

NCPHA – Academic Participatory Based Research (APBR) Section  
Leadership Meeting  
April 9, 2018

Present on call: Nancy Winterbauer, co-chair, Cheryl Kovar, secretary-treasurer, Stacie Saunders, emailed in information

Meeting called to order at 9:00 AM by co-chair, Nancy Winterbauer

**Treasurer's report:** Account balance as of 3/15/18 is \$4,130.77.

**Discussion:**

- Nancy reported the committee she is working with wants to have a session on Model Practices during the conference so local health departments can share how they are addressing problems they share with other health departments. Will plan to do this on Wednesday special session.
- Cheryl will ask Kim Dittman on the details of how to use the new software for abstract review. She will be on NCPHA Planning Committee call on 4/10 and will advise Nancy of process when she receives from Kim.
- Nancy discussed that we have sent out emails for abstract submissions around early-mid May.
- Stacie shared that Amy from NCIPH announced with NCALHD the proposed session on Model Practices.

**Action Items:**

- Nancy will work with standing committees on Model Practices and prepare for abstract reviews.
- Cheryl will continue monthly planning calls for fall conference.

**Next phone call is scheduled for 5/14/18 at 9A.**

Meeting adjourned at 9:15A.

Minutes respectfully submitted by Cheryl Kovar