



SOUTH CAROLINA PUBLIC HEALTH ASSOCIATION GOVERNING COUNCIL MEETING

Secretary, Tammy Thomasson opened the **September 24, 2009 meeting** of the Governing Council (GC) of the South Carolina Public Health Association. The meeting was held at 10:00 a.m., 1st floor conference room, Heritage Building, Columbia, SC. An asterisk (*) indicates those present *[or represented by proxy]*. Members who have voice and vote are elected officers, section chairs, and Association representatives.

SCPHA Elected Officers (10)

Dennis Thompson* (proxy – Tammy Thomasson)	President
Lillie Hall *	President-Elect
Katy Wynne*	Immediate Past President
Brenda Martin* (proxy – Richard Funderburk)	Vice President
Tammy Thomasson*	Secretary
Yolanda Kennedy*	Treasurer
Keisha Adams	Member-at-Large (<i>Year 2 of 2</i>)
Deborah Early*	Member-at-Large (<i>Year 2 of 2</i>)
Leah Dorman*	Member-at Large (<i>Year 1 of 2</i>)
Mary-Kathryn Craft*	Member-at Large (<i>Year 1 of 2</i>)

Section Chairpersons (10)

Leslie Hipp	Alcohol, Tobacco & Other Drugs
	Disease Control
Eric Rogers	Environmental Health
Colleen Donovan*	Health Administration
Megan Weis*	Health Education
	Health & Human Services
Lynnore Liggins*	Management Support
Mitzi Grappone*	Nutrition
Leanne Bailey*	Public Health Nursing
Robert Carlton*	Social Work

Association Representatives (2)

Priscilla White – APHA* (proxy – Lavell Thornton)
Richard Funderburk – SHA & Parliamentarian*

Queen Communications, LLC (Assoc. Management)

Michael Stalnaker*

Standing and Convention Committee Chairs/Co-Chairs Present:

Susan Clark, Co-chair, Program; Jan Cooke, Co-chair, Convention Coordinators

Other Attendees/Visitors/Guests:

Blake Faulkenberry

Tammy Thomasson, Secretary called the September meeting to order. President Dennis Thompson is currently in Mississippi on behalf of the Southern Health Association and Brenda Martin, Vice President was called away on a family emergency. A special election was held to select a President Pro Tem to lead the September Meeting. A motion was made by Richard Funderburk and seconded by Tammy Thomasson to elect Yolanda Kennedy. Motion passed. Yolanda Kennedy, President Pro Tem welcomed everyone and recognized Richard Funderburk, association Parliamentarian, to establish a quorum.

Minutes:

A motion to accept the August minutes as written was made by Yolanda Kennedy and seconded by Leanne Bailey. Motion passed.

GOVERNING COUNCIL OFFICER REPORTS

Treasurer's Report: Yolanda Kennedy reported:

Income and Expense Report

For the report period January 1 through September 16, 2009 – Income of \$86,123.48 and Expenses of \$65,805.90 for an ending balance of \$20,317.58.

Balance Sheet

Total Assets - \$143,790.33

Current Liabilities - \$93,784.87

Equity - \$50,005.46

Annual Meeting

Income – \$37,955.00

Expenses – \$26,784.69

Balance – \$11,170.31

Kellogg Grant

Income – \$33,374.37

Expenses – \$11,964.99

Balance – \$21,409.38

Association Management Company Update/Executive Director's Report: Michael Stalnaker reported:

Membership:

- SCPHA's current membership count is 323.
- 62 renewal invoices to be sent out to individuals coming due within the next 90 days
- 1 renewal was confirmed with a membership card since August 27, 2009.
- 1 new member since August 27, 2009
- A list of individuals whose membership has expired for more than 120 days has been provided to the President and section chairs for follow up contact. There were 85 names on this list.
- A listing of sectional membership with totals for each section will be generated and sent to the membership committee chair/co-chairs.
- A current membership listing will be sent as an MS Excel file to each section chair.

Financial:

- Recorded deposits and responded to check requests from external accounts and internal customers
- Generated monthly financial reports
- Electronic Check Recovery Service begun with NBSC (FARS-Federal Automated Recovery System). This will allow for electronic re-presentment and collection of bounced checks at no cost to SCPHA and will involve no staff time in collection or invoicing activities. Language is being added to forms and invoices advising individuals that returned checks may be re-presented as electronic debits to meet bank disclosure laws. NSF fees and merchant collection fees will be added by the service as allowed by state law.

