

# MEETING MINUTES

## OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

### DETAILS

The meeting was held with a Zoom connection on **Friday, February 21, 2020**. The meeting started at: 10 AM and finished at 12 PM.

### ATTENDEES:

<i>In Person on Zoom</i>	<i>In Person on Zoom</i>	<i>Not Present</i>
<b>Board Members:</b>	April Lawless	
Therese O'Donnell	Angela Weaver	Jackie Leung
Tom Engle	Nicole Fields	
Danielle Droppers	Caryn Wheeler	Tabitha Jensen
Mitch Haas	Yesenia Castro	
Phyusin MK. Myint	Marie Harvey	Michael Martinez
Rebekah Bally	Allison Myers	
Robb Hutson		
Mary Ann Wren		
Sheree Smith		
David Huntley		
Beth Doyle		
Jennifer Konick		
Clair Raujol		
Craig Mosbaek		
Kim La Croix		
<b>Staff:</b>		
Jessica Nischik-Long (Staff)		

#### 10:00 Call to Order – Robb Hutson

- Introductions/Roll call

#### 10:05 January Board Meeting Minutes – Angela Weaver – Information and Adoption (vote)

Marie moved to approve as presented

Mary Ann offered a second

Approved unanimously

#### 10:10 Treasurer's Report – David Huntley – Information and Discussion (vote)

- January 2020 financials
  - Danielle moves to accept
  - Beth offers a second
  - Approved unanimously
- Revised 2019 Dec. Financial (with the changes)
  - Mary Ann moves to accept
  - Marie offers a second
  - Approved unanimously

#### David's Executive Summary:

This is the first report of the year and no trends are possible. % of Budget will be available next month. Given the reduced number of conference corporate sponsors last year we should start reaching out as soon as we can to previous supporters and now to reach new potential sponsors.

(January is 8.3% of the year.)

**Required Reserve Fund:** To be calculate Unrestricted Net Assets for January 2020: 50,910

1) **Balance Sheet:**

Total Assets for January (2019) is 107,749 which is 19,561 over that of January 2019 (row13 F,H) and unrestricted Net Assets January (2020) is 50,120 which is 2,333 greater than a year ago (29 F,H)

2) **P & L w/o Sections & Conference.**

Grants & Contracts	We have a new grant this year from State of Safety for \$2,500 (5 G )
Membership Dues	YTD is \$ 1,198 (6 G )
Total Income	\$ 3,830 (13 K-J)
Payroll Expenses	\$ 3,532 YTD (20 G)
Total Operations	\$ 3,797 (30 J K)
Total Travel & Meetings	\$ 4 (33 K-J)
Net Income	is -3,743 YTD (36 K-J)

3) **P & L Conference**

Total Direct Public Support	\$
Total Income	\$ 555 from 2019 conference (8J)
Total Payroll Expenses	\$ 18 (14 J)
Total Operations	\$ 1,856 YTD Memberclicks fees \$1848 (21 J)
Total Expenses	\$ 1,882 YTD. (21 J)
Net Income	\$ -1,327 YTD (24 J)

4) **P & L By Sections**

Total Income	\$ 200 (6 J )
Total Operations	\$ 0
Net Income	\$ 200 . (11 J).

Glossary:

P & L – Profit and Loss

YTD -Year To Date (Combined amounts from January 1 of the year to the last day of the current month.)

**10:20 President’s Report – Robb Hutson – Information and Discussion**

- Secretary for April board meeting
  - April will take minutes for Angela at the April meeting
- Board vacancies – Region 1 is Multnomah County (ends Oct. 2021), two director-at-large, end 2020 and 2021
  - Danielle did suggest Glendora at our last meeting, who lives in Region 1, and Caryn suggested Karen Chase who is from Southern Oregon and she is interested in one of the directors-at-large openings. We are asking for a short bio from Karen for our next meeting for the Board to review. Caryn will ask her for her bio and statement. We could potentially approve Karen at the next meeting. There is an ask of members to bring someone else forward for consideration.
  - Robb suggests we vote in Glendora Claybrooks for the Mult. Region 1 position.
    - Danielle makes a motion to have Glendora join the Board for the Region 1 position
    - Mitch seconds the motion
    - Approved unanimously
- Vacancy on the Nominations Committee – See [Bylaws](#), page 6

- The position needs to be filled from the general membership of OPHA. They cannot be a Board member. Board members are asked to think about someone to join the committee and Jessica will send out an announcement to the general membership.
- New registration cancellation and refund organizational policy
  - OPHA has not had a formal policy before for the conference or section trainings, etc. We do not have any policy around the issue of people who have not paid (and attend anyway) or cancel at the last minute. We are charged a 3 to 4% fee on all credit card registrations, so we need to think about that expense when writing the policy. It is good to have this type of standard policy. If we feel money is an issue and we want to offer scholarships, we would need a pot of money to pull from. If a person's registration has not been paid for, we need to find a way to let them know that their registration is not final. This is tricky if people pay by check because they might not pay right away and then enter the conference saying the "Check is in the mail". We could say, if paying by check, payment must be received prior to conference. Those who have employers pay by check need to make sure they register several weeks in advance. In addition, OPHA staff can send out a reminder email to those who are paying by check, two weeks prior to the conference. Jessica will make changes to the policy and have it for the Board by the next meeting.
- Updated Public Charge statement
  - Danielle updated the public charge statement because it is no longer under litigation and it has been edited to reflect that. More than just a statement it is also a resource to help people find resources they maybe be eligible for and that is included in the letter.
    - Caryn moves to adopt the new statement
    - Yesi offers a second
    - Approved unanimously

