

The Association of State & Territorial Public Health Nutrition Directors Strategic Plan June 2012 – June 2017

Mission:

The Association of State & Territorial Public Health Nutrition Directors develops leaders in public health nutrition who strengthen policy, programs and environments making it possible for everyone to make healthy food choices and achieve healthy, active lifestyles.

Vision:

Creating new environmental norms where healthy eating and active living are the easy and natural choices.

Goals (targets we want to hit by June 2017):

- ✓ ASTPHND members are well informed and the organization presents a consistent, clear message on the role and value of PHN
- ✓ ASTPHND has developed effective partnerships that further the priorities of the organization
- ✓ ASTPHND has successfully advocated for policies, funding, and programs that promote nutrition and physical activity and that prevent disease
- ✓ ASTPHND has developed well informed leaders in the PHN field across all states through various training opportunities, tracked PHN workforce information and provided training tools to its members
- ✓ ASTPHND has a strong, engaged Board, active Committees and Councils, a more diverse funding base and a larger membership base

Strategies (plans of what we are going to do):

1. Communicate with members and partners.
2. Collaborate with partners.
3. Advocate for policies, funding, and programs that promote nutrition and physical activity and prevent disease.
4. Develop and support the membership.
5. Strengthen the organization.

Priority Issues:

To help the association decide how to use its resources the Board determines the list of priority issues every year. The Priority Issues can be found in a separate file.

Top Action Items:

In February 2012, the Board of Directors prioritized the list of 141 action items. The top action items for 2012 to 2013 can be found in a separate file.

Councils:

As of February 2012, ASTPHND has three councils: Maternal and Child Health Nutrition Council, National Council of Fruit & Vegetable Nutrition Coordinators, and Obesity Prevention Nutrition Council. These councils are critical to the success of the association. The work of the councils contributes to the strategies and actions in the strategic plan.

Strategy 1: Communicate with members and partners.

ACTIONS	Consultant lead	RESPONSIBLE COMMITTEE
A. Web and Electronic Communications		
1. Maintain a relevant web site at www.astphnd.org	L. Alfred	Communications Committee
2. Enhance and extend the use of websites through use of forums, social media, training resources, and webcasting	K. Probert	Communications Committee
3. Post highlights of monthly BOD calls on website.	L. Alfred	Board of Directors Secretary
4. Distribute electronic newsletters annually and archive past issues on ASTPHND website. – 10 ASTPHND newsletters per year	L. Alfred	Communications Committee
Distribute electronic newsletters annually and archive past issues on ASTPHND website. – 10 F&V Nutrition Council newsletters per year	J. Atkinson	F&V Council
5. Implement policies and procedures having to do with the website and communicating with members. (For example: retention of information on the website policy and guidelines on communicating with members)	C. Atterbury	Communications Committee
B. Consistency in ASTPHND Communications		
6. Develop boilerplate language for use in all written communication	K. Probert	Communications Committee
7. Create unified and consistent messaging, look, feel, tone for all communication endeavors	K. Probert	Communications Committee
C. Market and Promote the Organization		
8. Determine feasibility and logistics of Association name change. This needs to be debated and resolved.	K. Probert	Board of Directors
9. Create key messages regarding what ASTPHND is, what it does and its value	K. Probert	Communications Committee
10. Raise and maintain awareness of ASTPHND's leadership in public health nutrition, its collaborative efforts, and its educational/advocacy efforts	K. Probert	Board of Directors
11. Produce and distribute an annual report.	L. Alfred	President and President-elect

Strategy 2: Collaborate with partners.

