

**Executive Board Meeting Minutes**

**Wednesday, 6 January 2021**

**2000-2100 Hours ET**

**Call to Order**: President, CDR Brian Burt

**Roll Call**: Secretary, CAPT Tracy Branch

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| --- | --- | --- | --- | --- |
| **Rank** | **First Name** | **Last Name** | **Position** | **Attendance** |
| CDR | Brian | Burt | President | Present |
| CDR | Tim | McCreary | Immediate Past President | Excused |
| LCDR | Beth | Zalno | Vice President | Present |
| CDR | Katherine | Demers | Present Elect | Present |
| LCDR | David | Lowe | Treasurer | Present |
| CAPT | Tracy | Branch | Secretary | Present |
| LCDR | Julie | Cure | Director of Civil Affairs | Present |
| LCDR | Jodi | Moore | Director | Present |
| CAPT (ret) | Michelle | Pelkey | Director | Present |
| CDR (ret) | Mark | McKinnon | HOD Chief Delegate | Excused |
| LCDR | Ian | Marks | HOD Delegate | Present |

**Guests**: CDR Christl Bonaparte, CDR Carl Ritter, CDR Karen Russell

**Approval of November and December 2020 Minutes**: Secretary, CAPT Tracy Branch

Motion – LCDR Cure 2nd – CDR Burt Vote- unanimous passage

**PHSAPA President Report**: CDR Brian Burt

1. **AAPA Leadership and Advocacy Summit**
   1. Virtual meeting - $99.00 for PHSAPA members
   2. 4 March 1st session next sessions will be later in the spring and will include Hill visits, there are also 10 self-paced sessions that will release on 5 March 2020
   3. PHSAPA will fund several individuals, Board to determine the number of registration to sponsor
2. **AAPA 2021**
   1. Philadelphia – 24-27 May 2021
      1. Unsure if it will be in-person or virtual or both
      2. early bird registration is now available
      3. PHSAPA members receive early bird registration at any time
      4. AAPA Vice President
         1. the Uniformed Service related policies were approved unchanged
3. **USPHS Ready Reserve**
   1. IHS is receiving a lot of interest from civilians interested in commissioning but does not have any information at this time.
   2. PAs were not included in the high priority hiring
   3. First OBC will occur in the Spring
   4. Need more information about the Ready Reserve Corps and the need for agency sponsorship
4. **COVID-19**
   1. Members should be aggressive in promoting vaccine status to increase awareness and vaccine acceptance
5. **Outside Activity Form for Board Participation**
   1. Be sure to complete your Outside Activity Form and renewal before it expires

**Treasury Report**: LCDR David Lowe

* Balances:

PenFed Checking: $1770.86

PenFed Savings: $699.64

PayPal: $3697.04

* The payment processing system for the PHSAPA was transitioned from PayPal to Wild Apricot as the tool for accepting all payments for membership dues and purchase of PHSAPA merchandise. Auto renewal is set and members can schedule their auto renew
* Are alerts received if members do not renew

**Director of Civil Services**: LCDR Julie Cure

* 1% pay increase for civilian PAs
* CDR McCreary – Utah branch is advocating for OTP within the state

**AAPA House of Delegates Chief Delegate**: CDR (ret) Mark McKinnon or LCDR Ian Marks

* Need to obtain the Boards input on the resolutions that are proposed
* Will establish a process for informing the PHSAPA membership of the resolutions
* Perhaps send the information via Facebook page and list serv

**New/Other Business** – All

* **Membership Discussion**
* Process for solicitation and recruitment of new members
* May need to develop a membership committee to handle membership and voting membership
* LCDR Ian Marks states 1st year of membership was free, this gives them an opportunity to understand what the organization does.
* LCDR Beth Zalno would lead an Ad Hoc Membership Committee
  + CDR Karen Russell (FDA)
  + CAPT Michelle Pelkey
* **Call for Volunteers**
  + LCDR Cari Ritter has interest in volunteering where needed
  + CAPT (ret) Stephen Pollitt
  + CDR Karen Russell – willing to serve as the PHSAPA Liaison

**Meeting Adjourned**: 2104

Pelkey – motion

Demers – 2nd

**Next Meeting**: Wednesday, 4 March 2021 2000-2100 Hours ET