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| <p>Workgroup Name: Public Health Professional Organizations Collaboration Workgroup</p> <p>Members of Workgroup: Diane Weber, Martha Smith, Dennis Diehl, Ryan Tilley, Clay Goddard, Kelley Vollmar, Kristi Campbell</p> <p>Attendees:<br/>Casey Parnell (organizer), Diane Weber (chair), Clay Goddard, Ryan Tilley, Dennis Diehl, Martha Smith, Kelley Vollmar, Jaci McReynolds</p>  | <p>Meeting Summary<br/>1/22/2019, 1pm-2pm</p>  |
| <p>Agenda Items:</p> <ol style="list-style-type: none"> <li>1. Review November meeting summary</li> <li>2. Outreach to potential new group representatives</li> <li>3. Develop purpose statement</li> <li>4. Discuss structure of Professional Organizations Group</li> <li>5. Set permanent meeting date and time</li> <li>6. Announce Teamwork Software</li> </ol>   |  |
| <p>Discussion:</p> <ol style="list-style-type: none"> <li>1. The two goals of this group were discussed in-depth, including the fact that this workgroup is to write and present plans (structure and sustainability) to larger PO group for their feedback and adoption, not necessarily implement the plans <ul style="list-style-type: none"> <li>• Formalize structure (bylaws, leadership structure, membership representation)</li> <li>• Develop sustainability plan (sustainability, grant writing, funding, continuity)</li> </ul> </li> <li>2. Diane shared that Kristi Campbell has agreed to serve on workgroup as representative from MOPHA and she will continue to outreach to Trina Teacutter to find rep from MCPHN</li> <li>3. Casey explained that purpose statement is to anchor the group to their work and this led to discussion about clarifying group goals and what they've been tasked with by the larger PO group</li> <li>4. Diane led the group through brainstorming PO structure ideas including membership and leadership roles</li> <li>5. Casey explained the purpose of Teamwork project management software platform and</li> </ol> | <p>Actions:</p> <ol style="list-style-type: none"> <li>1. Group agreed that they want time to review the strategic planning goals in order to help write the purpose statement. Jaci will place a draft statement on Teamwork based on the discussion about it during the call. The purpose statement will be discussed and finalized during the next Workgroup meeting.</li> <li>2. Group agreed that they still want to seek representative from MCPHN and confirmed Diane to serve as Chair.</li> <li>3. Group agreed that they would review organizational bylaws before next meeting in order to speak more depth about creating bylaws for the PO group.</li> <li>4. Permanent meeting date set for fourth Tuesday of each month and Casey will send out meeting invitations for the next year.</li> </ol> |

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| explained that they will be getting invites to create login on Teamwork from Jaci |  |
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Next steps:

1. Casey type up meeting summary and post on Teamwork
2. Casey will create tasks and reminders on Teamwork
3. Diane will reach out to Trina to find rep from MCPHN
4. Workgroup Members will review organizational bylaws before next meeting
5. Jaci will email Teamwork quick start guide to Workgroup members
6. Workgroup members will log into and familiarize themselves with Teamwork
7. Workgroup members will comment on purpose statement notebook in Teamwork
8. Martha will draft statement about leadership representation from DHSS on PO group
9. Next meeting March 26, 2019 1pm-2pm