

ISC Steering Committee Meeting Minutes - DRAFT
 Tuesday, May 27, 2008 ❖ 12:30 P.M. (EST)

<p>Roll Call xFran Atkinson xBetty Bekemeier XLisa Carlson Michael Case xDiana M. Conti Thomas R Piper Kristy Siegel (later) xTricia Todd xSteve Wallace Nsedu Obot Witherspoon</p> <p>Stephen Keener - COA</p>	<p>Due to technical difficulties the meeting began at 11:50</p>	
<p>Minutes</p>	<p>One correction: Stan Weiss is not chair of Epi Section - will need to approve minutes at next meeting.</p>	
<p>Report from ISC Chair</p> <ul style="list-style-type: none"> Update from the May 2008 Executive Board Meeting (Betty) 	<ul style="list-style-type: none"> Ellen Meyer, APHA publications director, died in April; spent 14 years at APHA - upcoming issue will be finding a new publications director especially because the CCDM is published every three years and due to be published. The EB had a report from APHA staff examining APHA coverage in the media and how much APHA's agenda influences news coverage. Membership: multiple membership is growing, but not at expected increase as hoped. 	

	<ul style="list-style-type: none"> ○ Diana raised the issue that the web site is not allowing people to register for a second section. Fran will follow-up to see what is wrong. ○ Steven asked how is this opportunity being marketed: Fran response- quite a bit, putting it in the Nations Health and other communications. Expect that this may pick up as people register for the annual meeting. <ul style="list-style-type: none"> ● EB approved APHA budget for next year. Dues increase will have an impact in the next year, but not this year. Advertising is down - likely due to the economy; budget still projects surplus. ● EB approved .5 FTE for component affairs. Fran will increase time for Jessica who works with her already. ● ISC received \$13,532 increase in funds - will be called a "Section rebate". Betty will send out email about this, and will talk about under Item 5 ● The Healthy Communities for Healthy Aging forum was approved. Executive Board was influenced by ISC approval. There was discussion in the EB that these forums are forming, and that they could ultimately put unproductive burdens on the Association. Betty reminded the EB that the ISC and GC 	<p>Fran will follow-up to see what is wrong with the website.</p> <p>Betty will send out email about the Section rebate.</p> <p>Follow-up - consider an evaluation</p>
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	<p>have recently put criteria in place to monitor APHA Components (particularly Sections), in order to provide some accountability and support and that this should aid in keeping components from becoming too numerous. Forums were devised as a positive means to draw in and activate members; the EB suggested that the ISC needs to continue working with the forums still in the pipeline, but requested that the ISC/SC consider, in the next couple years, doing an evaluation of the forum process exploring questions such as:</p> <ul style="list-style-type: none"> ○ Do forums increase engagement in the sections? ○ Do forums affect leadership? ○ Do forums foster cross-sectional collaboration? <ul style="list-style-type: none"> ● The EB supported the By laws change related to GC Proxy Vote procedure for Sections. 	
<p>Report from APHA Staff (Fran)</p>	<p>Section Finances Fran has been reviewing budgets and has sent out emails at least half to sections telling them what they have to spend before June 30. Steve asked what type of interest endowments are getting. Fran would check.</p> <p>Fran will be sending information for the Chair-elect meeting that will take place in July.</p> <p>Newsletter web cast will be held again. Fran</p>	

	<p>would like sections to identify specific issues to deal with - concerns of the system, and then will work with the vendor to fix</p> <p>E-communities webinar will be held in the next month.</p> <p>Steve asked about the traffic level on the new website. Fran explained that the first 9 months Google analytics was not set up to take the information; staff are looking at old web-trends to use as a baseline.</p>	
<p>New Section Financial Allocation</p>	<p>EB approved a financial allocation to each of the sections. Each section will receive .20 per person and \$350 baseline.</p> <p>Diana and Betty had conversations with Epi Section folks regarding Option 4 of the Financial Allocation options that the ISC considered in March 2008. Epi Section did not vote for that option after suggesting it because they believed it did not accurately reflect their proposal. The two concerns were the dollar amount of .20 and \$350 was not what Epi had calculated; and concern about how the money could be spent (required vs. recommended) be spent on enhancing membership. Discussions led to agreement that the funds as allocated in Option 4 was adequate and that Sections should be encouraged to use funds toward enhancing membership.</p>	<p>Betty needs to send out an email that explains that the funds were allocated. Funds will become available on July 1, 2008.</p>

