

ISC Steering Committee Meeting Agenda
Wednesday, May 30, 2007 ❖ 3:00 P.M. (EST)

Members Present: Betty Bekemeier, Diana Conti, Michael Case, Tamar Klaiman, Paul Meissner, Susan Radius, Steven Wallace (minutes), Nse Witherspoon, Liz Zelazek (COA Chair)

Members Absent: Charlene Sanders,

Staff: Fran Atkinson

Topic	Discussion	Action
I. Approve minutes	Paul attended and Susan did not on April call.	Approved
II. Reports from APHA staff	<ol style="list-style-type: none"> 1. Conference call next week for section chairs and ISC, routine mid-year review. 2. Mid year call of Governing Council also upcoming. (Proposal for action board representatives to be voting members of section councils will be on agenda; also affiliate issues on agenda. Gaining a quorum is key). 3. Working with section newsletter editors to transition to on-line submission. 4. Will also work on web site maintenance. Aiming to get all sections on APHA server by annual meeting time. 	<ol style="list-style-type: none"> 2. Fran will send emails encouraging GC members to attend. <p>Fran will talk to Natalie to make sure section chairs are allowed to participate (tho not vote) in GC call.</p>
III. Section Application	<ol style="list-style-type: none"> 1. Questions about form on term of office (minimum 1 year), transitions plans for officers, leadership development. <ol style="list-style-type: none"> a. Recommendation is to drop the requirement of describing how chairs pass on info to new chairs; add question about length of chair term. (moved & passed) 2. In SPIG form, since they plan to eventually move to section status, they are asked the same questions as Sections. 3. Question about need for by-laws, for new sections, for existing sections. TFAIR did not include by-laws as a minimum requirement. The group was split on the utility of requiring by-laws, or encouraging, or facilitating, etc. Action deferred. 4. Information for new chairs now includes APHA for dummies and other user-friendly info. We may want to include model by-laws as part of the orientation packet. 5. Disability SPIG is ready to move forward, so finalizing form is important. 	<ol style="list-style-type: none"> 1. Fran will specify on the forms what the minimum parameters are (e.g. chair term). Drop transition plan question. 3. By-laws issue should be a topic for later discussion. Present as best practices perhaps.
IV. Midyear meeting planning	<ol style="list-style-type: none"> 1. Review of agenda. Any issues missing at end of agenda? Other document changes (beyond TFAIR). Add leadership appointment process. Any best practices to share with chairs at ISC (elections, recruitment, appointment to APHA positions, etc). Also, strategic planning. 2. What is the undergrad PH education item??? This is a step at bringing APHA into effort to expand. 	<ol style="list-style-type: none"> 2. Fran circulated memo on topic.
V. Updates from Executive Board and ISC Follow-up	<ol style="list-style-type: none"> 1. EB adopted budget with dues increase (GC votes on at annual meeting, will be introduced at midyear meeting). About 20% increase, first increase in 4 years. Strong budgetary rationale. 2. Adopted multiple unit membership (needs to be cost 	

	<p>neutral). Alan calculated cost of adding sections at \$30. Some thought this was too much; some criticism of cost analysis. Large upfront programming costs, question is how to amortize cost. Would also add part-time position in component affairs. Discussion ensued of cost barrier and implementation possibilities.</p> <p>3. Next eval of Executive Director coming up soon. Membership units be asked for input.</p> <p>4. Exec Board wants ISC input on how EB candidates can best meet/ interact with sections.</p>	
<p>VI. Other/New Business</p>	<p>1.</p>	