ACTIONS	Consultant lead	RESPONSIBLE COMMITTEE
A. Partnership Policy		
12. Implement the ASTPHND Partnership Policy. See the policy on WebEx. a. Conduct an annual review of the organizations that ASTPHND is working with.	L. Alfred	Collaboration Committee
Implement the ASTPHND Partnership Policy. See the policy on WebEx. b. Report proposed collaborations to Board of Directors	L. Alfred	Collaboration Committee
Implement the ASTPHND Partnership Policy. See the policy on WebEx. c. Hold at least one annual conference call of all liaisons to encourage networking among liaisons	L. Alfred	Collaboration Committee
Implement the ASTPHND Partnership Policy. See the policy on WebEx. d. Report regularly to the Board of Directors on key activities, accomplishments, resources, funding opportunities, and emerging issues from partner organization.	L. Alfred	Liaison Corps
13. Annually review the ASTPHND Partnership Policy and revise as needed.	L. Alfred	Collaboration Committee
B. Collaborating Organizations		
14. Maintain a detailed list and summary list of collaborative partners that are organized according to active collaborations, time-limited collaborations, and inactive.	L. Alfred	Collaboration Committee
15. Include in the association annual report the results of liaison and consultant activities and collaborations	L. Alfred	
16. Revise Collaboration Review Checklist to consider and determine expected outcomes and purposes of each partnership/collaboration with each liaison.	L. Alfred	Collaboration Committee
17. Develop and maintain collaborations that support the work of ASTPHND and the Councils and to address priority issues.	L. Alfred	Collaboration Committee
18. Monitor the public health nutrition field and identify strategically-important new groups for collaboration. (For example in 2012 an emerging area of focus for public health nutrition is child care and some new organizations to work with may be needed.)	L. Alfred	Collaboration Committee
19. Match existing collaborations with priority issues to assess alignment	L. Alfred	Collaboration Committee

ACTIONS	Consultant lead	RESPONSIBLE COMMITTEE
with the strategic plan priority issues		
20. Include on partnership checklist the strategic plan priority issue (s) that each collaboration addresses.	L. Alfred	Collaboration Committee
C. ASTPHND Liaisons		
21. Develop and implement a procedure for orienting new liaisons	L. Alfred	Collaboration Committee
22. Strengthen association communication with liaisons	L. Alfred	Collaboration Committee
23. Tailor key messages for liaisons when representing ASTPHND	L. Alfred	Collaboration Committee
D. Integrate nutrition & physical activity		
24. Continue to nurture the relationship with the National Society of Physical Activity Practitioners in Public Health (NSPAPPH) – Collaborate on cross-relevant training opportunities – Share resources	L. Alfred	Collaboration Committee
Continue to nurture the relationship with the National Society of Physical Activity Practitioners in Public Health (NSPAPPH) – Collaborate on annual meetings	C. Atterbury	Annual Meeting Planning Committee
25. Work collaboratively to develop consistent, actionable polices, environmental strategies and messages that integrate nutrition, physical activity and obesity prevention. Consider agreeing to special projects and initiatives to further this goal.	K. Probert	
E. Integrate nutrition across and among federal programs		
26. Continue working with Let's Move Salad Bars to Schools initiative and with federal funding continue offering mini grants to state health agencies in support of their work to get salad bars in schools.	J. Atkinson	F&V Nutrition Council Salad Bar workgroup
27. Assess the need to develop a workgroup to help members strengthen nutrition presence as states coordinate chronic disease programs.	H. Kent	Obesity Prevention Nutrition Council
28. Continue to work with leadership of Association of State and Territorial Health Officials (ASTHO) and ASTHO affiliate organizations including, but not limited to, National Association of Chronic Disease Directors (NACDD), Directors of Health Promotion and Education (DHPE), and Association of Maternal and Child Health Programs (AMCHP) to establish joint training initiatives/projects and or resources to address mutual training needs of memberships and to foster integration of state programs to address obesity, nutrition and physical activity across programs	K. Probert	Collaboration Committee

ACTIONS	Consultant lead	RESPONSIBLE COMMITTEE
/diseases, funding streams, and disciplines.		
29. Continue collaborative relationship with the United States Breastfeeding Committee (USBC).	C. Atterbury	USBC Liaisons
30. Continue active participation in National Fruit and Vegetable Alliance (NFVA).	J. Atkinson	F&V Nutrition Council
31. Continue active participation in the Tri-Affiliate Obesity Prevention Workgroup which includes ASTPHND, DHPE, and NACDD.	H. Kent	Obesity Prevention Nutrition Council
32. Fulfill commitments in MOU with USDA, FNS. Look for and pursue opportunities to expand relationship with USDA, FNS.	J. Atkinson	
33. As needed, provide support and a process to convene a cross-disciplinary work group of state-level professionals to provide recommendations to CDC-DNPA on effective ways to work with states to develop programming in areas of nutrition, physical activity and obesity prevention.	K. Probert	
34. Offer guidance (e.g. written recommendations) to support collaboration at state and federal levels among CDC-, MCHB-, USDA, FNS-funded programs. – Take lessons learned from the mini learning collaborative to states.	H. Kent	MCH Nutrition Council

Strategy 3: Advocate for policies, funding and programming that promote nutrition and physical activity.