General Support:

- Participated in support function in 2009 Annual Golf Tournament.
- QC staff entered and updated membership changes, renewals, etc. Generated and mailed invoices for dues, renewal acknowledgement letters and new member packets.
- Responded to questions and requests from general membership by e-mail and phone.

President's Report: As reported by Yolanda Kennedy for President Dennis Thompson:

I have continued to have meetings and conversations with management and am assured of support for the Association for this year.

Ms. Rachel Kachur from the CDC has agreed to be one of our keynote speakers for our annual meeting. Her focus area is on implementing new technologies in our public health efforts.

By general discussion from last months meeting, I have set up a Facebook page for the Association. For those who have a Facebook account, you should be able to be a "fan" of our page. This can be a useful social networking tool in getting information out and let folks know what is going on in our Association. There is no cost to the Association for this effort. Thanks to Megan Weis for reviewing the initial setup of the page and giving a "thumbs up".

I will be attending the American Public Health Association meeting in November and attending all the affiliate meetings and activities.

Our current representatives to the American Public Health Association (Priscilla White) and the Southern Health Association (Richard Funderburk) will end their appointments to these offices on December 31, 2009. By the Procedures

Manual, the President is required to make a recommendation to the Governing Council for confirmation of these positions for the next three-year term of office. Ms. White and Mr. Funderburk have both indicated to me that they wish to remain as our representatives to these Associations. If any other member of the Association wishes to be considered for one of these positions, and after they review the requirements as listed in the Procedures Manual, please notify me by email or in writing by October 15, 2009. I will be making a recommendation for confirmation at the October Governing Council Meeting.

For the Nominating Committee, Mary Hill-Glover has agreed to serve as the 5th member. As President, I am presenting her for confirmation to this committee. Governing Council voted and Mary Hill-Glover was accepted unanimously as the 5th member of the Nominating Committee.

We are still in need of a Committee Chair for the Silent Auction. Please notify me if you are interested in working on this Committee.

President Elect's Report: Lillie Hall reported:
I am currently working on ideas for the Scholarships Committee.

Vice President's Report: As reported by Richard Funderburk for Brenda Martin:
We have a great group serving on the Public Health Month committee. Everyone has had wonderful suggestions and ideas related to the kick-off event and relating back to Dennis' theme of "Painting the Future of Public Health". We have met via e-mail and discussed ideas for location, topics, activities, speakers, etc. We are in the process of checking on facility rental rates at various locations. The tentative date for the kick-off is April 1, 2010 from 4:30 PM until 6:30/7:00 PM. This would allow people to come when they get off work at various times.

Currently, we are following up on pricing for suggested locations before making a decision on location. One question that the committee needs to be answered to help with planning is how much the PHM budget will be for 2010.

Members-at-Large: Deborah Early, Keisha Adams, Leah Dorman, Mary-Kathryn Craft reported:

- The Members-at-Large sponsored a hole at the annual golf tournament earlier this week. We also had representation at the tournament as volunteers and were able to collect/donate door prizes for the event.
- To follow-up from last month, Leah Dorman will be meeting with the Finance Committee once a date and time is set to further discuss the Association's acceptance of credit cards.
- The MALs continue to prepare for work on the membership directory. Leah is working on the letter to the membership regarding the directory, and plans to have it to President Thompson within the next week. Once he gives final approval, we will ask Michael to send an e-mail blast to the membership (U.S. Mail for those without e-mail) and begin work on the directory.
- The MALs have attended their various committee meetings held in the last month.
- As always, if there are any other general needs or issues to be addressed, please let us know.

ASSOCIATION REPORTS:

American Public Health Association Representative: As reported by Lavell Thornton for Priscilla White:
News release was handed out. Additional information can be obtained from Priscilla White.

Southern Health Association Representative: Richard Funderburk reported:
Southern Health Association annual meeting will be held in conjunction with Tennessee Public Health Association September 14 – 17, 2010. Southern Health's mid-year meeting will be held February 19-20, 2010 in Franklin, Tennessee.

