

ISC in person meeting, APHA HQ

June 11, 2007

Members Present: Diana Conti, Betty Bekemeier, Michael Case, Susan Radius, Tamar Klaiman, Paul Meissner, Steven Wallace (minutes), Nsedu Witherspoon

Members Absent:, Charlene Sanders

Staff: Fran Atkinson, Tanisha Battle

Topic	Discussion	Action
I. Review of by laws changes	<ul style="list-style-type: none"> • There was a discussion about section confusion over length of terms and whose terms ended, etc. Also the length of time a person has served is important to track since by-laws limit a person to 6 consecutive years in any one position. 	<ul style="list-style-type: none"> • Provide simply table with terms of office to chair elects • It would be nice if leadership rosters with terms of office are posted on section web sites
II. Review of new documents	<ul style="list-style-type: none"> • Discussion of beginners guide to surviving APHA and whether the chair's guide needs to be updated, or if the guide is enough. The binder could be reorganized with tabs for key information. Steering committee can review chair's manual from the perspective of chairs and revise. • Discussion about guidelines around the extent to which sections can take positions independently of APHA (deferred to advocacy discussion). ACT is dealing with this. • Need to update ISC policies and procedures (Paul will report on Tuesday). • Workplan template... should post a model plan that has been filled out. Should be some incentive for people to complete on time (e.g. reimbursements? Sessions?). Liaison contact will be important to push sections to complete in a useful way. • Best practices – topics might include by laws, position descriptions, leadership recruitment (some of this would be in the TFAIR survey document). The group listed sections that could be used as best practices. 	<ul style="list-style-type: none"> • Fran will ID other cheat sheets that might be useful/ FAQs (esp. \$\$, communications, advocacy & more) • Put reimbursement & other forms on the website in member only section • In chairs elect meeting, the importance of work plan should be discussed along w/consequences • Include workplan as part of annual ISC meeting

<p>III. Joint meeting with Council on Affiliates</p>	<ul style="list-style-type: none"> • Meeting started with a discussion of the advocacy <i>process</i>. There was an extended discussion of the need by some for an APHA business card since some (e.g. government employees) can not use their work cards when making leg visits.. • The group reviewed the FAQ on advocacy. There was some wordsmithing and some substantive suggestions for improving it. The need for an FAQ was motivated by conflict over APHA signing on (or not) to a letter about a Congressional bill. • After lunch the Action Board chair presented an overview of this year's pilot project to energize the AB by picking one bill (SCHIP reauthorization) and building depth in APHA member involvement in the issue. The focus was on the 20 Senate finance committee members. A relatively small # of members became involved (20); one of the challenges was in recruiting members to get involved due to imprecise targeting of communications. • APHA ED report: (1) Need for governing council members to participate in mid-year meeting so that there is a quorum for a few key votes. Will discuss dues increase and multiple section membership as well. (2) update on PH federal legislation and priorities; explained broad nutrition & environment implications of Farm Bill (one of 4 legislative priorities) (3) Need to increase in APHA publications sales (4) discussion of assoc. looking at aging of baby-boomer members & new needs of students who are future leadership/membership (5) Various discussions about association financing. 	<ul style="list-style-type: none"> • The group wanted to make sure that the FAQ was also relevant to administrative advocacy as well as work with other professional associations and NGOs • The group suggested providing feedback and recognition to those who were involved. • Some advocacy training needed.
<p>IV. Competitive slate analysis</p>	<ul style="list-style-type: none"> • This data was collected in response to a GC request. A small number of sections have competitive slates in all offices. The question was raised about whether competitive slates are a proxy for other issues we are concerned about – turnover of leadership, diversity (broadly considered), etc. What are best practices for leadership? There are some concerns about the occasional section where leadership is does not change much. In most cases, however, noncompetitive slates do not appear to 	<ul style="list-style-type: none"> • Diana will draft and circulate a position statement about this issue.