ACTIONS	Consultant lead	RESPONSIBLE COMMITTEE
A. Advocacy through key partnerships		
35. Maintain relationships with National Alliance for Nutrition and Activity (NANA), Trust for America’s Health (TFAH), ASTHO, NACDD, United Fresh, AMCHP, Food Research and Action Committee (FRAC), USBC, National WIC Association, Academy for Nutrition and Dietetics (AND), and others to monitor public health nutrition issues.	J. Atkinson	Advocacy Committee
36. Maintain membership on ASTHO Prevention Policy and Access Policy Committees.	L. Alfred	Collaboration Committee
37. Evaluate the costs of contracted advocacy support for national level nutrition-related programs, funding, and initiatives.	J. Atkinson	Board of Directors and Advocacy Committee
38. Assess feasibility of coordinating with an ASTHO or ASTHO Affiliate legislative day in DC and consider a formal partnership agreement with other affiliates for legislative support.	J. Atkinson	Advocacy Committee
B. Public Policy Activities		
39. Set advocacy priorities every year.	J. Atkinson	Advocacy Committee and Board of Directors
40. Prepare or sign on to other organization’s federal agency regulatory comments on priority public health nutrition issues.	J. Atkinson	Advocacy Committee
41. Collaborate with partner organizations to educate and impact national legislators on the connection between nutrition, physical activity, chronic disease, and environmental and policy interventions.	J. Atkinson	Advocacy Committee
42. Continue to identify emerging opportunities for ASTPHND to support policy initiatives related to our mission including researching issues and drafting ASTPHND responses to food, nutrition and health related policy, legislation and funding issues. Opportunities can include association position papers	J. Atkinson	Advocacy Committee
43. Notify members of advocacy action opportunities that are pressing or urgent.	J. Atkinson	Advocacy Committee
44. Engage members in the Farm Bill reauthorization and CNR revisions, develop comments on both, and encourage members to support the association’s position.	J. Atkinson	Advocacy Committee

ACTIONS	Consultant lead	RESPONSIBLE COMMITTEE
45. Train members on how to advocate effectively while complying with their state restrictions.	J. Atkinson	Advocacy Committee
C. Advocacy for Targeted Funding		
46. Establish guidance on the association’s work on federal appropriations bills.	J. Atkinson	Advocacy Committee
47. Educate and inform membership on ways to advocate for increased funding. Points of consideration: <ul style="list-style-type: none"> – Role of public health nutrition with funding increases (e.g. community transformation grants) – State health agency role when funding is issued to local nonprofit organizations and local health departments – Advocate for a strong role for public health nutrition when funding is consolidated (e.g. chronic disease prevention and control coordination) 	K. Probert	
48. Maintain ASTPHND advocacy representative on Chronic Disease Directors and Directors of Health Promotion & Education Legislative Committee to support federal health funding.	J. Atkinson	Advocacy Committee
49. Support members by sharing models/strategies from states accessing and utilizing new, expanded sources of funding.	K. Probert	
50. <i>Consider</i> conducting a national survey of states to assess funding mechanisms and provide results as a “clearing house” on the web site. First, consider assessing “what has been done” in this area and feasibility of pursuing the clearinghouse.	K. Probert	

Strategy 4: Develop and support the Membership.