Dennis is in Mississippi on behalf of the Southern Health Association inviting them to become an affiliate member. He was invited by their President to attend. The meeting has been positive and we are looking for an affirmative acceptance in the near future.

Kellogg (ACBI) Grant Report: Katy Wynne Reported on the following grant activities:

- **Website** – The Website Design Team (Otis Outing, Blake Faulkenberry and Michael Stalnaker) made a final review of the last revisions for the new SCPHA Website. The Web designer and Michael will meet on

9/25/09 to review technology details and discuss maintenance requirements. The new Website will go “live” by 9/30. An E-mail notice will be sent out to all SCPHA members announcing that the new site is active.

- **Grant Oversight Advisory Committee** – Committee members include Dennis Thompson, Lillie Hall, Tammy Thomasson, Richard Funderburk, Judy Alexander, Susan Fulmer, Blake Faulkenberry, Otis Outing, Leah Dorman, Brenda Martin, Yolanda Kennedy, Priscilla White, and Katy Wynne. The committee met August 26, 2009 and reviewed the grant progress chart by Goal area and by “activities completed,” “on-going activities,” “activities in progress” and “activities not started.”

Discussion/Action items:

- (1) Get Ready Day (September 15) was recognized in two ways: (a) four Get Ready flyers were sent out to all SCPHA members and (b) promotional pencils, stickers and balloons were given to the Management Support Section for their school supplies drive.
- (2) Megan Weis was appointed by Dennis Thompson to chair an ad hoc group to organize either a new Student Section or Student Forum for SCPHA. Megan has information on the budget allowance from the grant and is currently checking the language requirements and process for a Section vs. Forum, and thinks the Forum will be best place to start.
- (3) Grant funds are available to support CEUs at the 2010 Annual meeting and Winter Conference.
- (4) APHA has released a new fact sheet on H1N1 that we will have imprinted with the SCPHA logo.
- (5) Next SCPHA newsletter issue (October) must include Get Ready Campaign information to meet a grant deliverable.
- (6) An SCPHA LISTSERV that members and interested community partners can join will be set up to meet another grant deliverable.
- (7) A Business Plan draft will be developed, that will include also developing a “work plan” for carrying out the SCPHA Strategic Plan – all included in the grant deliverables.
- (8) The group agreed that SCPHA needs to contract with a grant writer to research and develop proposals for future grant funding when the Kellogg Grant ends in February 2011. APHA has approved expending current grant funds to do this. We also need a Grant Work Team to help guide this process.
- (9) A Membership Initiative will be launched to focus on member retention and recruitment through a survey, new benefits, membership drive and a student section/forum. Grant funds are available to support this initiative.

Next meeting of the Grant Oversight Advisory Committee will be scheduled before October 30 via conference call.

- **2009-2010 Membership Initiative** – A Workgroup has been formed for the Membership Initiative, to include the following representatives: Co-chairs of SCPHA Membership Committee; Section Representatives on SCPHA Membership Committee; Chair of the SCPHA Futures Committee; Members-at-Large Representatives; Chair of the Student Section/Forum Ad hoc Group; and Project Manager of the Kellogg Grant.

A first meeting of the Workgroup was held on September 23, 2009 via conference call. Participants included Judy Alexander, Garrett Gardner, Lillie Hall, Lynnore Liggins, Tammy Thomasson, Sadna Tolani, Megan Weis and Katy Wynne. Other members are Keisha Adams, Robert Carlton, Mary-Kathryn Craft, Leah Dorman, Barbara Downs, Debee Early, Leslie Hipp, Eric Rogers, and Dennis Thompson.

This initiative has two primary objectives:

- Objective 1 – Encourage membership in APHA.
- Objective 2 – Expand SCPHA ‘s membership base

Kellogg Grant funds will support the Membership Initiative. The main activities of the Membership Initiative will include a member survey, developing new member benefits, conducting a membership drive campaign and organizing either a student forum.

The Workgroup developed a plan and general timeline to accomplish the Membership Initiative activities:

- Assessment Phase:
 - In Fall 2009, conduct statewide member survey using an online survey tool.
 - Compile and report survey results to Governing Council.
- Exploration Phase:
 - In Fall 2009, review existing benefits for SCPHA members and compare with benefits that other state Affiliates offer.

