**Present:**

Chasity Newkirk (Chair/ Durham County Health Department); Ashley Rink (Burke County Health Department); Stacey Taylor (Henderson County Health Department); Anna Martin (Caldwell County Health Department); Travis Greer (Robeson County Health Department); Randy Bergman (Lenoir-Rhyne University); Eric Nickens (Durham County Health Department)

1. **Introductions**
2. **Abstract Submission Form**
	* Document looks better in Word. Logo will be added.
	* Goal is to send out the abstract submission form by April 27th. The submission deadline for abstracts will be June 10th. Presenters will be notified by July 1st if they were selected.
	* There are 5 slots are available during conference. Can have short sessions or long sessions. Those are up to us.
	* The final agenda will be due the beginning in August.
3. **Awards**
	* Nomination forms will be sent out on April 27th.
4. **Next Steps**
	* Share abstract and award nomination forms with contact lists and section members.
5. **Other**
	* Suggestion for joint presentation with other sections. Joanne Rinker asked to present on reviewing a results based accountability tools, whole distance exercise and turn the curve. She asked to if we would cover costs for hotel and travel. Chastity will check with Kim about this. Discussed that previously we have not covered travel and hotel costs for speakers.