ACTIONS	Consultant lead	RESPONSIBLE COMMITTEE
A. Workforce		
51. Assess the need for a detailed description of a public health nutritionist that meets the needs of ASTPHND members. If needed, then develop this product.	K. Probert	
52. Create Awareness for the Role and Value of the Public Health Nutritionist	K. Probert	Communications Committee
53. Form an ad hoc committee to decide next steps regarding a Workforce Survey <ul style="list-style-type: none"> – Evaluate the national workforce survey process and determine if this needs to be continued considering the cost/benefit ratio to ASTPHND and to states. If the workforce survey is to continue, then determine how frequently it is done and identify the strategies to fund and implement the survey in order to get timely, high quality results that are of maximum value to states and members. – Suggested changes: Do it more regularly; do it in conjunction with another survey; account for changes in benefits as well as salaries; look at the type of tasks people are doing; keep similar wording of previous surveys to monitor trends 	K. Probert	
54. Enhance the succession management resource on www.astphnd.org	K. Probert	
55. Maintain <i>Personnel in Public Health Nutrition in the 2000s</i> on ASTPHND website.	K. Probert	
56. Reintroduce the Personnel in Public Health Nutrition in the 2000s to members with tips on how to use the resource.	K. Probert	
57. Create a forum to share successful efforts to increase reimbursement for PHN staff.	K. Probert	
B. Education & Training		
58. Annual Meeting: representative committee of members and partners will design an annual meeting to address training and development needs of members and partners based on survey results.	C. Atterbury	Annual Meeting Planning Committee
59. Annual Meeting: develop leadership content and focus for membership in coordination with the annual meeting.	C. Atterbury	Annual Meeting Planning Committee

ACTIONS	Consultant lead	RESPONSIBLE COMMITTEE
60. Annual Meeting: secure member travel support for annual meeting from partners/sponsors.	K. Probert	
61. Annual meeting: provide communication support for Annual Meeting and other association forums (exhibits and trade shows)	C. Atterbury	
62. Annual Meeting: post speaker materials on ASTPHND website.	C. Atterbury	
63. Annual Meeting: seek funding to videotape AM sessions and post on ASTPHND website	K. Probert	
64. Annual Meeting: offer extra training days that meet the needs of members, e.g. fruit and vegetable training day or breastfeeding promotion training	C. Atterbury	
65. Webinar: Notify members of relevant webinars offered by other organizations	A. McGuigan	
66. Webinar: Consider opportunities for collaborating with partners to offer web-based training.	K. Probert	
67. Moving to the Future: Maintain, market, and generate revenue from the Moving to the Future Web Site.	K Probert	
68. Moving to the Future: Revitalize this resource and represent to members. Consider another train-the-trainer and describe its value to public health agency accreditation.	K. Probert	
69. Moving to the Future: offer tailored training programs to state health agencies based on the five-step planning process outlined in the <i>Moving to the Future</i> publications.	K. Probert	
70. Advocate for the role of public health nutritionists in emergency preparedness and train members accordingly (e.g. food and nutrition concerns during natural disaster or other emergency)	K. Probert	
71. Blueprint: Continue Blueprint for Nutrition and Physical Activity learning collaborative project in 2012	H. Kent	MCH Nutrition Council
72. Blueprint: Seek funding to continue Blueprint for Nutrition and Physical Activity learning collaborative project	K. Probert	
73. Blueprint: Assist as requested in updating the Blueprint for Nutrition & Physical Activity resource.	K. Probert	
74. Training resources: Develop and distribute training materials (web pages, documents) to members. Resources may be specific to council members or relevant to all members.	Varies but K. Probert oversees	

