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Basic Applied Science Professional Advisory Group
BASPAG

February 18th, 2009
 Time: 11:00 - 12:00 pm EDT, 8:00 am PDT

Teleconference call number: 888-595-6108

Passcode: 9423244

MEETING MINUTES

Attendance

VOTING MEMBERS								
Attendance	Rank	Last Name	First Name	OPDIV	Voting for Awards Subcommittee Chair	Voting for Professional Development Subcommittee Chair	Voting for Mentor Subcommittee Chair	Voting for Chair-Elect
Present	CDR	Danner	Ali	CDC	Yes	Yes	Yes	Yes
Present	CDR	Jones	Dana	CDC	Yes	Yes	Yes	Yes
Present	CDR	Toy	Phillip	USDA	Yes	Yes	Yes	Yes
Excused	LCDR	Brown	Laurie	OS	Yes	Yes	Yes	Yes
Stand-in	CDR	Rodrigue	Jacqueline	OS				
Present	LCDR	Chanlongbutra	Amy	NPS	Yes	Yes	Yes	Yes
Present	LCDR	Constantine	Amy	FDA		Yes	Yes	Yes
Present	LCDR	Mainor-Harper	Juanika	CDC	Yes	Yes		Yes
Present	LCDR	Melvin	Cathy D.	FDA	Yes	Yes	Yes	Yes
Present	LCDR	Sullivan	Destry M.	FDA		Yes	Yes	Yes
Present	LCDR	Valentin-Bon	Iris E.	USDA	Yes		Yes	Yes
Present	LCDR	Vu	Chau Minh	USDA	Yes	Yes	Yes	
Present	LT	Claverie-Williams	Elizabeth	FDA	Yes	Yes	Yes	Yes
Excused	LT	Garza	Anthony	FDA				
Present	LT	Smith	Damon	OS	Yes	Yes	Yes	Yes
NON-VOTING MEMBERS and GUESTS								
Present	CDR	Culbreath	Dimitrus	OSG				
Present	CDR	Merriweather	Sheila	OS				
Present	CDR	Thai	Linda	FDA				
Present	LCDR	Lee-Bishop	Lynda	HRSA				
Present	LCDR	Rice	Morrisa	HRSA				
Present	LCDR	Peat	Raquel	FDA				
Present	LT	Patel-Larson	Alpa	CDC				
Present	LT	Molina	Hideo	FDA				



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- I. **Call to Order and Introductions** - CDR Ali Danner, BASPAG Chair, greeted the group and called the meeting to order at 11:07 am hours EDT. Roll call was taken by LCDR Chau M. Vu. There were 13 voting members present, including CDR Jacqueline Rodrigue standing in for LCDR Laurie Brown.

- II. **Approval of Minutes** - CDR Danner requested any recommendations, corrections or input for the December 17, 2008, minutes. LCDR Iris Valentin-Bon stated that her current duty station is USDA instead of FDA. CDR Danner asked for a motion that the December Draft minutes be accepted with the correction of the duty station. Motion was made and seconded. All was in favor. CDR Danner requested any recommendations, corrections or input for the January 21st, 2009, minutes. LT Damon Smith stated that his duty station is OS instead of FDA. LCDR Raquel Peat asked whether the term "COF" should be used instead of "COA" Breakout Sessions in the January minutes. CDR Danner stated that the official term is the USPHS Scientific and Training Symposium and recommended that this term be used. CDR Merriweather concurred. LCDR Vu stated that she will make the corrections. LCDR Amy Constantine clarified that in regards to her donation to the Coin project, that she was no longer requesting the tax-deductible statement. CDR Danner stated also that he was also donating without reimbursement and thanked LCDR Constantine for her clarification. CDR Danner asked for a motion that the January Draft minutes be accepted with the correction of the duty station and the corrections of "COA" to "USPHS Scientific and Training Symposium". Motion was made and seconded. All was in favor.

