

ISC Steering Committee Meeting Agenda
Wednesday, April 18, 2007 ❖ 1:30 P.M. (EST)

Members Present: Diana Conti, Michael Case, Susan Radius, Tamar Klaiman, Charlene Sanders, Nse Witherspoon, Paul Meissner, Liz Zelazek (COA Chair)

Members Absent: Betty Bekemeier, Steven Wallace

Staff: Fran Atkinson

Topic	Discussion	Action
I. Approve minutes	Paul was there, Susan was not.	Approved
II. Reports from APHA staff	<p>1. Still working on the web site. Had some difficulties for newsletter editors and section people being able to get into the system. Problems should be worked out now. Hoping to have webinars in the next few weeks for the newsletters first and then web managers.</p> <p>2. E-communities listserv system has had problems. Fran requested E-community for ISC steering committee, we will be guinea pigs. Attachments can be put on folder in e-communities in the future.</p> <p>3. Mid-year Meeting - Fran had a call with Liz and Diana to make arrangements for travel for mid-year meeting. A hill visit is encouraged and will be included on the form. We begin Sunday, June 10 and meet for dinner at 6:00 p.m. with COA and we will be there through Tuesday, June 12. We finish about noon or 1 and the rest of the afternoon is for hill visits. For flights, people should book flights around 4-5 p.m. if they are doing hill visits</p> <p>4. ISC joint membership work group ball is rolling. Email sent yesterday to workgroup with requests for availability. Next conference call should be in next two weeks. Liz and Diana will join next conference call. Affiliate president elect meeting is right after the mid-year ISC meeting so president-elects can talk to COA representatives. Linda Degutis and action board chair will be invited, Regina will fund Linda Degutis, Fran will fund Lois' travel.</p> <p>5. RFP should be going out to COA around mid-year meeting. We can strategize about how we can have a nice send off for RFP. Kellogg grant advisory committee meets a week before our meeting.</p>	<p>Fran will send emails in the next few weeks with how to log in to e-communities system.</p> <p>Fran will send an email with information on mid year meeting travel arrangements.</p>
III. Forum and SPIG Application Submissions	<p>Health Informatics and Information Technology (Michael Case)</p> <p>- Application was well written; a few questions which were answered; ISC comments were positive; great recruiting potential for APHA 30% of interested are not current members; this is the wave of the future; their advisory structure acts like councilors for sections – this will help them streamline and set them up well for becoming a section</p>	<p>Michael, Paul, and Charlene need to send Fran a two paragraph recommendation for the Exec Board</p> <p>Diana will contact group leaders and tell them ISC is recommending</p>

	<ul style="list-style-type: none"> - Staff input – we would recommend it, it's been a long time coming. Great opportunity to bring new members into organization; APHA does need to evolve and look toward new issues in field; it will complement multi-units - Process - process went very well, no need to change the process itself → responses were helpful, questions were answered by proposed chair; - No additional questions from the ISC - Michael moved that the ISC recommends to exec board that they accept application for HIIT to become a SPIG– unanimously passed <p>Family Violence Prevention (Paul Meissner)</p> <ul style="list-style-type: none"> - Comments from ISC members were all positive - This group is focused on family violence, had letters from two major sections MCH and Injury Control they've been working with - They had leadership, enough members, diversity in leadership (geography and content area) - Paul struggles with the idea of a forum – if they've been doing what they're doing without a forum structure why do they need to become a forum, but he would recommend they become one even with that in mind - Fran – forums were created to have sections and SPIGS come together on issues that go across sections and SPIGS, gives issues more visibility, recommends - Paul – motion that ISC recommend establishment of violence prevention forum, seconded, motion passes unanimously <p>Trade & Health (Charlene Sanders) Comments from ISC and Charlene</p> <ul style="list-style-type: none"> - Person who submitted application fulfilled all of the requirements according to forum application. Good application. Forum being proposed has been an ongoing work group for the past few years... already have a foundation for applying for the forum. - leadership – weren't clear what coordinator would do, need to define the responsibilities of that person as part of leadership - annual elections – leadership chair runs for consecutive terms → they have at least 75 members who would participate; weren't clear on how election process would take place, recommend that that be more clear from Charlene and SHES → nominating and voting procedures; Fran – because group was smaller, APHA decided they would be responsible for elections; could recommend they have election at annual meeting; APHA can't run it for them because of the cost - As a current work group, 6 APHA sections are 	<p>them for approval. Will also contact ISC to let them know decisions were made.</p>
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	<p>represented, letters of support provided from four sections</p> <ul style="list-style-type: none"> - Charlene recommends it be approved; questions should be sent to group to be addressed - Fran says they are definitely a fit, recommends approval - Charlene made a motion to recommend approval, seconded, motion carries unanimously <p>Additional Issues</p> <ul style="list-style-type: none"> - Diana will contact group leaders and ISC to let them know the SPIG and Forum Status - There should be publicity that forum has been created to highlight this issue. There will be an article in the Nation's Health. Fran will promote new groups also. Members will need to be educated about what a forum is. Forums will be free in new multi-unit system. 	
<p>IV. Section Application</p>	<ul style="list-style-type: none"> - Susan and Fran walked through the application and are trying to figure out if a document was created for creation of sections. Section criteria has been done, but trying to see if that document was created for formation of section. Fear that criteria is too harsh, but need to see if there is a document for SPIG to move toward section status. <ol style="list-style-type: none"> 1. Susan – documents had been put together and were converted into operational documents, can't find if there was one explicit to the SPIG transition to a section. We didn't do a transition from an existing organizational form. A document was sent to ISC when it was created and then it went to TFAIR people and it was recommended that it be presented to exec board as an informational item rather than something that needed to be voted on. 2. Fran – document from Governing Council approving a SPIG came from TFAIR document. Looking for document that exec board approved. 3. Susan – previous documents were accepted. We need to consider that we consider most important to be there on the outset of a section. Is it appropriate to require all of the pieces if they are transitioning into a section. 4. Fran - TFARE felt that all criteria should be filled to move over to section status. Disability SPIG is interested in becoming a section. They didn't have section counselors before. They are putting something in place to mirror a section. 5. Fran will either bring information about the lost document back at next meeting. 	<p>5. Diana will present @ next ISCSC mtg info re the policy process for chairs, who to contact, etc. + info distributed earlier. Make this a topic for fall ISC mtg</p>
<p>V. Section Work Plan Review</p>	<ul style="list-style-type: none"> - Paul wanted to know if reassigned groups are staying that way. Michael got a response from oral health so the switch is not necessary. - Podiatry is the only outstanding group we haven't heard from. Fran will follow up with Steve and find 	