ACTIONS	Consultant lead	RESPONSIBLE COMMITTEE
75. Training calls: Offer conference call training sessions to members of the Fruit & Vegetable Nutrition Council.	J. Atkinson	F&V Nutrition Council
Training calls: Offer conference call training sessions to members of the MCH Nutrition Council.	H. Kent	MCH Nutrition Council
76. Training opportunity: Each ASTPHND Council will open up at least one training (conference call, face-to-face, or webinar) to all ASTPHND members.	K. Probert	
C. Capacity of state health agencies to promote nutrition & physical activity		
77. Re-convene and evaluate the purpose, charge and name of the Data & Epi Committee. – Monitor the PedNSS and PNSS issue – Re-evaluate the need for another Workforce Survey	K. Probert	
78. Promote the Nutrition in MCH brief.	H. Kent	MCH Nutrition Council
79. Finalize and promote the resource that describes the state health agency role in obesity prevention.	H. Kent	Obesity Prevention Nutrition Council and Tri-affiliate Obesity Prevention workgroup
80. Develop and distribute a Call to Action document that defines the role and emphasizes the value of a public health nutritionist in a state health agency obesity program.	H. Kent	Obesity Prevention Nutrition Council
81. Position ASTPHND for a leadership role in accreditation – Inform members about the public health accreditation process and standards – Highlight members who are involved in their state’s work on accreditation – Provide member support for becoming involved in the state level public health accreditation process	K. Probert	
D. Member Recognition and Engagement		
82. Select ASTPHND Award winners annually	A. McGuigan	Membership Committee
83. Develop a program to engage students in ASTPHND and a passion for public health nutrition. a. Involve public health nutrition graduate students in association projects (4 votes) – Drafting comments on proposed federal agency regulations – Joining committees	Varies, maybe H. Kent as overseer	

ACTIONS	Consultant lead	RESPONSIBLE COMMITTEE
– Helping develop resources of use to ASTPHND members		
Develop a program to engage students in ASTPHND and a passion for public health nutrition. b. Assess feasibility of a student member Membership Category (3 votes)	A. McGuigan	Membership Committee
Develop a program to engage students in ASTPHND and a passion for public health nutrition. c. Maintain student scholarship program for ASTPHND Annual Meeting (2 votes)	C. Atterbury	Board Treasurer
Develop a program to engage students in ASTPHND and a passion for public health nutrition. d. Develop an outstanding ASTPHND member student award (1 vote)	A. McGuigan	Membership Committee
Develop a program to engage students in ASTPHND and a passion for public health nutrition. e. Develop and implement a mechanism to link states needing project help with graduate students and faculty members to work on activities that are relevant to the students work and meet state needs (1 vote)	H. Kent	MCH Nutrition Council
Develop a program to engage students in ASTPHND and a passion for public health nutrition. f. Consider developing an ASTPHND internship for graduate students (0 votes)	K. Probert	
Develop a program to engage students in ASTPHND and a passion for public health nutrition. g. Letters of recognition by ASTPHND president for work in the association (0 votes)	K. Probert	Board President
84. Advance and elevate profile of individual members	K. Probert	Communications and Membership Committees
85. Strengthen internal communication with members for purposes of retention and continual representation in all states and territories. (This is an initiative to ensure every state has active, participating members.)	A. McGuigan	Membership Committee
86. Complete an ASTPHND membership survey every two years	J. Atkinson	Training Needs Assessment and Membership Committees

ACTIONS	Consultant lead	RESPONSIBLE COMMITTEE
87. Complete an annual training needs assessment of members	J. Atkinson	Training Needs Assessment Committee
88. Welcome new members with letters, phone calls, and orientation sessions.	A. McGuigan	Membership Committee
89. Organize a new member activity at the Annual Meeting.	A. McGuigan	Membership Committee
90. Provide communication support for training and mentoring efforts	A. McGuigan	Membership Committee
91. Offer specific opportunities for members to participate in a variety of association activities and initiatives. – Invite members to be a liaison to collaborating organizations – Invite members to join committees – Invite members to co-chair committees with Board members	K. Probert	Membership Committee
92. Continue to hold face-to-face “meet the leadership” events at the Annual Meeting and invite membership to attend the June Board Meetings held during annual meeting.	K. Probert	
93. Implement membership-related policies and procedures (e.g. membership database procedure, member benefits policies, filling vacant designee positions). Update policies as needed, and develop new policies as needed.	A. McGuigan	Membership Committee
E. Member Recruitment		
94. Develop outreach program to young public health nutritionists (new professionals and students)	K. Probert	Communications Committee
95. Reconsider opening the Expanded Member category to allow nutrition professionals from other state agencies (aging, education, agriculture).	K. Probert	Board of Directors
96. Reconsider allowing Associate Members to serve on the Board of Directors.	K. Probert	Board of Directors
F. Leadership Development for full membership		
97. Open monthly leader orientation calls to all members.	K. Probert	
98. Consider new strategies to recruit new Board members for the ballot.	K. Probert	Governance Committee
99. Refine and implement leadership program for members contemplating leadership growth	H. Kent	Governance Committee
100. Support the leadership programs offered to ASTPHND members by the MCHB Nutrition Training Grantees. – Market availability of programs to ASTPHND members	H. Kent	MCH Nutrition Council