- Recommend a “member benefits package” (to include existing and new benefits) to Governing Council for approval and adoption.
- Review current membership brochure and application form for needed revisions.
- Review SCPHA Website for how well we relay benefits information to members and for best use of technology features to increase member communications (e.g., members-only page, Facebook, twitter).
- Action Phase:
 - In Fall 2009 to Spring 2010, organize new Student Forum for full and part-time students.
 - In Spring/Summer 2010, implement benefits package approved by Governing Council.
 - In Spring/Summer 2010, conduct a membership drive campaign that will use proven strategies to retain current members, motivate past members to rejoin, and recruit new members.

Next Workgroup meeting will be scheduled using www.doodle.com

Old Business:

- Reminding all Governing Council Members that we have adopted the Consent Agenda format, and will be implementing for the October meeting. All information for the consent agenda needs to be sent to Tammy Thomasson by 4:00 p.m on the Thursday before Governing Council. Consent agenda will be sent to all GC members on the Friday before GC for review.
- Status of accepting Pay Pal (Leah Dorman) – See Members at Large report.
- Status of new webpage (Katy Wynn) – See Kellogg Grant report.

New Business:

- There has been mentioned in previous Governing Council meetings the need for a History and Archives Committee. Do the members want the President to work with the appropriate officers to establish such a committee? Discussion regarding this included:
 - There is currently no retention schedule for historical association documents.
 - Lynnore Liggins has some historical data regarding annual meeting registration data.
 - Suggestion made to interview some more experienced members of the association to get their memories, thoughts, etc regarding SCPHA.
 - Possibility of using grant funds to help with this.
 - Following this discussion it is the will of Governing Council to proceed with the establishment of a History Committee.

SECTION REPORTS

Alcohol, Tobacco & Other Drugs: No Report.

Disease Control: No Report.

Environmental Health: No Report.

Health Administration: Colleen Donovan reported:

Service Project for the fall has started. We are collecting luggage, conference bags, and tote bags until November 19th, with distribution to Women's Shelter and Homeless Shelter by Thanksgiving. Will start distributing the bags the week of October 12th.

Next meeting is November 20, 2009 8:30 am Heritage Building, 1st Floor Conference Room

Health Education: Megan Weis reported:

The next section meeting is October 14, 2009 at 2221 Devine Street, conference room 212. Another thank you goes to the South Carolina Public Health Institute for allowing us to use their conference line free of charge. The call-in information is 1-800-704-9804; passcode 964679.

All committee representatives' appointments have been made:

Continuing Education: Lili Stoisor-Olsson
 Legislative: Lavell R. Thornton and Sarah Gareau
 Membership: Barbara Wright Downs
 Program: Larry White

Public Health Month: Pat Williams
Public Information: Kristy Stoneburner
Winter Conference: Keisha Adams

A CHES study session will be facilitated by Megan Weis, MPH, CHES and Tina Marie Devlin, MPH, CHES October 9, 2009 from 10:00 AM to 3:00 PM at the American Cancer Society (128 Stonemark Lane, Columbia, SC 29210; (803)-750-1693). For additional information please contact Lille Hall @ 846-282-4129 or email hallm@dhec.sc.gov. The study session is sponsored by the SCDHEC Office of Public Health Education and SC Association for the Advancement of Health Education (SCAAHE).

The Health Education section also congratulates section member Faith Fletcher. She is the recipient of a \$35,000 dissertation research award from the CDC. The title of her study is "Pregnancy Intentions among HIV Positive Women in South Carolina: A Mixed-Methods Approach."

Health & Human Services: No report.

Management Support: Lynnore Liggins reported:

The Management Support Section held its first meeting of the **2009-2010** on August 28th. President Dennis Thompson attended and discussed the areas he would like the Association to focus on this coming year. He thanked section members for supporting and being a part of SCPHA and encouraged Management Support to continue being active.

