Marshall, OD, MS, MPH  
James Nelson, MS

The meeting was called to order at 3:02 p.m. EDT.

**Welcome and Roll Call**

Catherine Henze, Deputy Director of Affiliate Affairs, conducted the roll call and welcomed Advisory Committee members.

**Policy and Research Group**

Policy and Research group discussed the Stakeholder Survey. The Advisory Committee, Committee on Affiliates, and Affiliate Representatives to the Governing Council (ARGC) will be asked to complete the survey annually. The online survey contains 13 questions designed to assess stakeholders' perceptions of the capacity-building initiative. The baseline survey will be administered in December.

**Briefing on Grant Awards and Grant Commitments**

Kimberly Moore briefed the committee on the status of the grant awards. Each grantee received a grant award letter stating the total amount of the award on or around October 30. APHA followed-up with a detailed Grant Commitment sent to each grantee on November 14. The Grant Commitment outlines the responsibilities and requirements of each grantee. APHA modeled its Grant Commitment letter to the Affiliates from the W.K. Kellogg Foundation's to the Association. Along with the Grant Commitment, APHA distributed the Reporting Guidelines and a timeline of important dates to expect throughout the duration of the grant. The grant commitments for grantees with fiscal agents included additional wording to reflect a fiscal

agent and its responsibilities. APHA is processing the initial payments upon receipt of a signed grant acceptance.

### **Affiliate Technical Assistance and Training for 2008**

Catherine Henze spoke to the Committee about the results of Leadership Day and a technical assistance strategy for 2008. Leadership Day was held on Saturday, November 2, during the Annual Meeting. Dr. Walter Tsou, Chair of the Advisory Committee, spoke about the grant process to the Affiliates. Catherine Henze presented information on the technical assistance component of the capacity-building initiative. There was an opportunity for questions and answers. The Committee on Affiliates then facilitated regional round-table discussions on technical assistance efforts. The CoA asked the regions to list their top three technical assistance needs for 2008, any specific individual affiliate needs, their preferred modes of delivery, potential barriers that restrict their ability to receive technical assistance, and potential resources that they could offer.

The Advisory Committee discussed and weighed possibilities for technical assistance efforts in the coming year. APHA and the committee reached an agreement on the following points:

- APHA will provide travel assistance funds for Affiliates who did not receive direct grants to attend technical assistance opportunities.
- Webinars would be a useful, accessible modality to offer for more general topic areas, such as board governance and financial management and budgeting.
- In-person workshops would be more useful for more in-depth and specific topic areas such as marketing; membership recruitment and retention; member benefits; and advocacy
- APHA should offer a series of webinars throughout the year and in-person training(s) in late April-May.
- The in-person workshops could be offered in two different cities – a north and south or east and west – with a major airline hub to make it more accessible for Affiliates.
- APHA may consider providing opportunities for some individual Affiliate coaching.
- The Annual Meeting in October 2008 would be an ideal opportunity for peer-to-peer sharing of experiences, successes, and lessons learned and for networking with other Affiliates.

### **Meeting Schedule in 2008**

In 2008, the Advisory Committee will have quarterly teleconferences (January, April, July, and October), with a possible in-person meeting in late-summer or early fall.

### **Action Items**

- APHA will process and issue the first disbursement of funds to the funded Affiliates upon receipt of their signed grant acceptances.
- APHA will e-mail, on behalf of The Policy and Research Group, the Stakeholder Survey to the Advisory Committee members, Committee on Affiliate members, and ARGCs in early December.
- APHA will develop a Grant Reporting Tool to monitor the progress of the funded Affiliates.

- APHA will work to develop a schedule of Affiliate technical assistance efforts for 2008.

The next meeting is scheduled for Tuesday, January 8, 2008, 3:00-4:30 ET.

The meeting adjourned at 4:25 p.m.