ACTIONS	Consultant lead	RESPONSIBLE COMMITTEE
<ul style="list-style-type: none"> - Distribute results of the leadership projects with ASTHPND members 		
<p>101. Encourage and support members to sit on national committees and subcommittees as liaisons for ASTPHND.</p>	L. Alfred	Collaboration Committee

Strategy 5: Strengthen the organization.

ACTIONS	Consultant lead	RESPONSIBLE COMMITTEE
A. Board Leadership Development		
102. Complete a formal annual Board Self-evaluation. Use results to plan board development activities for upcoming year and send results to the governance committee.	K. Probert	Board of Directors
103. Continue offering comprehensive Board orientation <ul style="list-style-type: none"> – Monthly leader orientation calls – Board welcome letter – Include newly-elected, but not-yet-serving Board members in Annual Meeting Board events – Hold leader development sessions at mid-year meeting and Annual Meeting – Board pairs (program where two Board members are paired to help each other prepare for and debrief Board meetings) 	K. Probert	President
104. Evaluate comprehensive Board orientation	K. Probert	Governance Committee
105. Review and enhance structure, charge and role of Governance Committee. Involve president, president-elect, and past presidents with this task.	K. Probert	Governance Committee
106. Maintain, and keep updated, the position descriptions for Officers and Director at Large Board positions.	K. Probert	Governance Committee
107. Review ASTPHND governing documents (policies and procedures) and develop recommendations to the board on areas to develop.	K. Probert	
108. Maintain and update Resources for Leaders file folder on WebEx	K. Probert	
B. Financial operations and fundraising		
109. Implement financial policies and procedures including CD renewal, Form 990 review, and audit.	C. Atterbury	
110. Develop new financial polices as needed (e.g. donations, operating reserve)	K. Probert	
111. Prepare regular financial reports for Board of Directors that includes Statement of Financial Position and interpretation	C. Atterbury	Treasurer
112. Prepare, submit, and manage continuation applications for CDC Cooperative Agreement from 2012 to 2014.	K. Probert	
113. Prepare, submit, and manage new funding applications to CDC,	K. Probert	

ACTIONS	Consultant lead	RESPONSIBLE COMMITTEE
HRSA, USDA-FNS to support projects in 2012-2017 strategic plan.		
114. Assess possibility of pursuing funding applications where projects would include working with state agencies on state- or local-level projects.	K. Probert	Board of Directors
115. If funding announcement is released, submit a new funding application to MCHB for work beyond 2012.	K. Probert	MCH Nutrition Council
116. Investigate possible funding sources for public health nutrition workforce survey. Possibilities include federal agency, partnering with AND or ASTHO, or self-funded.	K. Probert	
117. Seek fee-for-service and deliverables that match ASTPHND mission, vision and strategic plan and that generate unrestricted revenue.	K. Probert and C. Atterbury	Board
118. Assess costs of maintaining Moving to the Future and consider a price increase.	C. Atterbury	

C. Committees

119. Annually identify committee chairs	K. Probert	President
120. Seek funding to provide consultant support for standing committees: Administrative and Finance Committee, Annual Meeting Planning Committee, Financial Audit Committee, Bylaws Committee, and Governance Committee.	K. Probert	
121. Seek funding to provide consultant support for other committees: Collaboration, Communications, Membership, Advocacy, and Training Needs Assessment	K. Probert	
122. Committees will submit an annual work plan to the Board of Directors-- ---Advocacy	J. Atkinson	Advocacy Committee
Committees will submit an annual work plan to the Board of Directors----- Collaboration Committee	L. Alfred	Collaboration Committee
Committees will submit an annual work plan to the Board of Directors----- Communications Committee	C. Atterbury	Communication Committee
Committees will submit an annual work plan to the Board of Directors----- Membership Committee	A. McGuigan	Membership Committee
Committees will submit an annual work plan to the Board of Directors----- Governance committee	K. Probert	Governance Committee
123. Committees will submit monthly reports to the Board of Directors	Varies but K Probert oversees	

