

Meeting Summary

CSTE Executive Board Conference Call

September 5, 2012

Agenda Item	Discussion/Action Needed
Minutes: Marci Layton Handout: EB 8_8_12	The Executive Board made a motion to approve the August conference call minutes. Motion approved. Action Item: • Post minutes to the website.
Financial Documents: LaKesha Robinson No Handouts	The Executive Board made a motion to approve Jeffery Engel as the official signer for all CSTE financial documents. Motion approved. Action Item: • None
October EB meeting: Laurene Mascola Handout: EB_Oct2012_Draft	Laurene reviewed the Executive Board's agenda for the October face-to-face meeting. There were changes in the agenda, as follow: • Tuesday ○ The Annual Conference discussion has been moved to 12 pm-1:30 pm. ○ The Membership Engagement discussion has been moved to 1:30 pm. ○ The Strategic Plan Proposal discussion has been added to Tuesday's agenda at 4:15 pm. • Wednesday ○ The meeting will be called to order at 8 am. ○ The Strategic Plan Proposal continued discussion has been moved to 9:30 am. Action Item: • CSTE staff to update the agenda with edits.
Format of Jan/March Meeting: Laurene Mascola No Handouts	After a lengthy discussion, the format of Executive Board Meetings will continue in October. Suggestions • Encourage a discussion format for invited guests. • Put forward issues or topics of interest of the Executive Board before composing a guest list. • Have invited guests compile questions for CSTE. • Hire a lobbying consultant. Action Item: • Forward meeting format ideas to Laurene Mascola.

Appropriations Letter: LaKesha Robinson No Handout	LaKesha noted that CSTE is working on an appropriation letter in response to the recent outbreaks in the country. The letter would advocate the need for public health funding to remain stable. The letter is a collaboration with APHL. Action Item: • Final draft will be forwarded to Executive Board members before being sent to APHL for input.
National Office Updates : LaKesha Robinson No Handout	LaKesha provided an update: • Amanda Masters is on maternity leave until mid-November. • Jennifer Lemmings will return from maternity leave in mid-October. • The Applied Epi Fellowship Orientation was the week of August 23. • Beth Dunbar's employment contract has expired; her last day was August 31. Action Item: • None

ATTENDANCE

NAME	POSITION	PRESENT
Officers		
Laurene Mascola	President	Y
Tim Jones	President-Elect	Y
Tom Safranek	Vice-President	Y
Marcelle Layton	Secretary-Treasurer	N
Chairs		
Sara Huston	Chronic Disease/Oral Health/MCH	Y
Alfred DeMaria	Infectious Disease Epidemiology	Y
Sharon Watkins	Environmental/Occupational/Injury	Y
Members-at-Large		
Katrina Hedberg	Cross Cutting 1: Local, Workforce, Alcohol, Alcohol and Other Drugs Indicators, Overdose, Substance Abuse Committee Chair	Y
Janet Hamilton	Surveillance Informatics Steering Committee Chair	Y
Joseph McLaughlin	Cross Cutting 2: Tribal, Disparities, P Law, Border and International Health and Bioterrorism/Public Health Preparedness Committee Chair	Y
LaKesha Robinson	Interim Executive Director	Y
Jennifer Lemmings	Epidemiology Program Director	N
Beverly Christner	Director of Operations	Y
Guest		