III. Chair Report and Old Business:

CDR Ali Danner stated that the BASPAG would be identifying the Chair Elect and would be discussing about the dual title of Vice Chair. He stated that the Chair Elect would stand in for the Chair on at least 2 occasions: 1) to conduct the BASPAG meeting/conference calls, and 2) to participate in the HS-PAC meetings. CDR Danner also stated that the BASPAG was also looking to fill the Chair positions for various subcommittees.

Another important item was the reviewing of the BASPAG By-Laws, which was requested by the HS-PAC. CDR Linda Thai stated that it was her understanding that the By-Laws are to be reviewed every 2 years, and since the By-Laws were not reviewed during 2008, that the By-Laws should be reviewed this year. CDR Sheila Merriweather stated that during the last HS-PAC meeting, it was discussed that LCDR Rebecca Bunnell, the HS-PAC Chair, will be contacting all of the PAG Chairs to have a meeting. The purpose of the meeting is to reach out to all of the PAGs and to try to develop some consistency between all of the PAGs. LCDR Raquel Peat gave the example of



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the Physician Assistants group having a Chair, a Chair Elect, and a Vice Chair. Typically for the other PAGs, there are usually just the Chair and the Chair Elect. LCDR Peat stated that LCDR Bunnell was going to call a meeting with all of the PAGs either on a quarterly or monthly basis to make sure that issues across the board are uniformly addressed. The meeting is also to discuss the things that are going on with all of the PAGs, since at some of the HS-PAC meetings there is not always a representative from each of the Professional Advisory Group. LCDR Bunnell wants to discuss with the PAG Chairs a new way of thinking for 2009. CDR Danner asked if there were any general perspectives on having both a Chair Elect and a Vice Chair. LCDR Peat stated that the HSO By-Laws was not specific about this for the PAGs. If it works for a particular group then it is fine. The Physicians Assistants group seems to have quite a few items on their agendas, and has been using this model for some time now. The By-Laws would need to spell out the duties of each member. It depends on the needs of the PAG. CDR Sheila Merriweather stated that she had brought up the point that it could be confusing when you have a Chair, Vice Chair and Chair Elect, and that a PAG would need to have a clear job description for each member. CDR Merriweather also stated that LCDR Bunnell will be calling for this meeting to make sure that all of the PAGs are on the same page. CDR Danner asked whether the BASPAG should wait until after that meeting before reviewing the By-Laws. CDR Merriweather stated that the BASPAG should move forward with reviewing the By-Laws, but not finalize anything until after the meeting. LCDR Peat concurred. CDR Linda Thai stated that from the history of the BASPAG, she does not think that it's necessary for the BASPAG to have a Vice Chair also, and that the Chair and Chair Elect should be adequate for the BASPAG to move things forward as well as for good communication. CDR Danner thanked everyone for their input. CDR Danner asked whether the review of the By-Laws should be done with the Voting Members and senior members first and then share it with the BASPAG members at large or if it should be done the other way around. CDR Merriweather suggested that there should be a small committee to do the initial review and then send it out to the Voting Membership first and then finalize it after one or two more monthly meetings. CDR Danner asked LCDR Vu to distribute the BASPAG By-Laws as a Word document to the Voting Membership and asked that the Voting Membership complete the initial review by February 27th, and to provide feedback using track changes on the Word document and to send it to LCDR Vu. CDR Danner will provide a brief outline on how to utilize the track changes and will email it to LCDR Vu.

- a. **BASPAG Coin** - CDR Sheila Merriweather gave an update on the BASPAG coin. CDR Merriweather had asked for a copy of the coin to be sent to her but she had not received it yet. CDR Merriweather stated that in the meantime she requested that a check be cut to the coin company. CDR



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Merriweather stated that time is of the essence since it takes a while to get the check. The sooner the check gets to the coin company, the sooner the coins get duplicated. CDR Danner stated that he and LCDR Vu will follow up on this. LCDR Vu asked CDR Merriweather if she had been reimbursed by COF, and CDR Merriweather confirmed that she had.

