

<p>Workgroup Name: Public Health Professional Organizations Communications Workgroup</p> <p>Attendees: Casey Parnell (organizer), Jaci McReynolds (facilitator), Larry Jones, Nancy Beyer, Michelle Morris, Robert Niezgoda</p>	<p>11/26/2018 Meeting Summary</p>
<p>Agenda Items:</p> <ol style="list-style-type: none"> <li>1. Review strategic planning session discussion</li> <li>2. Updates since strategic planning session</li> <li>3. Identify and define chair role</li> <li>4. Review draft charter</li> <li>5. Develop purpose statement</li> </ol>	
<p>Discussion:</p> <ol style="list-style-type: none"> <li>1. A summary of the August 2018 strategic planning session was provided in the agenda packet. It was used as a reference for preparing the draft charter and was opened for group discussion.</li> <li>2. The Purpose Statement was reviewed and wording changes were made.</li> <li>3. Casey provided an update on the funding proposal for Phase II. The foundations are supportive, but felt the Phase II proposal had too many deliverables. The proposal was revised and resubmitted in early November. A decision is expected in January, with a potential launch date of early February 2019.</li> <li>4. The workgroup chair role includes developing agendas, setting meetings, facilitating meetings and reporting to the Professional Organizations group.</li> <li>5. The workgroup reviewed the draft charter and made several changes.</li> </ol>	<p>Actions:</p> <ol style="list-style-type: none"> <li>1. No changes were made to the strategic planning summary document.</li> <li>2. Purpose statement wording was changed from “routine and critical interest” to “routine and timely interest”.</li> <li>3. The foundations would like to see formalization of the Professional Organizations group in order to act as a backbone of transformation work and be able to pursue funding.</li> <li>4. Michelle Morris offered to serve as the chair.</li> <li>5. Jaci will make the suggested changes to the charter. Casey will send the revised document to the workgroup.</li> </ol>
<p>Next steps:</p> <ol style="list-style-type: none"> <li>1. Casey and Michelle will develop the agenda for the next meeting.</li> <li>2. Casey will send a Doodle Poll to the group to help identify a regular bi-monthly meeting date and time.</li> <li>3. Casey and Michelle will develop a brief survey to help collect raw information from the workgroup to stimulate discussion during the next meeting.</li> <li>4. Michelle will provide a report on the workgroup’s progress during the Professional Organizations group conference call on December 18, 2018.</li> </ol>	