	be a problem when they exist. Section council may be a position where competition is an indicator of healthy leadership development.	
V. Multisection membership	<ul style="list-style-type: none"> • Provides full rights in both sections (except can only be an elected officer in one section at a time). Implementation: Will cost about \$15k in programming costs for membership IT. Assumes 10% of members will pick a second section, will cost \$30 to cover costs. How will this be impact annual meeting sessions and governing council seats? GC #s are directly tied to % of members; sessions are based on a number of criteria that includes member #s as only one factor. • Conversation with ED shifted to issues of organizational financing and potential for increasing funding that can be used for membership services. 	
VI. Strategic planning	<ul style="list-style-type: none"> • ISC needs to brainstorm priorities to see where they fit association strategic map (2007-09). Alan identified the biggest change is that old map was mostly process in getting APHA better organized and more solvent... new map is more outward looking. Board has ID'd 5 key areas in the map to do first. Assoc spending plan is all aligned with priorities on map. Question – is the map too complex and confusing for member communication? 	<ul style="list-style-type: none"> • Distilled version of map will be presented at new chairs' orientation, along with full map.
Day 2		
VII. How should candidate meet sections?	<ul style="list-style-type: none"> • Should ISC join COA for candidate forum? (Section leaders only?). Discussion of how sections work now. There was mixed feeling about how useful interaction during section business meetings is, but those who do it are likely to want to continue. Candidates want to meet as many sections as possible. 	<ul style="list-style-type: none"> • Diana will send out zoomerang survey. Beatty will draft questions
VIII. SPIG representation on ISC & ISC-SC?	<ul style="list-style-type: none"> • Fran suggests having SPIGS in ISC and one on ISC-SC to give them a better view into the formation process, and to give the SPIGs a voice on the SC. The discussion was positive about joining the ISC, but there were reservations about the SC since the SC has to decide on whether SPIGs have met section criteria. Mentoring of SPIG by a SC member is seen as useful. There was some concern over fiscal impact of paying for new 	<ul style="list-style-type: none"> • Encourage SPIGs to attend ex officio to annual ISC meeting • for new section chairs meeting only if they are within 1 year of moving forward to section status

	chairs, etc. travel.	<ul style="list-style-type: none"> • ISC-SC mentor will be assigned to each new SPIG • Fran will check to make sure this change is within the scope of existing bylaws
IX. Review of ISC policies manual	<ul style="list-style-type: none"> • Paul reviewed. Suggested some reorganization of items. He will provide notes to Fran with details. • Open discussion of responsibilities section. Revise 4b to eliminate strategic plan language and add review section accomplishments. Drop d as redundant. Drop “Weds” and “Sat” from f, just note that a minimum of one meeting during annual meeting will occur. Specify ISC-SC in i. Add “review SPIG and Forum applications.” Add liaison and TA function to sections & SPIGs. • Add to Chair’s responsibilities the coordination with COA more forcefully in place of k. Revise g to “coordinates with staff on budget”. Combine l with f. Combine e with j (after eliminating second sentence). Drop i. • Drop H.2.c. Specify ISC-SC in G.2.c. 	<ul style="list-style-type: none"> • Fran will make changes in track changes and circulate. Next ISC-SC meeting will vote to approve.
X. Steering committee nominations	<ul style="list-style-type: none"> • Decide at chair elect’s meeting who will be rep on nominations committee in July. Effort is to speed up process so that new members can attend Saturday am session at annual meeting. Consensus was to require section nomination. • Drop bullet one (skills) from nominations form. 	<ul style="list-style-type: none"> • Add to criteria used by nominations committee for selection (1) ability to work with components the association and (2) evidence of productive leadership and collaboration within APHA.
XI. Undergrad PH w/COA	<ul style="list-style-type: none"> • Richard Riegelman talked up the expansion of undergrad PH. He discussed the publicity underway, faculty development, and conference presentations. He is looking for contacts with affiliates to provide practitioner input and affiliation. May be 	<ul style="list-style-type: none"> • Betty will be available as a contact when they need subject expertise & refer to appropriate

	interested in subject matter expertise of sections. Their website is www.teachpublichealth.org . Some concern about the lack of a good undergrad textbook. Question about if there is documented demand from students.	sections.
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