Section Committee Representatives:

Legislative	Tammy Thomasson, Jackie Moore
Membership	Garrett Gardner, Tammy Thomasson
Program	Leah Dorman, Lynnore Liggins,
Winter Conference	Donna Culbreath, Lynnore Liggins
Public Health Month	Leah Dorman, Mary Glover
Public Information	Gloria McCurry

Section Community Service Projects / Fundraising Activities:

- Leah met with Theresa and Thomas to coordinate fundraising and community service activities.
- The **Back to School** community service project concludes today. Collected items will be distributed to school(s) identified by the section. We would like to thank everyone who contributed items to help us reach our goal.
- **Toiletry Collections – ongoing**
- **Chance to win \$100 in Gasoline!** The Section is busy working on their first fundraising project. If you haven't already purchased your raffle ticket for a chance to win \$100 in gasoline, please see me or Leah after the meeting. Funds raised will be used to support future section community service projects. ***Drawing will be held on November 13th.***

2009 Future Meeting Dates/Times:

09/25/09 Mills-Jarrett Building, Conf Room N200 - 2:00pm-3:30pm

10/23/09 No Meeting

11/13/09 Mills-Jarrett Building, Conf Room N200 - 12:30pm

Nutrition: Mitzi Grappone reported:

Assisting Health Administration section with Fall project of collecting tote bags, etc. for women's shelters and homeless shelters. Participated in support function in 2009 Annual Golf Tournament. Still working on selecting a few committee members for the Nutrition section.

Public Health Nursing: Leanne Bailey reported:

The nursing section met in person and via conference call on Thursday, September 17, 2009 with 10 members participating. Nursing section representatives on SCPHA committees were recognized and updates from some committee meetings were provided. Judy Alexander has agreed to work with Megan Weis on a new Student Section for SCPHA. More members are needed to work on SCPHA committees. Anyone interested in helping should e-mail Dennis Thompson. The nursing section service project to collect books and small toys in conjunction with public health month in April and May 2010 was discussed. Other suggested items for collection included: small educational toys to assist with learning/growth & development; boxes of tissue and disinfectant wipes. Section members were reminded of the need for nominations for nursing section leadership team members for 2010-2011. Elections will be held for Chair-Elect, Vice-Chair, Secretary and one Member-at-Large position.

SCPHA Updates:

Golf tournament to be held 9/22/09; winter conference planned for early 2010; fall newsletter deadline 10/1/09 – the nursing section plans to provide an update for the newsletter; roll out of new SCPHA website planned for 9/30/09; SCPHA store on current website; prints & cards available for purchase; M. Myer's selection for SHA 2009 nursing award; G. Cobb Hunter's selection for SHA 2009 legislator award; SCPHA award nominations due date of 3/19/10; and plans for SCPHA annual meeting to be held May 26-28, 2010.

Nursing Updates:

SCNA – M. Myer & J. Alexander provided an update on the 2009 state convention held Sept 9-12. The convention was combined with the fall APRN conference and was well attended. DHEC Region 5 Nursing Director, Vicki Green is the current SCNA President. Sandra Tucker, Region 3 Nursing Director is the liaison for SCNA to the SCPHA nursing section. Sandra also serves as the chair of the SCNA Community Public Health Chapter.

DHEC Office of Nursing – A report from Ann Lee was presented. The group was reminded to please assist with flu vaccines and to encourage everyone to obtain a seasonal and H1N1 flu vaccine. Completion of the work by DHEC nursing committees: updating of nursing orientation plans; revision of the nursing CQI plan; revision of nursing position descriptions, interview tools, and EPDP templates. Ann encouraged all DHEC nurses to visit the web site to see these changes. Future plans for the next year include: complete revision, redesign and update of the nursing web page. Ideas and volunteers to assist with this committee are welcome. Gwen Davis will be chairing a new committee to focus nursing attention on environmental health issues and to engage public health nurses more in this area.

Board of Nursing – An update from Brenda Martin reminded nurses that criminal background checks are now required of all new applicants, reinstatements and reactivations of nursing licenses. She encouraged all nurses to review the LLR website for up-to-date information from the Board as well as advisory opinions, meeting minutes and disciplinary actions. The Board nurse consultant, Phyllis Raynor has resigned after just 8 months in this position.

Southern Health Association – Jan Cooke, current SHA president provided an update for the group. Jan recently attended the TN PHA conference as they celebrated their 70th year. The meeting focused on disparities and public health preparedness issues. The joint annual meeting of SHA and TN PHA is planned for Sept 14-17, 2010 in Franklin, TN. Dennis Thompson, SHA president elect, is visiting Mississippi next week during their annual meeting. He hopes to encourage the group to rejoin SHA. Jan will be visiting the NC PHA annual meeting from Sept 29 – Oct 2, 2009 at the Grove Park Inn in Ashville when they celebrate their 100th anniversary. The mid-year meeting for SHA will be held Feb 19-20, 2010 at the Cool Springs Marriott, Franklin TN. This meeting will include a governing council meeting and a planning session for the joint annual meeting with TN.

