

MEETING MINUTES

OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

DETAILS

The meeting was held **August 16, 2013**

1:00 – 3:00 pm
NW Health Foundation
221 NW Second Ave, Portland

ATTENDEES

People present at the meeting:

<i>Name in person</i>	<i>Name on phone</i>
Marti Franc	Kathleen Carlson
Tosha Zaback	Marie Harvey
Josie Henderson	Torrie Fields -Bordokoff
Lesa Dixon-Gray	Katherine Bradley
Kim Krull	Chris Kabel
Jan Wallinder	Nancy Findholt
Brian Johnson	Pat Crozier
Jessica Nischik	Joe Pfeifer
Tom Engle	Kathleen Carlson
Elena Andresen	
Kate Moore	
Sara Gardner -Smith	
Tahroma Alligood	
Dianna Pickett	
Anna Stiefvater	
Robb Hutson	

APOLOGIES

People who were not present at the meeting:

<i>Name</i>	<i>Name</i>
Tom Eversole	Kate Moore
Maggie Sullivan	Ann Krier

KEY FINDINGS AND DECISIONS

The following key findings and decisions were made:

- Josie to attend APHA.
- New section and committee positions filled, some still vacant.
- Proposed new membership pricing by-law approved to be presented to membership for a vote.

- Sponsorships reached \$37,000.
- Abstract acceptance letters sent out to presenters for annual meeting.
- Health at Every Size scheduled for September 12.
- Nursing section informal evening gathering at conference – details to follow.

MEETING ACTIONS

The following meeting actions were agreed:

<i>Due Date</i>	<i>Action</i>	<i>Person responsible</i>
	BOD to contact Josie if they wish to chair vacant committee chair positions	Josie
December 2013	Investigate liability insurance further and present bids to insure to BOD	Kim and Josie
Sept. 17, 2013	Participate in ballot stuffing	Kim and Josie
July 2014	Develop strategy for non-winners of election to stay involved in OPHA	EC
	Work with Regence to incorporate OPHA sponsorship in 2014 budget	Torrie
October 15, 2013	Sponsor African refugees to attend annual meeting	Katherine
November 2013	Provide formal letter, in-person at annual mtg., and post conference follow up thank you to sponsors.	Solicitor and Josie
October 14, 2013	Advertise OPHA conference on appropriate listservs.	all
October 2013	Contribute to Ipad give away match funds.	Lesa
September 13, 2013	Send out list of past OPHA award winners to BOD.	Josie
	Draft succession plan for Epidemiology Section	Ken, Kathleen, Victor
October 15, 2013	Award the Young Epidemiologist award at OPHA	Kathleen

DETAILS AND BACKGROUND

Agenda Topic 1: **July Board Meeting Minutes**

- **Motion:** Approve the July 2013 Board of Directors Minutes and EC meeting minutes. Motion was seconded. Minutes were approved unanimously.

Agenda Topic 2: **Treasurer's Report**

- Income from membership is up. Sponsorships are coming in as expected. Increased percentages in report are due to unanticipated grants and event fees. We anticipated that we would take a 10K loss this year, however, it is predicted that we will have a 10K additional funding.
- Proposal to fund Josie to attend APHA. Review of finances supports the ability for the organization to fund her to attend. There is opportunity for her to connect with affiliates and network. Josie salary would qualify for lower end of registration.

Motion: We approve expense up to \$2500 for Josie to attend the annual APHA meeting. Motion Seconded.
Discussion: Early bird registration closes August 2nd. Preferred hotel is booked. Appropriate for Josie to attend. Motion passed unanimously.

- Taxes were filed yesterday. Josie has copies. They are public information and available on Guidestar and other sites. If you would like a copy, please contact Jan.
- Transfer adolescent health section count was transferred into the main OPHA account. Nursing will be the last one and then all accounts will be under one account and more manageable.

