

MEETING MINUTES

OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

DETAILS

The meeting was held at NW Health Foundation, 221 Northwest 2nd Avenue # 300, Portland, OR on Friday, December 7, 2012. The meeting started at: 10 AM and finished at 5 PM.

ATTENDEES

People present at the meeting:

<i>Name</i>	<i>Name</i>
Pat Crozier	Tom Eversole
Nancy Findholt	Marty Franc
Josie Henderson	Viki Brown
Katherine Bradley	Tom Engle
Anna Stiefvater	Jessica Nischick
Chris Kabel	Ann Krier
Jan Wallinder	Kathleen Carlson
Tahroma Alligood	Amanda Lawrence
Torrie Fields-Bordokoff	Jean O'Connor
Kate Moore	Brian K. Johnson
Marie Harvey	Elena Andresen
Tosha Zaback	Lisa Voltolina
Diana Pickett	Joe Pfeifer

APOLOGIES

People who were not present at the meeting:

<i>Name</i>	<i>Name</i>
Anna Jimenez	Lesla Dixon-Gray
Robb Hudson	

KEY FINDINGS AND DECISIONS

The following key findings and decisions were made:

- Motion #1: The treasurer is requested to prepare a set of budget scenarios for consideration at the January 2013 Board Meeting
 - Executive Director (20 hrs / week) and Assistant (15 hrs)
 - Program Manager (25 hrs / week) and Assistant (15 hrs)
 - Program Manager with raise and assistant
 - All three of above with benefits and paid sick leave and all three without benefits and paid sick leave

- Motion passed that all section financial accounts be assumed by OPHA and that the internal audit committee will establish the timeframe, mechanism and plan for communicating the expectations for doing so.
- Motion passed to convene an ad-hoc workgroup to develop a proposal for how OPHA might participate in Public Health week and to bring the proposal before the board of directors in January 2013.

MEETING ACTIONS

The following meeting actions were agreed:

<i>Due Date</i>	<i>Action</i>	<i>Person responsible (email address)</i>
1/18/2013	Prepare various budget scenarios for January 2013 board of directors meeting	Treasurer
TBD	Transfer section financial accounts to OPHA.	Internal Audit Committee
1/18/2013	Develop and present proposal for Public Health Week	Public Health Week Ad-Hoc Committee
1/18/2013	Provide final recommendations for policies regarding section finances	Section Finance ad-hoc workgroup
1/18/2013	Provide final recommendations for policies regarding joining coalitions, campaigns etc.	Coalition Membership ad-hoc workgroup

{Actions are written in the format: {Due Date} {Action} +{email address}. If there is no due date set then leave blank}

DETAILS AND BACKGROUND

Orientation to the Strategic Plan (Josie Henderson)

- Josie Henderson provided an overview of the strategic plan. All members suggested examples of achievements made in 2012 on the Strategic Plan

Small Group Work on Individual Sections of the Strategic Plan (All)

- Board members divided into small groups. Each group focused on a specific strategic initiative to identify two actions that OPHA should undertake to complete in the next year. Each group also estimated amount of any fiscal resources required (over and above staff and volunteer time) for each of the 2 activities.
- In light of the recommendations the board will work toward consensus about 5 questions posed.
 1. Should OPHA undertake 2013 National Public Health Week activities?
 2. Should we have a protocol for initiating advocacy around policy other than the priorities on which the Policy and Advocacy group has identified?
 3. What is our recommendation with regard to use of section funds?
 4. Should OPHA have a financial reserve policy?
 5. What should our policy be about OPHA joining coalitions?

2013 Budget Overview (Jan Wallinder)

- Jan Wallinder shared a draft budget proposal for consideration and comment. Board members offered suggestions for revision.

Motion #1: The treasurer is requested to prepare a set of budget scenarios for consideration at the January 2013 Board Meeting

- Executive Director (20 hrs / week) and Assistant (15 hrs)

- Program Manager (25 hrs / week) and Assistant (15 hrs)
- Program Manager with raise and assistant
- All three of above with benefits and paid sick leave and all three without benefits and paid sick leave

Moved by Jean O'Connor;
 Seconded: Nancy Finholdt.
 Passed: Unanimously

Section Finance Ad-Hoc Workgroup Report (Jan Wallinder)

- Jan Wallinder shared written recommendations from the Section Finance Ad-Hoc workgroup for consideration. Comments and suggestions for consideration were offered by board members. The committee will submit a final recommendation at the January 2013 meeting.

Motion #2: That all section financial accounts be assumed by OPHA and that the internal audit committee will establish the timeframe, mechanism and plan for communicating the expectations for doing so.

Moved by Elena Andresen
 Second: Kate Moore
 Passed: all, but one
 Abstained: one.

Coalition Workgroup Report (Anna Stiefvater)

- Anna Stiefvater shared draft recommendations from the Coalition Ad-Hoc Workgroup. Board members provided suggestions for consideration. A final draft of recommendations will be provided at the January 2013 board meeting.

Public Health Week

Motion #3: Convene an ad-hoc workgroup to develop a proposal for how OPHA might participate in Public Health week and to bring the proposal before the board of directors in January 2013.

Motion: Tom Engle
 Second: Chris Kabel
 Passed: Unanimously
 Workgroup Volunteers: Torrie, Amanda, Tosha, Chris

NEXT BOARD MEETING

The next board meeting will be held on January 18, 2013, 1pm-3pm at a location to be determined.