

MEETING MINUTES

OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

DETAILS

The meeting was held at Portland State Office Building, Room 1-C, Portland, OR 97232 on June 15, 2018. The meeting started at 1:00 p.m. and finished at 3:06 p.m.

ATTENDEES

People present at the meeting:

<i>In Person</i>	<i>Phone</i>	<i>Not Present</i>
Alexander LaVake	Brian Johnson	Brook McCall
Craig Mosbaek	Diana Rohlman	Caryn Wheeler
Danielle Droppers	Jackie Leung	Jenny Faith
Dianna Pickett	Mary Ann Wren	Lindsey Adkisson
Katherine Bradley	Mireille Lafont	Maija Yasui
Kim La Croix	Nadege Dubuisson	Mitch Haas
Kurt Ferre	Robb Hutson	Mohamed Alyajouri
Layla Garrigues	Samantha Schafer	S. Marie Harvey
Marti Franc	R. Scott Brown	Tom Engle
Staff	Guest	
Jessica Nischik-Long	Laura Zeigen	

KEY FINDINGS AND DECISIONS

The following key findings and decisions were made:

The following meeting actions were agreed:

<i>Due Date</i>	<i>Action</i>	<i>Person responsible (email address)</i>
August 1 st	Intent to Run and Candidate Statements Due	Persons interested in an Appointment to the Board of Directors

DETAILS AND BACKGROUND

Call to Order – Marti Franc

- Introductions/Roll Call
- May Board Minutes

Motion: Approve April Board of Directors Minutes as corrected. Motion was seconded. Minutes were approved unanimously.

Treasurer's Report – Brian Johnson

- May Report
 - Below threshold
 - 2017 funds have been allocated to sections
 - Unrestricted net assets are lower at \$35,000
 - We are below our 6-month reserve threshold (\$15,000 below our target \$50,000)
 - Have received some increased income from:
 - Sponsorships

- Individual donations
 - OPHA fundraising breakfast
- Very little section activity

Motion: Adopt treasure's report (Katherine Bradley). Second. Accepted unanimously.

Presidents Report – Marti Franc

- Robb Hutson is stepping down as director of the Communications Committee
 - Regular day-to-day activities are continuing
 - The committee is working to identify a new chair
 - Requesting board help to identify new chair
 - Board members please pass on names of any interested party or refer anyone whom you may think would be interest and has skill set or experience in this area
 - Current measures that have been taken to identify a new chair
 - Looking internally within the communication committee
 - The goal is to have identified a candidate prior to the conference ramping up
- Organizational Policy and Executive Committee Minutes

In this discussion there were a few motions made but then withdrawn, due to additional conversations. Withdrawn motions are not reflected in the notes.

- Posting OPHA Organizational Policy
 - Currently not posted on website
 - Who should be able to access OPHA Policy Documents

Motion: To approve the posting of OPHA organizational policies to all OPHA membership (Craig Mosbaek). Second (Dianna Pickett). Accepted unanimously

- Posting Executive Committee Minutes
 - Currently not posted publically on website or to members of the Board
 - Who should be able to access Executive Committee meetings
 - All OPHA Organizational Members (Public Posting)
 - Arguments against Public/Organizational Posting
 - Issues discussed at the executive committee level are more private in nature and may be more sensitive in content
 - Arguments in favor of Public/Organizational Posting
 - Organizational transparency
 - Board of Directors Only
 - Arguments in favor Board Member Posting
 - Organizational transparency
 - Governance of the organization belongs to the full Board not a single group
 - Executive committee meets on urgent time sensitive matters
 - Suggested way to accomplish posting to Board Members
 - Special access given to Board Members
 - Needs to be looked into to find most effective method
 - Potentially memberclicks

- Methods will be discussed at executive committee

Motion: To approve posting of the Executive Committee meeting minutes to the Board of Directors (Danielle Dropper). Second (Katherine Bradley). Accepted unanimously

- Elected Officer Terms
 - Currently out of alignment with bylaws
 - Cycle error occurred as far as the executive director can tell in 2012/2013
 - Possibly someone stepped down with only a year left and position was filled
 - New region representative was perhaps not asked to fill a partial term
 - Elections should be every 3 years
 - Regions 2 & 4 out of sync
 - Proposal was made to correct error by having region representatives to stay on an additional year
 - Agreed upon no vote needed
- Healthy Environment Section Request to Add Yearly Award
 - Criteria was sent out to committee
 - Board of Directors requesting Healthy Environment Committee to “Define Environment”
 - And answer some clarifying questions

Motion: To approve Healthy Environment award with added definition and clarifying language that reads: “one or more of the following criteria” (Brian Johnson). Second (Layla Garrigues). Accepted unanimously

Executive Director’s Report – Jessica Nischik-Long

- Accreditation Readiness Workshop
 - Workshop was held May 18th at Lane County Public Health
 - Topic: Performance Management and Quality Improvement
 - Good turnout
 - Four or Five people connected through zoom
 - Technical difficulties toward the end with zoom
 - Came away with good ideas to facilitate additional meetings
 - APHA may offer another grant
 - OPHA may apply next cycle

New Business, Coalition and Sections Updates

Policy Committee – Laura Zeigen

- Policy committee has been working toward finding ways to engage and identify member interest
 - Has created documents for proposed committee structure
 - Attached to this month’s board material
 - Asking policy committee members to fill out and return
 - To determine level of involvement for each member
 - Survey
 - Policy committee sent out a survey
 - Has had 91 responses
 - Survey is open until the end of the month (June)
 - A report will be available at the end of July
 - Preliminary Results of Lead Interest: Social determinates of health, Health equity, Gun violence, Climate change, Children health, Universal healthcare/coverage, Public health infrastructure
 - There will be a second survey sent out in July regarding capacity building
 - Draft will be shared

- Issues to be identified include: succession planning, identification of subcommittees, how to get involved
- There were two endorsement calls and recommendations to the board
 - IP-37 (grocery tax) – recommended by 9 votes
 - IP-44 (safe gun storage) – recommended by 11 votes
 - Attachment of IP-37 & IP-44 included with board materials
- Board Vote

Motion: That OPHA endorse efforts to oppose to ban grocery taxes (Craig Mosbaek). Motion seconded (Alexander LaVake). Approved unanimously.

