

Attendance: Scott, Roger, Joyce, Carla, Rebecca (from Livingston), Diana, Fatema, Tiffany, Catrin. [Absent: Susan Gutowski, Donna Nussdorfer]

- I. Call to Order at 3:17
- II. APPROVAL OF MINUTES
 - CHANGES: Added Rebecca to the roll-call
 - Motion to approve by Fatema, 2nd by Joyce
- III. BUDGET
 - a. MAPPP: what do we want to do with them?

Joyce talked with Eden and we really think MAPPP has not made payment. Tiffany sent Dr. Philips a note: They are checking their records, but I haven't heard back. He works for Branch/Hillsdale/St Joseph shared by regions 1 and 5. If he doesn't respond, we have to have a plan of action. The amount of money is pretty substantial at \$500, and they received lunch and a private room. This is the same agreement we've had every year. This has historically been a head-ache year after year, but it's never been this difficult. We don't know who the current treasurer might be for MAPPP; their old officer has officially retired.

UPDATE: According to Eden the current treasurer is still Carol Bird and it'll be difficult to get a hold of her as she is retired.

 - Tiffany will make a personal call to Dr. Phillips.
- IV. 2011 CONFERENCE PLANNING
 - a. Date Set – April 1st, 2011
 - b. Speakers
 - i. Eden Wells is concerned about presenting. She is suggesting that perhaps the CSTE fellow should make the presentation instead.
 - ii. (Carla) Personally, I wouldn't mind this suggestion... if we were discussing an afternoon break-out session or something, but this is for the whole group in the morning sessions. Joyce and I have considered a compromise where Eden and the Fellow could SHARE the presentation. We haven't actually SENT the Save-the-date with her name, but it has been posted with her name as a speaker. We'll leave the talk about the Embridge Oil Spill and I wasn't envisioning a talk about just the Community Health Survey.
 - iii. Diana suggested that the Fellow submit an abstract to present an overview of the community assessment as an afternoon break-out.
 - iv. Several members offered alternative speakers to the same subject: Martha Stanbury, Calhoun Co HO, EH Director, EPA etc, etc...

- Carla will call Kim to get her thoughts on this topic, and to have more conversations with Eden. She does understand the historic precedence of the professionalism and experience expected for this conference speaking time.
- c. Conference Location
- Carla will conduct a site visit expected at UM SPH in November.
- d. CONFERENCE TASKS
- i. Sponsorship Letter has been finalized and posted to our website.
 - ii. Fatema and Roger will plan sponsor seeking strategies.
 - iii. Save-the-Date and Agenda still need to be Modified/Mailed
 - iv. CEUs -- We need time to get everything done by March 1st
 - v. Abstracts
 - Proposed deadline for submission: 14th of January, 2011
 - Plan to send that out with the Save the Date
 - vi. Career Roundtable - 6 people is plenty. We need to insure that we provide a private room. At one point, we formatted the discussions at separate tables like a jobs fair, versus the round-robin open/all-inclusive group discussions.
 1. **Academia:** JoLyn Montgomery is out... on sabbatical. Julie Funk is the head of online food safety masters program, and she's already on our plenary. (Catrin) I could talk to some other professors about academic careers.
 2. **Government:** Dr. Noji may be interested from a global health perspective. From MDCH, Tom Largo has been around awhile, and is usually quite friendly to the group, having been a past chair of this section.
 3. **Industry:** Brian Bieber may be available, previously the epi for Ottawa Co, now working in industry on the east side of the state.
 4. **Food Safety,** Brenda Brennan would be perfect.
 5. **Hospital Epi** needed: Maybe Susan Gutowski could do this or know someone else.

V. OTHER BUSINESS

- a. UM Student Group planning a career event in November 2010. We'd like a professional to informally discuss careers & provide professional advice.
 - i. Fatema will attend.
 - ii. The students also have a list of local UM grads to invite.
 - iii. 20-40 students could attend, an evening dinner about 6-7pm.
- b. Catrin will survey the UM students about any interest in general professional mentors and provide the MPHA/Epi email for questions.
- c. Roger will create an intro letter offering the MPHA Epi Section email to receive general mentoring type questions. Will be broadcast to the Email

lists collected by Joyce and Tiffany. Received email questions can be doled-out to volunteering MPHA Epi Section members for response.

VI. TASKS

- Save the Date and Call for Abstracts Carla/Diane
- Needs to Be Remedied/Mailed Carla
- Sponsors Seeking Plans Roger and Fatema
- Catering Estimates/Planning Carla
- Mentoring Introduction letter Roger
- Discussions with Kim and Eden re: Conference Presentations Carla
- Phone call with Dr. Philips regarding MAPPP payment Tiffany
- UM SPH Crossroads Site Visit in November Carla
- Abstracts/Save-the-date Email List Carla
 - i. Last year several people were asked to follow-up with various groups: MDCH, MALPH ect.ect. but prior to last year we used a centralized list... similar to the sponsors. We'll send to MDCH Regional Epis to go to all their contacts. All the Med schools, Epi Schools and Nursing Schools. MALPH, MPHA, All MDCH Bureau of Epi. Email Carla and she will recreate the list.

VII. NEXT MEETING

- a. **November 14th, 3:15PM. This is a Sunday so that won't work. Sorry Guys. We'll need to reschedule this too because I'll be at an all day Immunization Conference.**
- b. We will discuss how much we can spend for Catering.