| Workgroup Name: Professional Organizations Communications Workgroup | Meeting Summary  
2/15/2019, 9:00 a.m. – 9:30 a.m. |
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<td>Workgroup members: Robert Niezgoda, Audrey Gough, Larry Jones, Nancy Beyer, Michelle Morris</td>
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| Attendees:  
Casey Parnell (organizer), Jaci McReynolds (facilitator), Nancy Beyer, Michelle Morris, Audrey Gough, Sandra Boeckman (staff) | |
| **Agenda Items:** | **Actions:**  
1. Membership | 1. Michelle will contact Martha Smith at DHSS to inquire about a representative from DHSS  
2. Review draft charter | 2. Casey will contact Trina Teacutter about a representative from the MoCPHN  
3. Work for the next year | 3. Casey will add the “draft” charter on Teamwork as a new notebook.  
4. Teamwork training | 4. Michelle was invited to the Professional Organizations meeting to sit in on the training for Teamwork |
| **Discussion:**  
1. There was discussion about each committee member representing one of the professional organizations:  
Robert – MPHA  
Larry – MoCPHE  
Nancy – MEHA  
Michelle – MICH  
Audrey – MoALPHA  
There needs to be a representative from MoCPHN and DHSS appointed. |  
2. There was discussion about putting the “draft” Charter on Teamwork for the committee to review since there were so few committee members on the call  
3. Jaci explained how Teamwork (There will be a training session at the PO Meeting on February 28).  
4. A Doodle poll will be sent to committee members to try to find a time and date for future meetings.  
5. The chair of the committee will be listed on the #HealthierMO website.  
|  
**Next steps:**  
1. Casey and Michelle will develop the agenda for the next meeting.  
2. Casey will send a Doodle Poll to the group to help identify a regular bi-monthly meeting date and time. |