Motion: Moved to accept the Treasurer's Report as presented. Motion was seconded. Motion passed unanimously.

Agenda Topic 3: **Executive Committee**

- Leadership changes: Healthy environment section will change into one Board representative and one Section Chair. Jessica Nischik will take some time off for maternity leave. Jeffery Davis will assume Chair position. Jeffery Davis has been involved in Public Health around the state for a long time. He was former head of Lane county. He consults in and around Oregon and remains very active.
- Health Education section: Sara Gardner-Smith will be our new board representative. She is an OSU Public Health graduate student. She is currently employed at MODA health working in population health, health disparities, and innovation in health care grants.
- Alissa Levitt will continue to Chair the Health education section.
- Committees needing chairs. Please contact Josie if you would like to take this role on.
 - Lesa Dixon will be stepping down from chair of the communications committee, but will continue to lead the social media aspects of the committee.
 - Policy Committee: Renee is stepping down, but will stay involved.
 - Elections committee: Tosha is stepping down as chair as she takes on the secretary role. Marti Franc volunteered to take on this role.
- Directors and officer insurance: Kim and Josie investigated liability insurance for staff and directors, volunteers, interns, additional growth anyone making decisions, injuries at conference, act error, and wrongful termination coverage. Consideration was given to expanding staff, several volunteers, and how we are viewed as an organization. Some people may assume it is there. This coverage would extend to the sections. Annual cost estimate 1000-1500K. Application is simple.
 - Discussion: Is it typical for similar organizations to have this? Josie investigated. Depends on sophistication of organization, but ideally yes.
 - Josie and Kim will investigate if it will provide social media liability. Fluoridation is a perfect example. I think there was a past situation with a communication person and we had to consult with an attorney.
 - Consensus is that we should get bids and then the board can vote on it. We will budget for 2014. Josie and Kim will come forward with bids and ask about communications.

Agenda Topic 4: **Bylaws Committee**

- This year's most substantial amendment to be voted on is in relation to membership. Take out pricing information and types of memberships. This will allow us to use pricing plans based on organizations. It will need a 2/3 vote to change. This will be voted on at the conference. Members will get a copy in the mail and on the tables.

Motion: Move that we accept the by-law changes proposed for vote at the annual meeting. Motion seconded. Discussion: How do we count and what will happen if we aren't sure we have 2/3 majority? We will need a plan if this happens. Perhaps we should prepare discussion points to explain the reasoning behind this. Torri will present the plan and why at the meeting if needed. Unanimously accepted.

Agenda Topic 5: **Nominations Committee** {Notes and background}

- Ballot stuffing is scheduled for September 17th in Portland State Office Building . Please contact Josie and Kim if you can participate. Most positions running unopposed.
- We only have so many people to pick from as our board is large representing 7% of our membership.
- Most president elects that don't win walk away from the board. Can we ask those that don't win to be involved in another way? When vacancies occur, we can call on those folks to step in and fill that opening. We would make these invitations prior to election. Strategy to be developed prior to the 2014 election.

Agenda Topic 6: **Development Committee**

- Incoming sponsorships include Salem Hospital \$1500, OMPH \$1500, OHSU Library \$750, Family Care CCO \$3000, OPHI \$1,000. We are currently at \$37,000 in sponsorships and our goal is \$50,000.
- Email conversations with Family Share and Gobi. We are trying to establish connections with OPHA and CCO's.
- Regence is still in process. We anticipate that their Government Relations department will want to sponsor Key Note Presenter Merkley. Torri working with Regence to budget for next year.
- African Partnership for health request 3 scholarships for African refugees. Ask for board members to sponsor. Contact Katherine if you are interested in supporting them. They qualify for the student early bird rate of \$30. Sections can also donate.
- Please remember to send a formal letter of thanks to sponsors from board member who made solicitation. Josie will also thank when she follows up. Board member and Josie should thank in person at meeting and then Josie will provide follow up report to sponsors post meeting.
- Perhaps cards signed by all BOD thanking sponsors could be considered.

