

**American Public Health Association (APHA)
Community Health Planning and Policy Development (CHPPD) Section Bi-monthly Conference Call
Wednesday, May 20, 2009, 12:30 – 2:00 pm EST**

Present: Dawn Alayon, Amy Carroll-Scott, Peggy Gallup, Roy Grant, Danielle Greene, Priti Irani, Sami Jarrah, Charley Magruder, Russ McIntire, Ijeoma Nwachuku, Tammy Pilisuik, Chris Ringewald, Candace Robertson, John Steen, Winston Tseng, Veronica Uzoobo (note-taker), Helena Vonville, Nancy Watson

<i>Next meeting: Wednesday, July 15, 12:30 – 2:00 p.m. EST</i>		
Item	Discussion	Action
1. Introductions and Review	Priti welcomed the group. Asked if there were any changes to the March conference call minutes. There were no changes. There were no additions to the agenda.	
Item 1: How does the section make decisions... what is a reasonable amount that the Chair can approve without getting approval/permission from section council members/leadership?	<ul style="list-style-type: none"> - The suggestion was from a section council member when Priti asked for approval to spend \$60.00 for literature rack. - Priti said that starting this year, any check request or reimbursement from the section to APHA required two signatures within the section irrespective of the amount. One of the two signatures is that of the chair, and the other of the treasurer or chair elect. - An initial amount of \$100 was suggested; suggestion was to raise to \$300 or \$500. - Members felt comfortable allowing the chair to decide on upto \$300 	Proposed that chair can make a decision on spending amount for up to \$300.00. Seconded by Russ McIntire. Everyone in favor. None opposed. Hence, going forward, the Chair will have the right to approve any expense request of \$300 or less without section council approval and two section member signatures.
Item 2: What policy should be instituted for signing on to letters for APHA internal decision making, especially if such letter is received by the Chair in-between section meetings, and had majority section council member approval? Options: <ol style="list-style-type: none"> 1. Not support the letter 2. Only chair sign on 3. All elected officers sign on 4. Only those who email back sign on 5. Other 	<ul style="list-style-type: none"> - In May the section chair received a request from a section member to support a letter asking APHA to withdraw for a health coalition. The intent of the letter was to get the APHA Executive Board. The time for response was less than a week. As the Section had supported the Health Reform proposed policy, and there was not time to get feedback on APHA’s perspectives, the letter was modified to ask APHA “to reconsider their support for the coalition”. Section elected officers were then asked if they would like to support or not support sending the letter, and whether to send the letter asking APHA to “withdraw” or “reconsider”. Majority of members emailed back saying the letter to “reconsider” participation should be sent, so all elected officers names 	Decision - Other. <ol style="list-style-type: none"> 1. Allow one week for officers to respond, and include in the email saying that if they do not respond, we will assume agreement and sign on their name. 2. If there is less than one week to respond, sign on only the names of the officers who emailed back. 3. Some officers may establish an formal or informal “understanding” saying that their names can be signed on at short notice supporting certain or all issues.

	<p>were signed on. One person objected to signing on to the letter after the letter was sent.</p> <ul style="list-style-type: none"> - Danielle asked if there had been a 50/50 split regarding the decision, how would it have been handled. Priti said that the support letter would not be sent as the by-laws require majority support. 	
Leadership Membership Involvement Survey	<p>Leadership Section members (those who usually attend conference calls) were asked to complete a survey on their perception of member involvement. Fifteen of the 24 or so members completed the survey. Please see http://chppdweb.wetpaint.com for the summary and detailed surveys. To summarize:</p> <ol style="list-style-type: none"> 1. Working well: Communications, Program/Annual Meeting, Policy reviews, newsletter, website, webinar 2. Don't know or Needs more work: communications on governance, Awards, student involvement, Archiving policies, Proposing policies 3. Conflicting information: Communications rated as good/excellent and leaders don't know much of what is happening within the section; experienced leadership rated as good/excellent yet two people commented that they do not think "experienced" leaders are involved. <p>- Communications is challenging. Hard to keep track of what is on the website or the wiki. Several members also said that they appreciated the wiki. Need to send members multiple emails before they respond. Priti said it was difficult for the chair to do all the communication, and it is helpful if members also helped with communications.</p>	<p>1. Members have to think about the survey and identify one or two areas where we can get some solid "wins".</p>
Brochure	<p>The draft tri-fold brochure is posted at http://www.apha.org/membersgroups/sections/aphasections/chppd/benefits/chppd_minutes.htm. Members thought it looked good. Amy suggested changing the front graphic to a more interesting photo. Priti thanked Sami Jarrah for taking the initiative on designing the brochure.</p>	<p>Amy or any of the members will provide suggestion for photo by May 31, 2009. Copies of brochure will be made in early June.</p>
T-shirt design contest	<ul style="list-style-type: none"> - Don't think emails have been read. Hence no response. - "Health in all policies" could be a potential policy focus for the section in 2010 so this would be an educational 	<ul style="list-style-type: none"> - Priti will send out an email for T-shirt contest after Memorial Day -Deadline extended to June 19

	<p>opportunity</p> <ul style="list-style-type: none"> - Suggested for the t-shirt contest that deadline would be extended. - Tammy said that she had drawn something for the “health in all policies” t-shirt design, but was embarrassed to send it in, and Priti encouraged Tammy to email the design, as there is business in Washington DC that could help with graphics if we bought the T-shirts from them. - Discussion on whether the contest should be offered to non-APHA members. As the intent of the contest was to involve APHA members, members suggested extending the deadline and keeping the contest for APHA members 	<ul style="list-style-type: none"> - Members will help with getting the word out
<p>Photojournal demonstration project</p>	<ul style="list-style-type: none"> - This is a demonstration project, and officer involvement is encouraged - Danielle suggested tying in effort with Annual Meeting. Priti said that the proposal was to have the five people who do the photojournals present at an invited session in 2010. 	<ul style="list-style-type: none"> - Veronica, Amy and Priti will meet to narrow topics, and identify outreach ideas’ - Deadline will be extended to June 19
<p>Announcements, Communications</p>	<ul style="list-style-type: none"> • Dawn Alayon said that the student committee has started a Facebook page, and she would have more information shortly • Members are encouraged to submit article for the newsletter as soon as possible. • Next meeting is July 15, 12:30 EST: Focus will be on ideas for 2010 for policy, program so we can network and get support at 2009 Annual Meeting; and follow-up on one-two leads on member involvement. 	