- b. **USPHS Scientific & Training Symposium Breakout Sessions:** CDR Sheila Merriweather stated that all the presenters are still on board and are prepared to give their presentations. She stated that it is important that we support the Breakout Sessions by being there and by inviting others to participate. All of the presenters had sent in the necessary documentation so that their names can be published in the program. CDR Merriweather will find out if this includes the regular registration to the USPHS Scientific and Training Symposium for the presenters.

IV. Standing Committee Reports

- a. **Membership subcommittee:** LT Elizabeth Claverie-Williams stated that there are no reports this month, and that the Membership Subcommittee will be meeting next month. She asked if there are any BASPAG members who would like to join the Membership Subcommittee to email her. LT Claverie-Williams will be sending LCDR Vu an email with a list of names of individuals who she is recommending for letters of appreciation for their services in the Membership Subcommittee.
- b. **Mentoring subcommittee:** No report at this time. CDR Danner suggested that there are resources for the Mentoring Subcommittee that can be found at the various PAC websites, such as evaluation forms for Mentors, etc. that we can use in our program.
- c. **Awards subcommittee:** No report at this time.

V. New Business:

CDR Danner asked LCDR Vu to remind the BASPAG members whether or not there are nominees for each of the subcommittees, as well as the nominee(s) for Chair Elect. LCDR Vu stated that she had received one email request to self-nominate for the Professional Development Subcommittee and/or Chair Elect. During the last meeting we had one self-nominee for the Mentor Subcommittee, and so far we have no nominee for the Awards Subcommittee. In summary, there are 2 nominees for Chair Elect, one nominee for the Mentor Subcommittee, one nominee for the Professional Development Subcommittee, and no nominee for the Awards Subcommittee. LCDR Destry Sillivan



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volunteered to help Chair the Awards Subcommittee if CDR Merriweather would be willing to advise him. CDR Merriweather stated that she is willing to do so. CDR Danner requested for any additional nominations or self-nominations for the 4 positions mentioned at this time. LCDR Juanika Mainor-Harper asked if there are opportunities for Co-Chair positions or only Chair positions. CDR Danner stated that officially we have only Chair positions, but he thinks it's healthy to have Co-Chairs on Subcommittees. CDR Merriweather agreed and stated that first the BASPAG needs to fill the Chairmanship positions and then fill the Co-Chairs afterwards. The Voting Members are the ones taking responsibility for the Chairmanship, and if one is concerned about knowing what to do, there are BASPAG members who can give guidance. LCDR Mainor-Harper stated that she would like to self-nominate for the Chair position of the Mentor Subcommittee. LCDR Vu confirmed that LCDR Mainor-Harper was the nominee for the Mentor Subcommittee during last month's meeting. CDR Linda Thai stated that the voting members can nominate or self-nominate for the Chair positions but the non-voting members can volunteer to support each of the subcommittees as the subcommittees will need help. CDR Danner stated that if there were no additional nominations or self-nominations, that the BASPAG move forward with voting for the Subcommittees and the Chair Elect positions.

- a. **Voting for Chair for Awards Subcommittee:** LCDR Destry Sillivan is the nominee for the Chair position for the Awards Subcommittee. There were 11 Voting Members who voted for LCDR Destry Sillivan as Chair for the Awards Subcommittee. CDR Danner stated that based on the nomination and the unanimous vote, CDR Danner welcomed LCDR Destry Sillivan as the 2009 Awards Subcommittee Chair.
- b. **Voting for Chair for Professional Development Subcommittee:** LCDR Iris Valentin-Bon is the nominee for the Chair position for the Professional Development Subcommittee. There were 12 Voting Members who voted for LCDR Iris Valentin-Bon as Chair for the Professional Development Subcommittee. CDR Danner stated that based on the nomination and the unanimous vote, CDR Danner welcomed LCDR Iris Valentin-Bon as the 2009 Professional Development Subcommittee Chair.
- c. **Voting for Chair for Mentor Subcommittee:** LCDR Juanika Mainor-Harper is the nominee for the Chair position for the Mentor Subcommittee. There were 12 Voting Members who voted for LCDR Juanika Mainor-Harper as Chair for the Mentor Subcommittee. CDR Danner stated that based on the nomination and the unanimous vote,