Agenda Topic 7: **Program Committee**

- Each section put in program. First round of acceptance letters sent out, need to accept by 8/30.
- Anticipate schedule being done by first week of September.
- OPHA Board meeting is scheduled Oct 14 from 2:45 - 4pm during the annual meeting.
- Communications at the conference. Announcements on FB, LinkedIN andTwitter. Right before end of early bird, and 1 week before conference.
- 13,000 views of our FB and 20 shares,
- LinkedIN will focus on sponsorships.
- LinkedIn will focus on referring to conference and OPHA website.
- Last year, we collected information on listservs.
- BOD charged with putting program announcements on listservs and let Lesa and Josie know what listservs.
- Press release through OSU earlier. Tom Eversole to make a statement. Press release should go out mid September. Marie Harvey to do.
- Josie to connect with OHA communications lead so they can get it out to the state. Communications may have to go through their approval process.
- Anonymous Public Health person donated \$175 toward an Ipad for the twitter contest. Will need a match of \$175 from the board. That is \$9 per board member. Please contact Lesa to donate.
- Post card this year to go out via Vista Print 1000 big color and will go out next week. We can send to all of the CCO offices.
- Remind everyone to get their hotel. Earlybird registration closes 9/29. Meeting October 14-15.
- Book is Raising Elijah by Sandra Steingraber.
- Time for committee members to engage members, similar to section leaders. Committee chairs can have 5 minutes to advertise and recruit at annual meeting.

Agenda Topic 8: **Awards Committee**

- Only one nomination right now. Deadline 9/13.
- Josie or Kim can send list of those who have past winners to generate ideas.

Agenda Topic 9: **Uganda Public Health**

- Josie volunteered at a school, built a sand box, handed out 250 toothbrushes, floss, and toothpaste. We taught them how to brush and floss. Most had never seen dental floss donated by Kaiser Foundation.
- Big Public Health issues (perception based on posters, flyers, etc.): AIDS, Hygiene, Sexual and Domestic violence prevention
- Transmission of disease from animals and humans is also a big Public Health issue.
- Poverty promotes free range chicken, walking, community support, and less red meat consumption. Healthy Emigrant effect - healthier than us because of poverty driven lifestyle.
- Non-profit work helping to get their website going.
- Education of hand washing, reporting, separation of animals from humans, free testing.

Agenda Topic 7: **New Business, Coalition & Section Updates**

- Call for section reports.
 - Health Education section reports that their quarterly event meet and greet at the Slide in was well received and had good attendance. Incorporated the new policy of no alcohol paid by OPHA. Attended by some from Corvallis, Salem/Kaiser. About 40 attended. Health at Every Size scheduled for September 12.
- Nursing section planning to do an informal gathering one night of the conference.
- Healthy Environment section will stay involved in Environmental Health conference.
 - Multnomah County department that dealt with food policy dissolved and they are putting together a new group. Jessica attended and agreed to be on the workgroup to help with structure. Master gardener from OHA will use some of her work time to be part of this forum. Structured group. Major leaders in food and food security, social justice and environmental justice. CEOs from giving organizations attended. Good that OPHA is able to participate.
 - Also asked to participate in Healthy Homes program with the state. OPHI is also involved. We were asked to look into to training programs and perhaps OPHA will provide some of those trainings.
- Epidemiology section:
 - We have not had a membership meeting since last BOD meeting. We are working on a succession plan, draft at annual meeting, then to board later. Noon time meeting at conference. Victor, Ken, and Kathleen will head this.
 - Kathleen will award a young epidemiologist award again at the conference.
- Chiropractic and Disability had nothing to report.
- Adolescent health and medical providers did not have representation during the meeting.

Adjourn.

NEXT BOARD MEETING

The next board meeting will be held on Friday September 20 1pm-3pm, NW Health Foundation, Portland