<p>Workplan Reports</p>	<p>A summary of all the Section Work plan reports received in 2008 still needs to be completed for the ISC. Betty asked for help on this endeavor. This will be discussed further at the ISC/SC mid-year meeting. The intention will be to identify "themes" that are important to include in the report.</p> <p>ATOD and Nursing completed the pilot survey for next year's reporting. Feedback "fairly easy" only concern is getting the information to subcommittees - Fran can remedy by creating a PDF so subcommittees would know what is on the survey.</p>	<p>Add this issue to mid-year agenda</p> <p>Fran will report back at the ISC/SC mid-year meeting Fran will create PDF of survey that sections can use to share with others in the section.</p>
<p>ISC/SC Mid-Year Meeting Agenda</p>	<p>Betty has been talking with the COA Chair (Stephen Keener) to identify things to work on together.</p> <p>Agenda: Revisit meeting times ISC SC meeting in APHA? Workplan/ Report Best Practices 100 Year Anniversary ISC/CoA APHA Executive Director Update Advocacy & Communication -Grass Tops (how to work more effectively on these issues) Leadership Development/SA Campus Liaisons [COA]</p> <p>Question was asked if the leadership issue should be covered with COA; Tricia commented that leadership recruitment is more of a challenge with</p>	<p>Betty will send email about financial allocation - and if ISC members want to get in touch with their ISC Steering Committee liaison that they should contact them prior to the mid-year meeting.</p>

	<p>Sections than affiliates because affiliates have geographic proximity that doesn't exist in the Sections. Group agreed to have discussion together and apart.</p> <p>Student assembly provides our "leadership pool" over 5,000 members - need to involve the student assembly. Kristy and Melissa will help us how to incorporate Student Assembly activities into the section.</p> <p>Concern was raised that it might be Intimidating for some members to consider running when there are so many "senior" members in a section.</p> <p>Candidate Forum - will be held at the annual meeting Fran is trying to find out the exact time and day. The COA has done a candidate forum before. This year the expectation is that some Sections will still want to meet with Candidates individually.</p> <p>COA was planning on Monday morning 7-10:00 AM for the Candidates' Forum. They are open to negotiating a time that works for ISC. Sections can just go to the Forum</p> <p>Candidate questions Some sections have candidate questions that they should bring to the mid-year meeting to guide question discussion.</p> <p>Add to Agenda: donation screening process -</p>	
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	<p>Steven would like some feedback from others regarding the process. Betty suggested Dr. Benjamin come speak at the mid-year meeting on this topic. He has previously distinguished from those whose donations we receive and whose products we buy.</p> <p>Question that drives that Social Responsibility Committee is criteria for how clean the money must be. Also talked about individuals who donate. Criteria has shifted for individuals who want to donate. If they are members in good standing, they do not need to go through the intense scrutiny process and can be approved by staff.</p> <p>Executive Board - Lyndon Haveland on the EB donated \$30,000 toward Student Assembly for a mentoring scholarship.</p>	
Liaison Reports	None	
Other/New Business	<p>Elections have started - this year Epidemiology Section- has had a problem with their ballot. One person was listed as GC when should have been listed as SC. The elections had to be stopped and re-started to accommodate the problem.</p> <p>Also had to re-do the paper ballot.</p> <p>Deadline - July 3, 2008</p>	

	<p>ISC steering Committee Elections will be held around July/August - will select from Chair-elect cohort - elect two new steering committee people</p> <p>Concern was raised that if the elections are too late, the newly elected people can't get to the Saturday meeting at APHA. Fran says that is remedied by giving that information out during the election.</p>	

Minutes submitted by,
Tricia Todd