SC Colleges of Nursing – Jane Weilert with USC College of Nursing was participating in the section meeting and provided an update for the group. She reports that nursing students are assisting with administration of flu vaccine for USC students. Enrollment of nursing majors continues to be high. USC will graduate approximately 200 new nurses in spring 2010. Expansion of the BSN programs to regional USC campuses was discussed.

APHA – Priscilla White is the APHA representative for SCPHA. Members were directed to the APHA web site for current Issue Briefs.

Future meeting dates and times for 2009-2010:

January 13, 2010	12 N – 1:30 PM
March 10, 2010	12 N – 1:30 PM
May 26-28, 2010	SCPHA Annual Meeting Nursing Section Meeting

The new APHA president as of November 2009, Carmen Nevarez, MD, MPH, will be attending the annual meeting this year. Exhibitors are needed for the annual meeting. Please send Leanne any names of potential vendors. The contract for the annual meeting site is currently being re-bid.

The next meeting of the nursing section will be held **Thursday, November 5, 2009 from 12 N – 1:30 PM**. A conference room at DHEC will be reserved and arrangements made for the conference call capability for participants. The meeting adjourned at 1 PM.

Social Work: Robert Carlton reported:

The Section leadership continues to communicate regularly via e-mail. A face-to-face meeting is tentatively scheduled for mid to late October. The section has begun planning for a winter workshop. December 11 has been chosen as the date and the Rural Health Association offices in Lexington have been reserved as the workshop location. The workshop will be utilized to offer social work ceu's for attendees and to entice membership into SCPHA and the Section. The Chair recently communicated via e-mail to the current membership of the Section, introducing the 2009 officers and thanking them for their continued support of SCPHA and the Section. They were also asked and encouraged to become more involved if possible. Current members were also extended an invitation to attend the DHEC OPHSW Lunch & Learn Series on Sept

9th, which also offers SW ceu's. As discussed at the August Section meeting, the Chair communicated to all the DHEC Regional Social Work Directors & Consultants encouraging them to join; or in some cases, re-join SCPHA and the section and to encourage their SW staff to join as well.

STANDING COMMITTEE REPORTS

Awards: No Report.

Constitution and Bylaws: No Report.

Continuing Education: No Report.

Finance: Yolanda Kennedy Reported:

Budget Request forms will be sent out to all Officers, Committee Chairs and Section Chairs. The forms should be completed and returned to Yolanda Kennedy by Tuesday, October 13, 2009.

The Finance Committee will meet the week of October 19, 2009 to develop the preliminary budget for the 2010 fiscal year. The budget will be presented at the October Governing Council meeting.

In addition to the budget, the Finance Committee will discuss other issues such as Credit card acceptance for dues and revision of the Reimbursement Request form.

Fiscal Review: No Report

Futures: No Report

Legislative: No Report

Membership: See Kellogg Grant Report.

Nominations: Leah Dorman reported:

The Nominating Committee has met via e-mail. We have reviewed the deadlines for 2010-2011 nominations and are actively seeking members interested in running for office. If you know of someone who might be interested in running for a SCPHA office, please have them to contact one of the committee members, or send me their name and I will be happy to contact them. Remember: don't wait! Nominate! More information to follow soon.

Past Presidents' Advisory: Katy Wynne reported:

Assuring that the historical files and assets of the Association are archived and properly stored is a function of the Past Presidents' Advisory Committee. Under contract, Queen Communications, LLC is responsible for:

- Maintaining files for the SC Secretary of State's office and all Public Charities information;
- Maintaining historical information of the Association;
- Updating, ordering and stocking SCPHA stationery (letterhead/envelopes) and other supplies as needed; and
- Serving as SCPHA "physical" headquarters with computers, copiers, phone line, fax line and storage area.

Past President's Advisory will look at a procedure / policy of what files we need to keep and if we need to keep them electronically or hard copy.

