

NCPHA – Academic Participatory Based Research (APBR) Section  
Leadership Meeting  
February 12, 2018

Present on call: Nancy Winterbauer, co-chair, Cheryl Kovar, secretary-treasurer, Stacie Saunders, co-chair. Angela Lee from the Leadership section joined us later in the call

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

**Treasurer's report:** Account balance as of 1/15/18 is \$4,100.77. Cheryl also reported from the 2018 Fall Conference planning call that NCPHA can help with logistics for speaker if we decide to bring someone in. They will help cover the hotel and have a check ready for speaker fees and will bill back to section all expenses incurred. The conference will be held at the same hotel in Charlotte as back in 2011 for the Fall Conference. Cheryl will be on monthly call again tomorrow (2/13/18) as a representative of the section.

**Discussion:**

- **Speaker for conference:** Nancy shared speaker information on Dr. Paul Erwin as potential speaker for APBR section and have asked the Leadership section if interested in co-sponsoring. Also discussed possibility for this same speaker to be considered for Wood Lecture. Stacie updated Angela on our thoughts of having this speaker address Academic Health Department practice and having a panel of local health departments who are familiar with this concept speak after the lecture. Angela will dialogue with the section leaders and get their direction and support for participation. We did discuss we would share the cost of the speaker among the 2 sections and possibly NCPHA if they choose for Wood Lecture.
- **Discussion on potential universities and health directors in western part of state to reach out to encourage participation and help with judging:** Stacie and her post grad fellow will again recruit a couple of local health directors who are around the Charlotte area to help this year with judging as they have done in the past. Several universities were suggested to try to reach out to and encourage their participation in the conference: Western North Carolina, UNC-Charlotte, App State, Lenoir-Rhyne, Pfeiffer University.
- **Committee update:** Nancy updated the team on the conference call that was held this past month with folks who were interested in serving on committees. Some on the call have agreed to help plan the conference and all agreed to help with reviewing abstracts. A few are interested in participating in the Academic Health Department/NACCHO best practices/not internship committee. A call has been scheduled to follow up with these individuals.

**Action Items:**

- Cheryl agreed to be on Conference Planning call each month as representative of section
- Cheryl to send email to Kim Dittman on suggestion of Dr. Erwin for Wood Lecture
- Nancy will reach out to Dr. Erwin to determine his interest and speaking fees
- Nancy will work with committees in future conference calls
- Stacie and her intern will recruit a few local health directors for judges, etc. for fall conference

**Next phone call is scheduled for 3/12/18 at 9A.**

Meeting adjourned at 9:40A.

Minutes respectfully submitted by Cheryl Kovar