

Executive Board Conference Call
September 10, 2009

Present:	Melvin Kohn	Perry Smith	Martha Stanbury
	Pat McConnon	Beverly Christner	Bob Rolfs
	Steve Ostroff	Michael Landen	

Absent:	Tom Safranek	Sara Huston	Laurene Mascola
	Duc Vugia		

Minutes

The Executive Board approved the Aug. 7, 2009 Executive Board Conference call minutes with two edits.

Update on 2010 Annual Meeting

Beverly provided an update on the 2010 Annual Meeting. She reported that members have been invited to participate in the 2010 Planning Committee and the first Planning Conference call is scheduled for Sept. 21, 2009. The agenda for the call is to review logistics, some ideas and responsibilities. The Call for Topics announcement e-mail is scheduled for Sept. 14, 2009. The 2010 Exhibit prospective is available and has been distributed to several prospective Exhibitors.

Action Item:

- The planning committee will have information to present to the Executive Board during the EB September meeting.

Update on 2011 Annual Meeting

A site inspection was done in Pittsburgh and Philadelphia by Beverly Christner, Pat McConnon and Steve Ostroff. The preferred location for the 2011 Annual Meeting is the Pittsburgh Convention Center. Beverly is currently in negotiations with Pittsburgh and is reviewing several options for the Opening Reception.

Action Item:

- Beverly is finalizing the negotiations with Pittsburgh and will have information to present to the Executive Board in September.

Board Meeting Agenda for September

Pat reviewed the agenda for the Executive Board Meeting for September. The agenda was attached to the EB conference call e-mail reminder.

Action Items:

- CSTE program staff will prepare materials for chair review prior to the meeting next week.
- Pat requested each Executive Board member to reach out by e-mail or telephone to the invited agenda speakers who are related to their subject area to introduce themselves.
- Additional Agenda Items:
 - o National Conversation in Public Health and Chemical Exposure
 - o Climate Change
 - o A prep discussion before guest Tom Frieden
 - o President's Priorities/Board Interview/Themes
 - o List of upcoming surveys
 - o A side bar discussion on the Surveillance/ Informatics Steering Committee with Bob Rolf, Perry Smith, Steve Ostroff, Melvin Kohn and Lisa Dwyer
 - o CSTE Annual Budget

CSTE Annual Budget

Pat noted that due to MarySue being on jury duty this week, the budget will be forwarded to the Executive Board next week and followed by a discussion during the upcoming September Executive Board Meeting.

President's Priorities/Board Interview/Themes

Although no discussion took place on this agenda item, Mel forwarded the documents via e-mail to the Executive Board for review, and a discussion will take place sometime during the Executive Board meeting in September.