

NOTES 02/01/2007

by Rebecca 'Lee' Tooly CAPT HSO/ USEPA Research Triangle Park, NC/ 919-541-5292

Basic Applied Sciences Professional Advisory Group (**BASPAG**)

Membership Committee Meeting

Thurs Feb 1, 2007 11am EST

By Conference Call (919-541-4154)

Facilitator: Lee Tooly, Committee Lead

AGENDA Topics:

1. Roll call
2. Old business since last meeting of Aug 2006 and e-mail progress report of Nov 16, 2006
3. Report from BASPAG general meeting of Jan 17, 2007
4. New Committee business
5. Schedule date/ time, and proposed agenda for next meeting
6. Open discussion, Q & A's per time and interest

Meeting Outcomes:

1. Roll Call

Present -

LT Amy Chanlongbutra (USDA)

CAPT Henry Chan (FDA)

LT Amy Constantine (FDA)

CAPT Lee Tooly (EPA)

LCDR Iris Valentin-Bon (FDA)

LCDR Ibrahim Kamara (FDA)

Absent –

LT Michelle Bleth (BOP)

LCDR Elizabeth Claverie-Williams (FDA)

LT Tony Garza (EPA)

LT Ieshia Jones (HRSA)

LCDR Bruce Newton (CDC)

LCDR Felicia B Williams (FDA)

LT Brent Welcher (NIH)

2. Old business since last meeting

- BASPAG Webpage design / review
LT Tony Garza could not make the call but reported that he and LT Brent Welcher had not been able to work on the Webpage implementation over last couple of months due to change of duty station for Tony during the holidays and competing job duties for both. It is anticipated that Tony and Brent may re-start the implementation task over the next two months.

Follow-up activities:

1. Tony and Brent will work with the HSO-PAC Webmaster to initiate the implementation of the webpage design that was previously approved by the BASPAG. They will engage the Membership Committee members as necessary during the implementation process to review/ comment as page goes on-line.

3. Report from BASPAG general meeting of Jan 17 2007.

Several committee members attended this general BASPAG meeting. Lee described some of the highlights including installment of the new PAG Chair, addition of new voting member(s), and revision of By-laws to increase number of voting members. The Jan meeting of the BASPAG did not result in any action items for the Membership Committee.

4. Identify new Committee business

Lee facilitated discussion on the following two issues:

Time and attendance –

The issue of time and attendance for committee members was discussed as Lee recognized that some members had not attended many of the meetings over the last year. It was agreed by those in attendance that given the voluntary nature of the committee service, that a formal time and attendance policy was not warranted. Lee has e-mailed those

members who have been consistently absent over the last three quarters and requested they clarify their intention for future involvement and if they wanted to remain on the Committee roster.

Membership drive –

The Committee has in the past conducted periodic membership drives on behalf of the BASPAG. Those efforts initially helped achieve some member applications to the PAG and subscribers to the PAG list serve, however continued solicitations did not result in much additional interest for membership. It was recognized that the number of members and number of subscribers on the list serve had stayed mostly static over the last year. It was agreed that membership drives at this time should take a more targeted approach. Some ideas discussed included targeting the following: newly commissioned officers through lists obtained from OCCO; mentors who may be coaching BASPAG relevant officers; and the JOAG through their periodic newsletter.

It was agreed that Lee would forward these ideas to the BASPAG Chair and Secretary for their consideration and discussion during a future BASPAG meeting. If the BASPAG thinks that such a targeted approach may be productive, then the membership Committee may further organize and support implementation of related activities.

Follow-up activities:

1. Lee will forward to BASPAG Chair and Secretary (S Merriweather-Pack and I Valentin-Bon) the Committee ideas for a membership drive with a more targeted approach.

5. Next Membership Committee call.

The Committee meets quarterly on the *first Thursday* of the respective quarter month, at *11am EST*.

The next call is scheduled for Thursday May 3, 2007 at 11:00 EST

In advance of the call, CAPT Tooly will send notice over BASPAG list serve with agenda and call-in number.