Program: Susan Clark reported:

SCPHA Program Committee Report September 17, 2009

Attendees: Susan Clark & Carlon Mitchell, Co-Chairs; Mary-Kathryn Craft, MAL; Leah Dorman, MAL/Mgmt Support; Donna Culbreath, Winter Conference; Eric Rogers, Environmental Health; Leanne Bailey, PH Nursing; Jan Cooke, Convention Coordinator, Dennis Thompson, President

Not in Attendance: Kelli Murray, Nutrition; Robert Carlton, SW; Larry White, Health Education

The Program Committee met on 9/17 at 1:30 pm in the Heritage Bldg. with 9 in attendance. After the welcome and introductions, Dennis provided an update of program planning activities he has been working on for the 2010 Convention. He has met with the senior leadership within DHEC and has been assured that the agency would support state employees'

attendance at a quality educational program in May. Rachel Kachur, CDC, has agreed to provide a keynote speech and concurrent session. Discussion still continues about possible special tracts/ sessions for Nutritionists and Social Workers. He met with Max Learner who has agreed to provide \$10,000 for a pre-conference on an H1N1 after action report. Also special sessions targeted to the Health Directors and Health Administrators on Leadership and Strategic Planning could be supported by the Kellogg Grant per Katy Wynne. The BDLs training offered by Texas A&M is still being considered but cost issues are a concern at this time.

The group continued discussion of possible pre-conference training and breakout session topics and presenters. Reports on assigned tasks were given. Leanne indicated that there is interest from the PH Nursing Section in sessions on Environmental Health – various environment issues and a potential speaker were discussed. Susan reported that the SCNA CH/PH Chapter members are very interested in joining with the section to provide an environmental presentation.

Carlton has initiated a timeline format provided by Lynnore Liggins for development of the program agenda. Mary-Kathryn has made the initial contact with Christi Horne regarding their willingness to design and format the 2010 Annual Meeting Program and was asked to continue to follow up with Matt Alsup, the new Art Dept. Director. Other resources for this task will be pursued if needed. Mary Kathryn also reported she has been talking with Jennifer Sellers, Horry Solid Waste Authority. Recycling will be available at Springmaid as well as a possible session on recycling.

Susan plans to meet with Richard Funderburk to prepare the 2010 budget request for the Program Committee.

The committee will be meeting the third Thursday of each month at 1:30 PM in the McNeely Conference Room, Heritage Bldg – if needed additional meetings will be held on the first Thursday of each month. E-mail and phone communication will be used between meetings. The next meeting is on 10/15/09.

Public Health Month: See Vice President's Report

Public Information: No Report.

Resolutions: No Report.

Scholarships: No Report.

Sponsorships: No Report.

CONVENTION COMMITTEE REPORTS

Convention Coordinators: Jan Cooke reported

SCPHA CONVENTION COORDINATORS AND COMMITTEE CHAIRS September 17, 2009 Meeting Report

Present: JoAnn P, Otis O, Susan C, Carlton M, Edd H, Wesley B, Leanne B, Jackie M, David T, and Jan C

Coordinators: Richard sent each committee chair a copy of the **Budget Request Form requesting it be completed and returned to him by 9/30**. He will develop the annual meeting budget request & submit it to the Treasurer. This request requires Governing Council approval.

The 2nd floor, Carolina Ballroom, Springmaid Conference Center will be used for Registration, Poster Sessions, Breaks, and Exhibits & Silent Auction. Layout may vary.

Program: An update on the annual meeting program was given. There are several potential keynote speakers pending contact. They have many potential topics for concurrent sessions & a couple ideas for pre-conference training.

Early Bird: EB will be Tuesday with a similar format & menu to last year's event. There was discussion re: a formal President's Reception before the Awards Banquet. Early Bird, Entertainment, Awards, & Program will discuss the issue with the President. Jan will look for somewhere other than the Springmaid Board Room.

Entertainment: The committee has some ideas around the theme to carry through out the week & all venues. Jan C will contact Denver Viars re: potential bands and costs.

Exhibits: "Hold the date" cards will be mailed to potential exhibitors by the end of the month. If anyone has a suggested vendor, please contact Leanne Bailey or Leah Dorman.

