



NCPHA Wellness and Prevention Section
AEC Planning Conference Call
Meeting Minutes
Monday, June 6, 2011
3:00 p.m. – 4:00 p.m.
(712) 775-7300, Pass Code: 234214#

Agenda Items	Discussion Points	Next Steps
Welcome and Introductions	<ul style="list-style-type: none"> • Laura Edwards, W&P Section Chair 	Attendees: Laura Edwards Ulva Little Karen Villines Maura O'Donoghue Jennifer Park Larissa Mills Kathie Cox
Updates on overall conference planning	<ul style="list-style-type: none"> • Ulva Little, W&P Section Vice-Chair, AEC Representative <p>Tuesday – BBQ from Snowden at Lowe's Motor Speedway. Wednesday – two plenary sessions. Dr. Lisa Waddell with SC will speak in the morning. Afternoon speaker may be on preparedness. There will be some time for sections to begin their sessions on Wednesday. The 5K run will be on Wednesday at Reedy Creek Park, and Southern Health Association will have a reception and silent auction immediately following. Thursday is day for sections to have meetings and sessions. Encourage sections to partner if possible. Speaker for Wood Lecture on Friday has been secured. Want each county to donate door prizes and items for silent auction. Exhibitor forms will be sent out next week. Jennifer needs CEU information.</p>	Need to look at menus to plan for luncheon.
Topics and speakers - confirmed	<ul style="list-style-type: none"> • Confirmed topics and speakers: • Motivational speaker for luncheon – Dave Hallowell • Evidence based practices – Monaire McGregor • EBP - panel presentation Alice Ammerman, Dorothy Cilenti, Lisa Harrison • EBS success stories from counties – one from each region (northwest, west southeast, northeast, central) – discuss status • Ulva sent information out to health promotion coordinators and health educators. Got 2 responses. 	Ulva will follow up with the coordinators and educators.
Opportunities to share sessions with other sections	<p>Laura sent information to section chairs to see if they are willing to co-sponsor. (Oral Health – Debbie Kennedy; Social Work – Kelly Spangler; Women & Children's – Kim Dehler; HIV/STD – Pam Klein)</p>	

	<p>Kelly Spangler said she would forward my email to the conference planning lead for the Social Work Section.</p> <p>No response from other sections.</p>	
Awards, luncheon and other W&P section conference details	<ul style="list-style-type: none"> • Luncheon – discuss details. The link to view the menus is: http://charlotteuniversitycateringandevents.hiltonemenus.com/index.asp • Awards –Laura and Ruth Little have not met to discuss the awards process. Kathie Cox will consider assisting with the awards process. 	<p>Need to pick menus</p> <p>4 awards</p>
Sponsors AV – NCPHA pays*	<p>Sponsors for:</p> <p>Section Lunch</p> <p>Speaker gifts</p> <p>Speaker travel</p> <p>Speaker hotel costs</p> <p>Speaker registration for conference</p> <p>Awards</p> <ul style="list-style-type: none"> • Action item: Identify potential sponsors and sponsor recruitment process • NC Public Health Foundation \$250 sponsor for W&P Section! • Laura asked Edgar Villanueva at Kate B Reynolds, but they no longer do conference sponsorships. 	<p>Send out sponsorship information</p>
CEU's	<p>Maura needs a draft agenda of our sessions with times, speaker contact information, presentation title, etc. We need learning objectives for each session, an evaluation form for each session and a certificate of attendance for each participant. Cost is \$50 for CHES credits. General CEU's cost \$6 per person through NCIPH.</p> <p>NCPHA hopes to have online membership registration and membership renewal by the end of July.</p>	<p>Laura and Maura will work on necessary information. Jennifer will send Survey Monkey info to determine who needs which type of credit.</p>
Wrap up and planning next steps	<p>Next call will be Thursday, June 30 at 3 p.m.</p>	<p>Minutes to include sponsorship information and awards information</p>