



- I. **Call to Order and Introductions** - CDR Sheila Merriweather called the meeting to order at 1105 hours EDT. Roll call was taken by LCDR Iris E. Valentin-Bon.
- II. **Approvals of Minutes** - February minutes were approved with corrections made by CDR Sheila Merriweather, LCDR Ali Danner and LT Raquel Peat. Minutes were approved by CAPT Lee Tooly with noted changes.
- III. **Chair Report and Old Business**
  - a. **HS PAC Chair Report** - HS PAC is seeking new members beginning January 2008, length of time will be for three years and an email was sent out to the BASPAG, nomination package due June 30<sup>th</sup> 2007 and should be submitted to **CDR Karen Sackkard**. No answer on how many members the PAC wants to recruit.
  - b. **HSO website** - Assistance was requested for the redefining of the website (HSO) resource directory to make it more user friendly with a fresher look and to integrate and update all information for active PAG's. The web subcommittee anticipates launching the new website by April 1. BASPAG was asked to complete a template and provide information like name of the Chair, the mission statement, meeting minutes etc. CAPT Tooly volunteered on behalf of the BASPAG's Membership subcommittee to fulfill that request by the HSO-PAC as the webpage task is being implemented already by committee members. Chair CDR Merriweather was asked to forward the recent statement she and others prepared to describe what BASPAG does and how it serves the HS category. The BASPAG Membership subcommittee will work with the HSO-PAC web subcommittee liaison to post the BASPAG page and comply with the standard format requested.
  - c. CDR Phillip Toy and LCDR Ali Danner helped in the writing of a couple of paragraphs on what BASPAG is, what it does and how it serves the HS category. CDR Merriweather submitted the paragraph that stated:
    1. "BASPAG serves in a resource and advisory capacity, in the development, coordination and evaluation of activities related to basic applied science professional disciplines among a health services officers in the United States Public Health Services with the following objectives" CDR Merriweather listed all the objectives.
    2. "BASPAG comprises scientific disciplines such a biological sciences, epidemiology, health sciences, mathematical, and physical sciences. A current and unrestricted valid license is not required to be a member for the BASPAG." CDR

Merriweather acknowledged the officers who collaborated in the creation of the paragraphs in a timely fashion.

- d. **Kissel and Garcia Awards** - HSO sent an announcement for the 2007 Kissel and Joseph Garcia awards, nominations are due April 2<sup>nd</sup>, 2007; CDR Merriweather encouraged officer to go to the website for additional information.
- e. **Appointment boards** - Opportunities to serve in Appointment board on April 10<sup>th</sup>. Interested to participate and represent BASPAG in this capacity should forward their information to CDR Merriweather who will forward to LTJG Jones, due date March 30<sup>th</sup>.
- f. **Evening Social event** - 2007 United States Public Health Service Scientific and Training Symposium, Evening Social event, scheduled for Wednesday, June 6 from 7:00 pm to 1130 pm at the Cincinnati Museum Center. Cost is \$40.00 per person.
- g. **Chair Elect position** - open floor discussion. During last meeting was discussed the role and responsibilities of the Chair Elect, like represent the BASPAG Chair in case she/he is not available to assist meetings, report out to the HSO PAC meetings on behalf BASPAG, review documents and ultimately, to serve in full capacity the following year. LCDR Linda Thai self-nominated to serve in this capacity. CDR Merriweather presented a motion to elevate LCDR Thai for the Chair Elect position; all voting members agreed and forwarded the vote. LCDR Paul Dexter volunteered to represent CDR Bersani and Carderelli.

#### IV. New Business

- a. **Membership drive**- CAPT Lee Tooly reported that the Membership subcommittee has discussed the usefulness of conducting a membership drive for BASPAG as it did on several occasions between 2005-2006. It was suggested that a membership drive be done to target Junior Officers group and the HSO Mentors to help facilitate recruitment of new officers to the BASPAG. LT Amy Constantine has volunteered to write an announcement for consideration by the JOAG newsletter. Criteria of how to become a member of BASPAG was discussed - i.e., that it is not limited to the HS officer, but anticipated that it will be comprised primarily of HSO's. The majority of those in attendance were in favor of conducting such a member drive. CAPT Tooly proposed that she will generate a short letter for Chair CDR Merriweather's signature - to invite new members to BASPAG. Target audiences will include BASPAG listserve, the HSO mentors, and the JOAG newsletter.

- b. **BASPAG representation on HS PAC work unit teams for billets and other issues.** CDR Phillip Toy and LCDR Ibrahim Kamara. All requests came in when CDR Merriweather was out of the country and wasn't able to respond. She has received requests of volunteers to represent billet activities-Feb 28<sup>th</sup> by CDR's Chris Bersani and John Carderelli to answer questions on behalf of BASPAG specific for officers profile and selection system. CDR Merriweather requested for volunteers. LCDR Paul Dexter offered to represent on behalf BASPAG.
- c. **BASPAG representation for HSO PAC Discipline content for the creation of Career Development and Training PAC Matrix for our discipline, what kind of progress BASPAG has made.** CDR Merriweather volunteered to represent and give updates.
- d. **Uniform Personal Appearance Standards volunteers request, if officers are interested let CDR Merriweather know.**

**V. Standing Committee Reports**

- a. **Membership** - CAPT Lee Tooly report is included above.
- b. **Deployment/Readiness** - LCDR Dexter reported no recent activity. CAPT Henry Chan brought up that the FMRB officers had been notified this week that they were eligible to receive the award. If officers felt they were eligible and were not notified, then they should contact OFRD to follow up.

**VI. Open Floor**

**VII. Adjournment** this meeting was adjourned at 11:55 am.

Next meeting will be held on April 18<sup>th</sup>, 2007

Third Wednesday of every month

11:00 -12:00 EDT, 8:00 am PDT.

Teleconference call number: will be provided later

Passcode: will be provided later

Minutes taken by LCDR Iris E. Valentin-Bon. Revised by CAPT Lee Tooly, CDR Sheila Merriweather, LCDR Paul Dexter and LT Raquel Peat.

