

Health Administration Professional Advisory Group (HAPAG)

Meeting Minutes

May 30, 2006

The meeting convened at 2:05 pm EST. 12 of 20 HAPAG members were present: CAPT Astrid Szeto*, CDR Brad Austin (Chair), CDR Leo Moody* (Chair-Elect), CDR Craig Wilkins*, CDR Anne Perry*, CDR Gay Nord*, CDR George Durgin*, LCDR Cheryl Ford*, LCDR Sianat Kamal*, LT Shwana Coleman*, LT Helen Hunter*, and LT Delia Jones*. (Members with an asterisk participated via teleconference.)

I. Approval of the April HAPAG Minutes

A quorum of voting members was present to vote on the minutes. The minutes were accepted.

II. Operating Subcommittees for 2006

- **Communication:** CDR Anne Perry thanked LT Helen Hunter as HAPAG has a listserv now. CDR Perry will have CAPT Brown send an email to all Health Administrators to sign up to the HAPAG listserv. The email to CAPT Brown will have all the steps listed as to how to sign up. The website will have HAPAG by-laws, HAPAG minutes, and links to professional organizations. CDR Austin questioned how to handle the links to professional organizations. All members agreed that it is ok to put the links to professional organizations on the HAPAG website. CDR Austin will send the list of HAPAG members to CDR Perry. He also recommended that by 31 May members should send links to professional organizations to CDR Perry.
- **Recruitment/Retention:** This subcommittee was not represented at this meeting.
- **Career Opportunities and Professional Development:** No formal report was presented. CDR Austin suggested that a topic for this subcommittee can be comparing Health Administration program structure with other sister Services. LCDR Kamal questioned how beneficial would that be and offered to come up with other topics in the near future. CAPT Szeto agreed.
- **Policy:** CDR Craig Wilkins reported that the by-laws are supposed to be updated every three years but we can do it on as needed basis. He suggested that within the by-laws' Operation and Procedure section, names of all subcommittees be added. In the by-laws he also wants to address in the event the HAPAG Chair can not finish the term, what steps needs to be taken in order to respond to the situation. CDR Austin will report to the HSPAC about upcoming changes to the HAPAG by-laws.

- **Membership:** No formal report was presented. LT Delia Jones shared that she is going to get the HAPAG self nomination form together. She is also going to check with the SG's office as to whether we, the HAPAG voting members, are eligible for any awards from the SG's office for participation in the Group.
- **Awards:** No report was presented. The award plaque to CAPT Amy Barkin needs to be fixed; LT Jones will take care of the issue. CDR Austin will send an email to all HAPAG voting members asking \$4 to cover the cost of the award since the subcommittee does not have a budgetary fund.

III. Health Administration Readiness Activities

CDR Austin reported that we are at 76% in terms of Basic Readiness.

IV. New Agenda Items

LCDR Kamal suggested that we establish an account to support future monetary needs of HAPAG; therefore all are encouraged to think about fund raising activities for HAPAG.

V. Adjourned at 3:10 p.m. EST.

Prepared by: LCDR Sianat Kamal

Reviewed by: CDR Brad Austin