ACTIONS	Consultant lead	RESPONSIBLE COMMITTEE
124. Keep committee information webpage up-to-date for Advocacy Committee.	J. Atkinson	Advocacy Committee
Keep committee information webpage up-to-date for Collaboration Committee.	L. Alfred	Collaboration Committee
Keep committee information webpage up-to-date for Communications Committee.	C. Atterbury	Communications committee
Keep committee information webpage up-to-date for Membership Committee.	A. McGuigan	Membership Committee
125. Each retiring committee chair will orient the incoming chair.	J. Atkinson	Advocacy Committee
Each retiring committee chair will orient the incoming chair.	L. Alfred	Collaboration Committee
Each retiring committee chair will orient the incoming chair.	C. Atterbury	Communications Committee
Each retiring committee chair will orient the incoming chair.	A. McGuigan	Membership committee
Each retiring committee chair will orient the incoming chair.	K. Probert	Governance Committee
D. ASTPHND Councils		
126. Each council will submit an annual work plan to the Board of Directors-----F&V Nutrition Council	J. Atkinson	F&V Nutrition Council
Each council will submit an annual work plan to the Board of Directors-----MCH Nutrition Council	H. Kent	MCH Nutrition Council
Each council will submit an annual work plan to the Board of Directors-----Obesity Prevention Nutrition Council	H. Kent	Obesity Prevention Nutrition Council
127. Each council will submit monthly reports to the Board of Directors	Varies but K. Probert oversees	Council leadership bodies
128. Seek funding to provide consultant support for each council to work with council leadership bodies and help implement work plan.	K. Probert	
129. Implement Fruit & Vegetable Nutrition Council projects based on work plan and cooperative agreement deliverables.	J. Atkinson	F&V Nutrition Council
130. Implement MCH Nutrition Council projects based on work plan and MCHB contract deliverables.	H. Kent	MCH Nutrition Council
131. Implement Obesity Prevention Nutrition Council projects based on work plan and funding deliverables	H. Kent	Obesity Prevention Nutrition Council
132. Keep Council information webpages up-to-date-----F&V Nutrition Council	J. Atkinson	F&V Nutrition Council
Keep Council information webpages up-to-date-----MCH Nutrition Council	H. Kent	MCH Nutrition Council
Keep Council information webpages up-to-date-----Obesity Prevention	H. Kent	Obesity Prevention Nutrition Council

ACTIONS	Consultant lead	RESPONSIBLE COMMITTEE
Nutrition Council		
133. Re-evaluate name and structure of obesity council given funding decision by DNPAO to not support an ASTPHND council on obesity.	K. Probert	Obesity Prevention Nutrition Council and Board of Directors
134. Monitor need for additional councils and follow policy regarding the addition of a new council.	K. Probert	Board of Directors
E. Operations and Virtual Infrastructure		
135. Develop new policies called for in IRS Form 990 (conflict of interest, whistleblower, document retention and destruction)	C. Atterbury	Admin & Finance Committee
136. Utilize technology for <ul style="list-style-type: none"> – online file storage and scheduling meetings (WebEx Workspace) – virtual meetings (WebEx Web Conferencing) – web-based survey tools (Survey Monkey) – consultant e-mail accounts and online discussion forums (Google Apps) 	C. Atterbury	
137. More effectively use Web-Ex Web Conferencing subscription	C. Atterbury	
138. Document resources available on WebEx and post this information on www.astphnd.org	C. Atterbury	
139. Assess consultant performance and morale. <ul style="list-style-type: none"> – Exec Dir reviews consultant contracts annually – Exec Dir regularly meets with each consultant – All-consultant call held weekly – Hold at least one annual face-to-face work session 	K. Probert	
140. Conduct an annual review of executive management contract.	J. Weinberg	President and at least one other Board member
141. Monitor progress of strategic plan and provide biannual update reports to Board of Directors.	K. Probert	