

MEETING MINUTES

OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

DETAILS

The meeting was held with a Zoom connection on **Friday, March 20, 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>
Board Members:	Yesenia Castro	Therese O'Donnell
Allison Myers	Marie Harvey	Beth Doyle
Tom Engle	Jackie Leung	Jennifer Konick
Danielle Droppers	Glendora Claybrooks	Tabitha Jensen
Mitch Haas		Caryn Wheeler
Phyusin MK. Myint		
Rebekah Bally		Sheree Smith
Robb Hutson		Nicole Fields
Mary Ann Wren		
Kim La Croix		
David Huntley		
April Lawless		
Angela Weaver		
Clair Raujol		
Craig Mosbaek		
Staff:		
Jessica Nischik-Long (Staff)		

10:00 Call to Order – Robb Hutson

- Introductions/Roll call
- Welcome Glendora Claybrooks

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

Mary Ann moved to approve as presented
 Danielle Droppers offered a second
 Approved unanimously

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

- February financials
 - Phyusian MK Myint moves to accept
 - Mary Ann offered a second
 - Approved unanimously

Executive Summary:

The first part of the calendar year we generally just have admin type cost as shown below in **P&L w/o Sections & Conference**. Our expenses are currently higher because we pay our Memberclicks yearly. Based on this year's budget the Reserve Fund is \$63,635 and is higher than our current \$59,000 unrestricted net assets.

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.

(February is 16.6% of the year.)

Required Reserve Fund: for the year is \$63,635 Unrestricted Net Assets for February 2020: **59,012**

1) **Balance Sheet:**

Total Assets for February (2019) is 107,749 which is 19,561 over that of February 2019 (row13 F,H) and unrestricted Net Assets February (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	Grant this year from State of Safety for \$2,500 (5 J)
Membership Dues	\$ 1,198 YTD 11% (6 J)
Total Income	\$ 5,124 YTD 19.6% (16 J -L)
Payroll Expenses	\$ 8,824 YTD 23.5% (22 J L)
Total Operations	\$ 4,326 YTD 42.6% (30 J L) (when prorated \$1,246 / 12.3%)
Total Travel & Meetings	\$ 119 YTD 3.1% (49 J L)
Net Income	\$ -9,416 YTD 27.3% (36 J L) (when prorated \$11,460 / 18.9%)

3) **P & L Conference**

Total Direct Public Support	\$
Total Income	\$ 555 from 2019 conference (8J)
Total Payroll Expenses	\$ 55 YTD (19 J)
Total Operations	\$ 1,856 YTD Memberclicks yearly fees \$1848 (34 J)
Total Expenses	\$ 1,927 YTD. (21 J)
Net Income	\$ -1,372 YTD (24 J)
P & L Sections	
Total Income	\$ 200 YTD 1.4% (6 J L)
Total Expenses	\$ 700 YTD 3.8% (34 J L)
Net Income	\$ -500 .YTD 10.8% (36 J L).

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

- COVID-19 discussion
 - Should OPHA take a stance? Ask is to join other groups to promote sheltering in place. Do we want to join OHSU, Multnomah County Commissioner Sharon Meieran, and OAHSS to promote sheltering in place and coordinate a discussion with the Governor and then a possible joint press conference? Suggestion: to promote extreme social distancing for example when people are outside they need to stay 6 feet apart. We will not really know what effect our action/statement will make in the end anyhow... so better to be safe than sorry. There was agreement that we need to act to help encourage people to take the situation more seriously. We really want to help encourage the younger generation to take this seriously and shelter in place. Craig wrote something up for us to consider. We do not have the same testing capabilities as some other states so we do not really know the number of accurate cases. We can also look at different levels of privilege and promote a financial / economic component to our statement for those who are out of work or who

decreased wages. There is agreement that OPHA's statement include the following three key points: 1) Economic hardship 2) sheltering in place and 3) testing. Glendora will work on OPHA's statement using Craig's draft and other statements Craig will send to her and then send it to Jessica. Jessica will send it to the OPHA board members who offered to review and they will send their comments back to Jessica.

- Amy resignation
 - Her last day is April 6th. Jessica updated her position description and Amy is creating zoom videos on how she completes some of her tasks to share with Sections, the person who fills her position, etc. We decided to go ahead and list the job posting next week and fill the position as soon as we can.
- Appoint two board members to the Nominations Committee. See [Bylaws](#) page 6.
 - Nominations committee recruit people to run for the open Board positions and fill the vacancies. Five people run it and we currently need 2 Board members and one general member to fill this committee at this time. Tom and Rebekah have volunteered to be on the committee.
- Board vacancies – Region 1 (ends 2021) and director-at-large (ends 2021)
 - Region 1 is Multnomah County and the person needs to live/work in the county and director at-large that can live anywhere. Caryn had a person in mind for the director-at-large position... Karen Chase. Jessica will email Caryn to see if she was able to check with Karen. Robb is asking Board members to think about other recommendations by the next meeting.
- Second discussion – New registration cancellation and refund policy
 - Jessica put the recommendations in the latest draft.
 - Rebekah Bally moves to accept with the changes
 - Allison Myers seconded
 - Approved unanimously
- Proposed changes to the membership application
 - Jessica wants to know if there is a small group that would like to review the changes to the application. We want to make sure the application is asking the correct questions in the correct way. Rebekah, Mitch, Robb, David and Danielle offered to help.

10:50 Public Health Week planning – Jessica Nischik-Long

- April 6-12, 2020
- Postponing workshop with Jillene Joseph and Kelly Gonzalez
 - May 29th is the newly scheduled date... but it looks like that date might not be possible. What should OPHA do for National Public Health Week? We could do a public health panel via Zoom, etc. and provide a calendar of events. Also, provide a public health emergency preparedness presentation. Emergency public health and other topics would be great and to keep in mind that we might want to cover a topic that is different from what we are hearing in the media. Can we get a list of public health events together? People can submit their events on the current OPHA website calendar and one of the calendars is for National Public Health week. Jessica will talk to Amy about highlighting the calendar on the homepage. Robb will send an email out to see about getting a panel together for public health week.

10:55 Strategic Plan – Robb Hutson – Information & Discussion

- Workgroups provide updates on work to date – tabled.

Committee Reports:

11:15 Development – Allison Myers & Jessica Nischik-Long – Information and Discussion

- Committee recruitment
- Review fundraising materials and assignments
 - Board members will reach out to the same potential sponsors as they did last year. There are a few new companies that need to be assigned to someone. Jessica has updated the letter we use to reach out to potential sponsors. The ask is to look at the spreadsheet and email Allison and let her know how you will be involved. Allison will also assign board members the sponsors that are currently not assigned anyone.

11:30 Policy Committee – Beth Crane – Information & Discussion

- Recap of session – did not happen because the Republicans walked out.

11:40 Program Committee – Marie Harvey – Information and Discussion

- Keynote update – ideas for topics... How did we do with COVID-19? Climate change? How does public look in the future?
- Lunch panel
- Call for abstracts May 1-June 19

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

12:00 - Adjourn

Upcoming Board Schedule:

Board Meeting, Friday, April 17, Zoom only

Board Meeting, Friday, May 15, Zoom only

Other Important Dates:

Program Committee Meeting, Friday, April 10, 9:00 am