

NOTES 05/24/2007

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

Basic and Applied Science Professional Advisory Group (**BASPAG**)

Membership Committee Meeting

Thurs May24, 2007; 11am EST

By Conference Call: 919.541.4248

Facilitator: R. Lee Tooly, Committee Lead

AGENDA Topics:

1. Roll call
2. Committee business since our last meeting (Feb 2007)
3. Report from BASPAG Executive Committee meeting of May16
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 -

LCDR Felicia B Williams (FDA)
CAPT Henry Chan (FDA)
LCDR Elizabeth Claverie-Williams (FDA)
LT Amy Constantine, (FDA)
LT Tony Garza (EPA)
LCDR Ibrahim Kamara (FDA)
LCDR Bruce Newton (CDC)
CAPT Lee Tooly (EPA)
LCDR Iris Valentin-Bon (FDA)

Absent –

LT Michelle Bleth (BOP)
LT Amy Chanlongbutra (HRSA) (adv notice)
LT Ieshia Jones (HRSA) (adv notice)
LT Brent Welcher (NIH) (adv notice)

2. Committee business since our last meeting (Feb 2007)

- Implementation status for the BASPAG Webpage (LT Welcher and LT Garza)
HSO-PAC site link to BASPAG page is operational.
Discussion with LT Garza noted outstanding items to post on page include the following -
 - Subcommittee roles and projects
 - PAG projects
 - PAG member list
 - Subcommittee member lists

Follow-up activities:

1. Tony will request from subcommittee leads their outstanding data for posting.
2. Lee will re-send to Tony – PAG member dbase; Membership Committee meeting notes, member list, and description of role and project(s).

- Completeness status / maintenance issues for BASPAG member database (LT Chanlongbutra)
In her absence, thanks were given to Amy for her continued administration and maintenance of the PAG member database. Lee emphasized the importance for each member to respond to Amy's periodic calls, including recent, for review and update of member contact data.

Follow-up activities: None specified.

- Progress in drafting targeted memo(s) for a BASPAG membership drive (CAPT Tooly)
Lee briefly summarized previous Committee discussion on this item (and referred ideas on strategic approach as noted in previous meeting minutes).
A completion date had not been specified and Lee reported assigning this item a low priority for her (to draft targeted invitations for Committee review/ approval).
It was agreed that this item is not urgent and desired to initiate member drive end-of-summer, and perhaps quarterly or twice /year thereafter – optimal frequency to be determined.
A few members expressed interest in a PAG brochure/ flyer – purpose and intended audience to be determined.
Felicia B Williams and Liz Claverie-Williams volunteered to help develop materials and implementation strategy for membership drive.

Follow-up activities:

1. Prior to next committee meeting, Lee will contact Felicia and Liz to discuss how to share completion of this activity.

- **Other**
No other old business was noted.

3. Report from BASPAG Executive Committee meeting of May16

Lee invited any members that attended last general PAG meeting to report any items of particular interest to the Membership subcommittee. No news forwarded.

4. Identify new Committee business

- Periodic membership drive
Covered under 2) old business items, with intended action items noted.
- Other – no other new business put forward.

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 August 2, 2007 at 11:00 EST

In advance of the call, CAPT Tooly will send notice to Committee members with agenda and call-in number.

6. Open discussion, Q & A's

Regarding the different promotion milestone dates, clarification was provided by Henry Chan that first date of Dec 31 2006 concerned determination of promotion eligibility based on deployment readiness, and the second date of Apr 2007 concerned a second check of deployment readiness and promotion eligibility for those officers on the promotion lists.