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CDR Danner welcomed LCDR Juanika Mainor-Harper as the 2009 Mentor Subcommittee Chair.

- d. **Voting for Chair-Elect:** LCDR Iris Valentin-Bon had emailed her self-nomination for Chair Elect. CDR Danner stated that he had nominated LCDR Vu for Chair Elect during the last meeting. There are two nominees for Chair Elect. CDR Danner stated that both nominees would be excellent at this. LT Elizabeth Claverie-Williams stated that since there is more than one nominee for the position, she suggested that the voting members email CDR Danner their choice for Chair Elect. LCDR Iris Valentin-Bon requested to withdraw her self-nomination for Chair Elect. CDR Danner thanked LCDR Valentin-Bon for her offer. CDR Danner requested that a vote be taken with LCDR Chau Vu as the nominee for Chair Elect. There were 12 Voting Members who voted for LCDR Chau Vu as Chair Elect. CDR Danner stated that based on the nomination and the unanimous vote, CDR Danner welcomed LCDR Chau Vu as the 2009 Chair Elect and the 2010 BASPAG Chair.

CDR Danner requested that the Subcommittee Chairs from the previous year be identified. LCDR Vu stated that since this is the first year for the Professional Development Subcommittee, that LCDR Iris Valentin-Bon is the first Chair of the Professional Development Subcommittee. For the Mentor Subcommittee, it was CDR Phillip Toy and then CAPT Nancy Bill, both of whom would be able to assist LCDR Juanika Mainor-Harper. The Awards Subcommittee Chair was CDR Sheila Merriweather, and she would be able to assist LCDR Destry Sillivan.

VI. Open Floor:

- a. **Newsletter:** LCDR Raquel Peat asked if everyone had a chance to look at CDR Merriweather's email from last Friday. The email was in regards to the announcement of the H.A. PAG's newsletter. LCDR Peat asked if the BASPAG would consider having a newsletter as well. LCDR Amy Constantine stated that she was a Co-Chair for the Communications committee, and that the JOAG CPC puts out a newsletter as well. She was wondering if the Bylaws would allow for other newsletters. LCDR Peat stated that the Bylaws are very general and does not have any stipulations regarding newsletters. LCDR Peat stated that the H.A. just announced their inauguration of their newsletter, which is more specific to their particular group, such as job announcements, and dialogues for those members who may not be able to make it to the meetings. She stated that this is also another forum where we can announce and recruit for BASPAG members. CDR Danner stated that at large most PAGs have developed minutes and have not had newsletters, but he is receptive and is aware that when it is targeted towards a specific group



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that it can be very helpful as long as it is perceived that there are enough information to go into a newsletter. LCDR Peat stated that she thought that it would be something that we can think about in the future. CDR Danner stated that he appreciates the recommendation.

- b. Announcements: CDR Dana Jones states that there are 6 positions with the CDC (0-4 to 0-6 billets). CDR Danner asked that CDR Jones forward the announcements to LCDR Vu to forward to the BASPAG members.

VII. Adjournment - This meeting was adjourned at 11:59 am EDT

Next meeting will be held on March 18th, 2009
Third Wednesday of every month 11:00 -12:00 EDT, 8:00 are PDT.
Teleconference call number: 1-866-761-3314
Passcode: 6211189
Minutes taken by LCDR Chau M. Vu. Revised by LCDR Chau M. Vu.

