Date: Tuesday, January 24, 2017
Time: 12:00 PM PT; 1:00PM MT; 2:00 PM CT; 3:00 PM ET
Dial in: 1.800.377.8846
Pass Code: 37484465#

**In Attendance**
David X. Marquez, PhD, Chair
Rachel Shelton, ScD, Co-Chair
Kate Wolin, ScD, Past Chair

**Staff**
Erin Trimmer
Mary Dean, JD, CAE

**Unable to attend**
James F. Sallis, PhD, President
Renee Umstattd Meyer, PhD, MCHES
Angela Odoms-Young, PhD
Susan Aguinaga, MS
Jing Wang, PhD
Kristi D. Graves, PhD
Ana Abrantes, PhD
Clement Gwede, PhD, MPH, RN, FAAN
Noel Brewer, PhD
Andrea Cherrington, MD, MPH
Genevieve Dunton, PhD, MPH
Matthew Buman, PhD
Kathy Goggin, PhD

1. **Approved minutes from 1.10 and 1.17 committee calls**
   Dr. Wolin moved to approve the minutes, Dr. Shelton seconded. Minutes were approved.

2. **Annual meeting registration update**
   Dr. Marquez informed the committee that there are currently 429 registered for the meeting as compared to 259 at this point in 2016.

3. **Discussion on post-meeting evaluation**
   The committee reviewed the 2016 post-meeting evaluation determining they would like to keep the same format with a shorter evaluation keeping the same questions.

4. **Review NIH ODP pre-conference session**
   The committee reviewed a proposal for a pre-conference course submitted by the National Institute of Health Office of Disease Prevention relating to group randomized trials.

5. **Discussion of alternative poster hall options**
   Staff informed the committee that due to lack of space and a record number of poster submissions, space is very limited within the poster hall. As a result alternative options for space are being considered including setting a limited number of poster boards in the Indigo Foyer directly outside the poster hall as well as expanding the poster hall into one of the breakout rooms and moving the sessions from the room to alternative locations. The committee was in agreement that these are the best options with the option to add a poster session midday on Friday, 3/31 as a last resort option if absolutely necessary.
Next Conference Call
Date: Tuesday, January 31, 2017
Time: 12:00 PM PT; 1:00PM MT; 2:00 PM CT; 3:00 PM ET
Dial in: 1.800.377.8846
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