	<p>out about podiatry.</p> <ul style="list-style-type: none"> - A strategic initiative was recommended for contacting groups and maintaining contact with them. This will continue to be an issue as we strengthen the affiliates. We need input from them. COA is facing same issues. <p>Additional feedback on workplan template?</p> <ul style="list-style-type: none"> - Charlene will keep working to get response from nutrition - Most sections say it looks fine, let's see if it works. Dubious if they will do it even though they are required. What can we do if they don't do it. We should discuss at mid-year meeting. - Can we find out if anyone has done it? Would they be willing to share if they have? It should be included on agenda for chairs-elect. 	
<p>VI. Section Election</p>	<ul style="list-style-type: none"> - Looks like a lot of positions were not contested this year. Mid-year meeting discussion. We should come up with some kind of position on this. - We should update Susan's chart with this year's information. Fran will update the chart. Diana would like to have a presentation for exec. Board meeting after mid year meeting. - It was suggested we ask sections with consistent competitive elections what they do. 	
<p>VII. Current SPIG Status</p>	<ul style="list-style-type: none"> - Fran is working with SPIGS to figure out what they wish to do – move towards a section or forum; two groups (ethics and health law) mentioned that they would get together to become a section, but they decided not to. Health Law wishes to move to section status, but didn't feel they could do that right now. Asked TFAIR as to whether they could still have 3 year time line for becoming a section. Ethics is interested in becoming a forum, but they only get 1-2 scientific sessions in a forum. Can they be grandfathered in to having 6 sessions? Prefer not to do that. If they had time to grow their numbers to 250 they could become a section. Sections get governing councilors, staff assistance, newsletters, budget, etc. - Had a call with community health workers and they want to become a section. Fran will be working with that SPIG to become a forum. - Disabilities will request to become a section in the next year. - Mid-year meeting agenda – how do we go about bringing on a representative from SPIGS onto ISC 	

<p>VIII. Updates from Executive Board and ISC Follow-up</p>	<ul style="list-style-type: none"> - One of the recommended by laws changed on GC was to allow action board rep to have a vote on GC, did not pass; this will be put on June GC conference call; we should send email to ISC members to make sure a quorum of councilors on call to reiterate our position; COA will be moving forward with a similar proposal; Helps make the case stronger. - Advocacy – Liz and Diana are on ACT committee of exec board and subcommittee putting together some specific recommendations for making advocacy more transparent and clear within org.; Statement about what APHA approach to advocacy is and priorities is being revised – far more sections than staff. Not all issues can be addressed. How APHA chooses to position itself; what can members expect from APHA advocacy?; there seems to be ongoing frustration about advocacy within organization. Subcommittee is trying to make things more clear and set stage for discussion about how APHA can be the most effective with advocacy. If it wants to do more, it needs to find money to do more. Membership fees would have to increase. → Starting with clarification 1-2 pages. - Sections through the ISC and COA would like to have input into what legislative priorities should be – mid year meeting agenda 	
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