

<p>Workgroup Name: Public Health Professional Organizations Collaboration Workgroup</p> <p>Member of Workgroup: Diane Weber, Martha Smith, Dennis Diehl, Ryan Tilley, Clay Goddard, Kelley Vollmar</p> <p>Attendees: Casey Parnell (organizer), Diane Weber (chair), Clay Goddard, Ryan Tilley, Dennis Diehl, Jaci McReynolds</p>	<p>Meeting Summary 11/27/2018, 1pm-2pm</p>
<p>Agenda Items:</p> <ol style="list-style-type: none"> 1. Review strategic planning session discussion 2. Updates since strategic planning session 3. Identify and define chair role 4. Review charter 5. Develop purpose statement 6. Plan next meeting date and define additional tasks 	
<p>Discussion:</p> <ol style="list-style-type: none"> 1. The two goals of this group were discussed <ul style="list-style-type: none"> • Formalize structure (bylaws, leadership structure, membership representation) • Develop sustainability plan (sustainability, grant writing, funding, continuity) 2. Phase II proposal updates shared-Casey shared that foundations have indicated several times that they are expecting formalization of structure of the PO group 3. Identified need to expand the membership of the Workgroup and brainstormed potential members. Identify rep and one designated alternate. 4. Introduced the idea of using project management software platform to share information intra and inter workgroups-will house all workgroup contact info here, as well 5. Identified need to review strategic planning notes before further development of Workgroup charter 6. Role of Workgroup Chair to include: report out to PO group, work with Casey to set meeting dates and agendas, facilitate 	<p>Actions:</p> <ol style="list-style-type: none"> 1. Group agreed that they would like to see notes from strategic planning session in August and get additional clarification about goals from larger Professional Organizations group 2. Group decided that need at least one representative from each organization on the Collaboration Workgroup-currently missing MPHA and MCPHN 3. Agreed to invite new members to join the Collaboration Workgroup 4. Group agreed that Diane Weber will continue to serve as Chair 5. Next meeting scheduled for January 22nd, 1-2pm

meetings	
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Next steps:

1. Casey will send look for strategic planning notes and share with the workgroup members
2. Diane will reach out to Andrew to find rep from MPHA
3. Casey will send all organizational bylaws to workgroup members
4. Casey will send out meeting summary format for all to review
5. Workgroup members will read bylaws and review strategic planning notes in preparation for next meeting of Workgroup
6. Next meeting January 22, 2019 11am-12pm