CSTE Executive Board Meeting
September 23-25, 2009
Atlanta, GA 30341

Present:	**Melvin Kohn**	**Perry Smith**	**Steve Ostroff**
	Tom Safranek	**Sara Huston**	**Robert Rolfs**
	Laurene Mascola	**Martha Stanbury**	**Michael Landen**
	Duc Vugia		

Call to Order
Melvin Kohn called the meeting to order 8:47 am. Mel reviewed the agenda and discussed the talking points for the invited guests.

CSTE National Office - Major Projects Updates
CSTE program staff reported on major projects in their focus areas of the Cooperative Agreement. The subject areas covered in the Power Point presentation were:

- Influenza Activities
- Council to Improve Foodborne Outbreak Response (CIFOR)
- Epidemiology Capacity Assessment (ECA)
- State Reportable Condition Assessment (SRCA)
- Position Statements
- Fellowship Program
- Assessment Queue

Action Item:

- Ensure assessments are vetted properly through pilots and follow up with input from pilot.

Minutes
A motion to approve the Executive Board minutes from the June 11, June 19, July 10 and Sept. 10, 2009 conference calls was made and seconded. There were edits made and the motion carried unanimously.

Orientation for New Board Members
Mel provided an overview of the Executive Board's roles and responsibilities, along with a handout.

Roles and Responsibilities Highlighted:

- Purpose
- Membership Categories
- Additional Duties
- Committees

- Consultants and Liaisons
- Bylaws
- Scheduled Conference Calls
- Article Xl - Indemnity Clause for Board Members

Action Items:

- Michael Landen and Duc Vugia will work together on clarifying the terms "Active Member" and "Associate Member."
- Clarification is needed on the voting majority for Executive Board decisions.

Final Cooperative Agreement and CSTE Budget Approval

LaKesha reported on the Cooperative Agreement and provided a summary of each funded area of the Agreement. A timeline for the Cooperative Agreement was also reviewed and provided in the Executive Board meeting packet.

Focus areas that were summarized included:

- Chronic Disease
- Environmental Health
- Epidemiology
- Food Safety
- HIV/AIDS Surveillance
- Infectious Disease
- Core
- Occupational Health Surveillance
- Occupational Health Conference Grant
- WESTON

Pat McConnon presented an overview of the budget for the CSTE budget year. There were no issues noted. A motion to approve the budget was made and seconded. The 2009-2010 CSTE Annual Budget was approved.

Action Items:

- CSTE will forward the Executive Board their focus areas from the Cooperative Agreement.
- Board Members can submit ideas for the CDC Cooperative Agreement or other agreements to any time during the year. LaKesha and Pat will also solicit ideas from the Executive Board Members in mid- January to February for the Cooperative Agreement.
- Submit Final Cooperative Agreement Proposal April 15.
- CDC Award June 1.
- Balance sheet and expenditures will be provided at quarterly meeting or upon requested.

Membership/Leadership Engagement and Consultancy System
The 2009-2010 CSTE Committee Structure was reviewed by the Executive Board. There were some additional updates and edits made to the Committee Structure.

Action Item
- The revised 2009-2010 CSTE Committee Structure will be placed on the next Executive Board conference call agenda for discussion and approval.

CSTE Annual Meeting
Steve Ostroff and Beverly Christner noted that the 2010 Annual Conference plans are going forward; the following items were discussed:

- Proposed Theme: *Looking Back and Looking Ahead*.
- Preliminary discussions of plenary speakers were held.
- Preliminary discussions of Jonathan Mann Lecturer candidates were held.
- Proposed plenary time change: Change to a later start on Tuesday and Wednesday from 8:00 a.m. to 8:30 a.m.
- Reviewed Venues for the Opening Reception*: The World Forestry Center*
- Combined Conference Receptions: The Fellowship Graduation, the New Members Reception and the Connections Reception will be combined as one reception on Sunday evening. The Executive Board reception on Monday will be discontinued.
- The Executive Board approved a location for the 2011 Annual Conference.

Action Item:
- Steve will follow up with an initial invitation to the Jonathan Mann speaker.

CSTE Committee Reports
The Steering Committee Chairs provided a report on their subject areas. A one-page report of each subject area was included in the Executive Board meeting packet.

Steering Committee Areas Highlighted:
- Infectious Disease
- Chronic Disease/Maternal and Child Health/Oral Health
- Environmental/ Occupational/Injury Committee
- Surveillance/Informatics
- Tribal and Local (provided by Mike Landen at meeting)
- Cross Cutting (provided by Duc Vugia at meeting)

Novel Influenza A Virus Infections 2009 Case Definition
Discussion took place and edits were made to the Influenza Case Definition. The Executive Board approved the Novel Influenza A Virus 2009 Case Definition as an Interim Position Statement.

CSTE Presidential Priorities
Mel discussed and summarized his CSTE Presidential Priorities. The areas discussed were Leadership, Strengthening Epidemiologic Capacity and New Strategic Directions. The Executive Board endorsed the following priorities:

- ASTHO: *Collaboration and Support*
- Media: *Increase CSTE Visibility*
- Policy*: Area of policy is to be determined*

The specifics of the Presidential Priorities will be included in a set of Board Priorities to be finalized for the next Board call.

Action Item*:*

- Beverly will follow up with a detailed summary of the Executive Board discussion of the Presidential Priorities.

Miscellaneous
During the Executive Board meeting, invited Center Leaders from the Centers for Disease Control and Prevention discussed topics and specific issues submitted by the Executive Board. The common theme discussed during the meeting with CDC Centers Leaders was that CDC major priority is to be a service to local and state health departments. The list of invited CDC Center Leaders are listed on the attached Executive Board meeting agenda.