Motion: That OPHA endorse efforts to support IP-44, safe gun storage (Katherine Bradley). Motion seconded (Danielle Dropper). Motion approved. One abstain.

Program Committee – Jessica Nischik-Long for Marie Harvey

- Last day to submit an abstract for OPHA 2018 Conference is Today June 15th, 2018
 - There is no time deadline set for submission
 - Most likely abstract will be able to be submitted throughout the evening and night
 - Will look into a more clarifying time for next year
- Review of submitted abstracts is July 17th
- Hotels for 2018 Conference
 - Rooms in the following hotels have been confirmed and blocked for OPHA conference
 - Hilton Garden Inn
 - Holiday Inn
 - The Marriot is a new hotel in the area that maybe available
 - Book early rooms fill up quickly

Development Committee – Katherine Bradley

- Fundraising Breakfast Report (Craig Mosbaek)
 - Official invitation sent over list serve for fundraising breakfast
 - Rep. Alissa Keny-Guyer and Sen. Elizabeth Stiener Hayward will be honorary speakers
 - Topic: What should Oregon’s Public Health Community Accomplish in the Next Year
 - 2019 Legislative Session
 - More of a dialog with lots of Q&A
 - Twelve people registered thus far
 - If it goes well we can consider doing something similar next year
- Concern raised regarding how executive committee approved the decision to approve the fundraising breakfast
 - Treasure to clarify
 - Board delegated it through policy. So there is an approved policy on the records right now which specifically states to which level the director, executive committee and the full board has to approve in the budget
 - This fell within that realm of the executive committee
 - However, it was brought back to the board
 - Member suggest that bylaws take priority over any created policy
 - Bylaws should be clarified
- Sponsor and Exhibitors
 - Solicitation for sponsorships
 - Review spreadsheet
 - We are behind where we need to be for May in terms of sponsorship
 - This takes months
 - Will be sending to board members where we need help with asks

- We can pair people up if needed
 - Meeting with Cambia through OPHA Addiction Section
 - Committed to working on adolescent drug abuse particularly opioid addiction
 - Cambia was interested in learning more about OPHA, the conference and OPHA's role in PH community and its new role in partnering with addictions
 - Opportunity for OPHA to gain support
 - Thinking about offering organizational membership
- What's Working, What are the Challenges, New ideas
 - New potential sponsor – Confederated Tribes of Grand Rhone
 - New ask to this group
 - Possible Opportunities for other new groups or organizations to sponsor due to the two keynote speaker topics
 - Gun violence groups may be interested in sponsorship
 - OHSU has done a lot of work around gun violence
 - Reproductive health
 - Planned Parenthood?
 - Anyone have a relationship with this organization?
 - No one on board has relationship with planned parenthood
 - Cold call possibility
- Director Giving (Brian Johnson)
 - 13 of the 26 Board members have donated
 - 48% of all board members
 - Average donation of \$92
 - Largest donation \$250
 - Total amount \$1,200 in giving
 - If you need to know you can contact Brian or Jessica
 - Donations can be done through the website

Nominations Committee – Sandra Beam

- Several Open Positions Up for Election
 - Executive Committee
 - President Elect
 - Treasure
 - Secretary
 - Board Positions
 - Four Directors at Large
 - Region 1 Rep
 - Region 2 Rep
 - Three Representatives for the Nomination Committee
 - These positions are a mix of board and non-board members
- Intent to Run and Candidate Statements Due August 1, 2018
- If you would like additional information, please contact Sandra Beam
 - Existing Executive Committee President and Treasure are willing to discuss role, responsibility and experience with anyone expressing interest in these positions
- Voting will be electronic
 - Paper ballots are available upon request
 - There will be an opportunity to vote at the conference in October

New Business – Marti Franc

- Standing date (third Friday of the month) for the Board of Directors Meeting will need to be changed. The president elect has several work related conflicts in 2019.
 - Proposing to schedule meeting either on the 1st or 2nd Friday of the Month.
- Open Discussion
 - Decided on a Google Poll being sent out to the Board to see what Fridays the majority of Board Members favor.

Section Updates

- Were attached with the Agenda
 - Please review

3:03 PM – Adjourn

NEXT BOARD MEETING

The next board meeting will be held on Friday, July 20, 2018, 1:00pm-3:00pm at Northwest Health Foundation

Other upcoming dates:

July 13, 2018	Call for awards go out
July 13, 2018	Program Committee Conference Call
July 17, 2018	Abstract Review, Corvallis
August 1, 2018	Early Bird Conference Registration Opens
August 1, 2018	Intent to Run and Candidate Statements for Board of Directors
August 31, 2018	OPHA Awards Nominations Due