Oregon public health association board of Directors meeting

**MEETING MINUTES**

**DATE: December 11, 2015**

**TIME: 3:15 - 4:00 PM**

## ATTENDEES APOLOGIES

|  |  |  |  |
| --- | --- | --- | --- |
| **In Person** |  | **Phone** | **Not Present** |
| Alexander LaVake |  | Layla Garrigues | Jocelyn Warren |
| Brian Johnson |  | Lila Wickham | Katy King |
| Caryn Wheeler |  |  | Rosa Sepulveda Klein |
| Charlie Fautin |  |  | Maria Elena Castro |
| Curtis Cude |  |  | Mark Shelnutt |
| Dianna Pickett |  |  | Jamie Jones |
| Kurt Ferre |  |  | Laura Spaulding |
| Rebekah Bally |  |  |  |
| Jana Peterson-Besse |  |  |  |
| Katherine Bradley |  |  |  |
| Lindsey Adkisson |  |  |  |
| Mireille Lafont |  |  |  |
| Marie Harvey |  |  |  |
| Marti Franc |  |  |  |
| Mitch Hass |  |  |  |
| Robb Hutson |  |  |  |
| Robina Ingram-Rich  |  |  |  |
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|  |  |  |  |
| **Staff** |  |  |  |
| Jessica Nischik-Long |  |  |  |
| Kim Krull |  |  |  |
| **Guests** |  |  |  |
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|  |  |  |  |

Key findings and DECISIONS

## Meeting actions

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| --- | --- | --- |
| *Due Date* | *Action* | *Person(s) responsible*  |
| 1-15-16 | Contact suggested members re: serving on the PH Law Center steering committee | Jessica |
| 1-15-16 | Contact Anna Stievater to volunteer for the Capitol Visit Day work group | any interested board member |
| 1-15-16 | Complete commitment form and return to Kim, if you haven’t done so | each board member |

## details and background

**Agenda Topic 1: Call to order - Robi Ingram-Rich**

Robi called the meeting to order at 3:20 PM.

**Agenda Topic 2: November Board Meeting Minutes - Marti Franc**

One correction - under the Development Committee report, should read “Plan4Health”.

**Motion:** Motion, seconded, to accept the minutes as corrected**.** Ayes all, motion carried.

Agenda Topic 3: **Treasurers Report - Brian Johnson**

Reviewed The November, 2015 financial statement. We are about 90% through the year. Membership dues continue to be a bit low. The conference catering and facility rental bills just came in. They are right around $22,000, in line with what we budgeted. These charges are discounted for us by OSU. We have recently received $7,500 in income from the conference, which isn’t in the books yet.

**Motion:** Motion and seconded to accept the financial report. Ayes all, motion carried.

**Agenda Topic 4: President’s Report - Robi Ingram-Rich**

Robi reminded board members that Capitol Visit Day in Salem on February 5 will be immediately followed by a board meeting. The April board meeting will be located in Salem and the October board meeting will be held in Corvallis in conjunction with our annual conference.

Agenda Topic 5: **Executive Director’s Report - Jessica Nischik-Long**

We received an APHA accreditation grant for $5000. We are working with CLHO, focusing on workforce development, which is domain 8 in the PHAB standards. Looking at Lane County as a location for a full day workshop, with 3 technical assistance sessions as follow up with attending counties.

The Public Health Law Center proposal was not funded, but the center, which isn’t operational yet, is still looking for a representative from OPHA for their steering committee. The position would probably attend three quarterly meetings to help develop a business plan to help with future grant applications. Katy King and Katie Riley were suggested as possible representatives. Jessica will check with them. Robb offered himself as option C, if neither of the other potential candidates accept the role.

The Policy Committee is starting to plan Capitol Visit Day and is forming a work group. Contact Anna to volunteer. At Capitol Visit Day, we have a space in the capitol’s galleria; we pay for table space and invite our partners to join us. In the morning, we have presentations from legislators and a Policy 101 session. We invite students to join us and the session is open to non-members. In the afternoon, we meet individually with legislators. We have documented talking points available about public health and legislative issues. It is helpful to have a board member in each group visiting legislators. This is followed by the board meeting from 2-4.

A suggestion was made that board members or other organizations might sponsor student memberships. The suggestion was referred to the Development Committee for follow up.

Each board member has a commitment form - fill out and send in to Kim by next board meeting.

**Agenda Topic 5:New Business, Coalition and Section Updates - Robi Ingram-Rich**

We were sent Membership, Communications and Policy Committee draft charters to review. They were updated to include 2015-17 strategic plan activities and will be reviewed again in light of today’s retreat. No action needed at present.

There has been discussion regarding the current requirement for each committee chair to be a board member and whether that is still considered necessary. General consensus seems to be that being a member in good standing should be sufficient.

Rebekah announced that she would like to convene a Membership Committee meeting in January.

Agenda Topic 6: **Adjourn**

 **Motion:** Motion, seconded to adjourn. **A**yes all, motion carried. Meeting adjourned at 3:55 PM.

## Upcoming Board Schedule:

January Board meeting, 1-15-2016, 1:00 - 3:00 PM, Northwest Health Foundation

Capitol Visit Day, State Capitol, Salem, February 5, 2016

February Board meeting, 2-5-16, 2:00-4:00 PM, State Capitol Building, Hearing Room 50