**10:40 Strategic Plan – Robb Hutson – Information & Discussion**

- Workgroups provide updates on work to date
  - Regional Rep Involvement - Caryn provided an update. Caryn got a list of all the members in Region 2 and she is going to send out an email to invite participation.
  - Diversity group - talked about past work, the retreat and where we want to start the efforts, and what makes the most sense to diversity OPHA. Does it start at the leadership level or membership level? And does there need to be general capacity building? There needs to be shared language around diversity and equity and they are going to have more discussion about it before they map out a strategy. Their next meeting will be in March. Robb asked about the REAL-D (used by OHA and DHS) and if we can include that on our membership form? Review MemberClicks and see what we can and cannot do. Amy and Jessica have been working on the membership form to make it better and they will bring suggested changes to the March meeting. Jessica will speak with Danielle about Memberclicks forms and REAL-D. We only have some data from the Board right now; and some of the data is missing. Caryn sent a link through the Chat about REAL-D from OHA, and Danielle will send a link as well via email. Do we, OPHA, have a statement about our commitment to equity and diversity? Robb asked this committee to help draft something. Our timeline could be around July so it will be done the same time as the conference registration opens August 1<sup>st</sup>. Most OPHA members join or renew at this time and we would aim to have REAL-D incorporated into the membership form in July.
  - Program Group - followed up retreat discussion and talked about events in the works and that are likely to happen. They also talked about how to have more events and replicate the ones that have been successful and offer those more often

and in more locations. One of the events that is happening is an “extension of the keynote address” from last year’s conference. It will be held on April 10<sup>th</sup> at the NW Health Foundation. They are working on getting out the Save the Date and the title for the event. Also talked about the success for the recent preconference workshop on data visualization and how people in Public Health can really appreciate this type of a workshop. There was discussion on how we replicate this training on a regular basis around the state. The aim is to make OPHA a bit more stable and not rely just on conference fund raising.

**11:20 Fundraising – Allison Myers & Jessica Nischik-Long – Information and Discussion**

- OPHA current sources of revenue
  - Membership dues, events registration, conference fund raising and donations. Conference fundraising is the most substantial income for OPHA. We are getting started on this conversation today. Conference supporters are organizations that strive to improve the health of their constituents. Development committee spearhead this activity and all the Board members help. Sponsors can have exhibit tables if they want to have one, they can also get recognition at the conference depending on their sponsorship level.
- Who, what, where, when, and how of OPHA’s fundraising
- Expectations for all board members
  - Everyone on the Board is expected to help.
- Past sponsors and potential new sponsors
  - We will be using the spreadsheet from last year and we would like suggestions of new organizations/ companies to ask.
- Fundraising mentorship
  - Development committee members have a subgroup of Board members and support them through the fundraising process. We have all the materials people need to ask folks for donations. As the program committee finalizes the agenda for the conference, we add the keynote speakers information into the letters/asks. Development committee will send emails to Board members and we will talk about this again at the March meeting.

**Committee Reports:**

**11:40 Policy Committee – Beth Crane – Information & Discussion**

- Recap of Public Health Advocacy Day – February 6<sup>th</sup> – very dynamic day. There were folks inside and outside of the Galleria to help inform people about public health. There was about 98 people registered and there were 3 webinars prior to the event to help people get oriented and 3 legislators on the day of the event who talked about their public health priorities. 76 people showed up to the event. The nursing section provided a healthy breakfast for the attendees. Cap and trade bill was discussed to help people talk to their representatives. It was a very effective event. We sent out a survey to those who attended and 12 people have responded. Folks seem satisfied with the experience. Some people did share their frustration with OPHA only focusing on 2 policies in the short session and some students felt pressured to speak to OPHA policies that they did not want to talk about. We will discuss on how to better support the students so they do not feel pressured. Every year we learn something new. BIG thanks to all those involved!

**11:50 New Business, Coalition & Section Updates – Robb Hutson – Information & Discussion**

- Update on Call to Action on Climate, Health, and Equity – Jessica – it has been very successful, and it is going well. Emily has been the lead and helped with the press conference, etc. OPHA was on OPB radio during morning and evening drive-time programs. We also got coverage from the LUND report and Fox 12 TV, and Sky News from the UK is talking with Jessica. A lot of coverage and the health connection with climate change is getting a lot of attention. Jennifer and Jessica are hopint to go to Salem to talk to legislators about the bill.
- New business – Glendora doesn't live in Region 1 and will be voted in as a Director-at-Large and we will give her the option of 2020 or 2021.
  - Allison moves to amend the previous vote
  - And no one opposes

**12:00 - Adjourn**

**Upcoming Board Schedule:**

Board Meeting, Friday, March 20, location TBD

Board Meeting, Friday, April 17, location TBD

Board Meeting, Friday, May 15, location TBD