Marshals and Pages: Jackie will coordinate duties with Co-Chair Jenny Bell. A couple new recruits have joined the committee. Jan suggested the group have tie-dye tees or something to reflect the theme & identify the different committees.

Registration: No report. The group recommends **keeping all fees the same**. The Registration Form needs updating. Representation is needed next month.

Awards: No report. The Nomination Form is posted on the SCPHA website.

Silent Auction: No report. Dennis is looking for co-chairs.

Assignments: Complete committee budget request form & return to Richard by 9/30. Send suggested exhibitors to Exhibits. Work on an Award Nomination.

NEXT MEETING: Thursday Oct 15th 10:30am McNeely Conference Room, Heritage Bldg

Contributed Papers: Megan Weis reported:

The Co-Chairs of the committee (Judith Alexander, jwalexan@mailbox.sc.edu; and Megan Weis, WEISMA@mailbox.sc.edu) are recruiting members for the committee and have established the following calendar to for the activities of the committee for the 2009-2010 year. This calendar will be published in the next issue of the Bulletin.

September 1-October 15

Contributed Papers Committee will recruit committee members. Members are responsible for reviewing and selecting abstracts to be presented during the Contributed Papers session at the Annual Conference in May 2010. Committee members will do most of the work by email.

November 15

Committee members will distribute packets and posters with information about the Call for Abstracts. If you would like to receive a call, please email one of the co-chairs.

February 1

Deadline for submitting abstracts to the Contributed Papers Committee. Co-Chairs will assign abstracts to committee members for review.

February 12

Deadline for committee members to submit completed reviews of abstracts to Co-Chairs.

February 15

Committee Co-Chairs will submit names and titles of selected abstracts to SCPHA Program Committee for printing in the program and notify those who submitted abstracts of the status of the submission.

March 15

Those selected for Oral and Poster presentations will submit requested information for Awards Brochure to Committee Co-Chairs.

March 22

Co-Chairs will submit required information to SCPHA for printing in the Awards Brochure.

May 25-28

Contributed Papers Oral and Poster presentations given at SCPHA Annual Conference.

Early Bird/President's Reception: No Report.

Entertainment: No Report.

Exhibits: Leah Dorman / Leanne Bailey / Pat Kell / Ronnie VanVlake reported:

Save the Date postcards have been printed and will be sent to former and prospective vendors on the master list by the end of the month. A formal letter and exhibit registration package is planned to go out in January. The committee has received information on new prospective vendors, and those individuals have been added to the master list. If anyone has additional groups they would like for us to contact about exhibiting at the Annual Meeting, please send the information to Leah Dorman.

Marshals and Pages: No Report.

Properties: No Report.

Registration: No Report.

SPECIAL COMMITTEE REPORTS

Winter Conference: No Report.

Silent Auction: No Report.

Invitations: No report.

Golf Tournament: Richard Funderburk reported:

Thanks to Lillie, Leah and Jan for all their help. 18 Past Presidents chose to sponsor a hole. There was no hole-in-one winner. There were 64 golfers playing in the tournament. Close to \$2,800 was raised at the tournament.

Student Forum: Megan Weis reported:

Chair Megan Weis has been recruiting for committee membership. The current committee members are:

Chair/Health Education:	Megan Weis
Kellogg Grant representative:	Katy Wynn
Public Health Nursing:	Judy Alexander
Social Work:	Robert Carlton
Undergraduate:	Patrick Cummings
Graduate Student:	Faith Fletcher

The following sections are requested to appoint members: ATOD, Disease Control, Environmental Health, Health Administration, Management Support and Nutrition.

Ms. Weis has been working closely with the Kellogg Grant grant committee and the membership initiative in order to ensure the work of the Student Section Committee is complementary. The committee is reviewing the policy and procedures manual for creating a section/forum.

The Student Section committee moves that an email ballot to the entire SCPHA membership be initiated to allow for the creation of a Student Forum. Motion voted on and passed unanimously.

ANNOUNCEMENTS

Congratulations to Betsy Crick on the birth of her daughter on September 6th.

NEXT MEETING DATE: October 23, 2009 at 10:00 A.M. in the 1st floor conference room, Heritage Building, Columbia, SC.

With no further business, the meeting was adjourned at 12:11 p.m.

Respectfully submitted,

Tammy E. Thomasson, Secretary