

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

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

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

Treasurer's report: Account balance as of 2/15/18 is \$4,125.77.

Discussion:

- Cheryl has been participating in the planning calls for the Fall Education Conference and reported the need for our draft agenda no later than May. She has placed a tentative schedule on the master agenda template showing Wednesday afternoon and all-day Thursday for APBR activities.
- Nancy will review the NCPHA proposed software to assist in the abstract reviews for this fall conference and advise Cheryl by 3/13/18 (noon) so she can report back to Kim Dittman our decision on this software.
- 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.

Action Items:

- Nancy will email Stacie to ask about status of NCPHA Leadership section and their interest in splitting the cost of bringing in a national speaker to address academic health department practices for Wednesday afternoon session.
- Cheryl will continue monthly planning calls for fall conference.

Next phone call is scheduled for 4/9/18 at 9A.

Meeting adjourned at 9:20A.

Minutes respectfully submitted by Cheryl Kovar