

MEETING MINUTES

OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

DETAILS

The meeting was held at Northwest Health Foundation 221 NW 2nd Ave, Portland OR on November 17, 2017. The meeting started at: 1:00 PM and finished at 3:00 PM.

ATTENDEES

People present at the meeting:

<i>In Person</i>	<i>Phone</i>	<i>Not Present</i>
Alexander LaVake	Brian Johnson	Kurt Ferre
Brook McCall	Caryn Wheeler	Layla Garrigues
Craig Mosbaek	Jackie Leug	Lindsey Adkisson
Danielle Droppers	Jenny Faith	Nick Stevenson
Dianna Pickett	Mohamed Alyajouri	S. Marie Harvey
Katherine Bradley	Nadege Dubuisson	
Kim La Croix		
Marti Franc		
Mary Ann Wren		
Mireille Lafont		
Mitch Haas		
R. Scott Brown		
Rob Hutson		
Tom Engle		
Jessica Nischik-Long (Staff)		

KEY FINDINGS AND DECISIONS

The following key findings and decisions were made:

- Motion passed to accept etc.
- Consensus was reached etc.

The following meeting actions were agreed:

<i>Due Date</i>	<i>Action</i>	<i>Person responsible (email address)</i>
December 8, 2017	Draft Budget 2018	Budget sub-committee

DETAILS AND BACKGROUND

Call to Order – Marti Franc

- Welcome new board members
- Quorum Confirmed
- Requested changes to today's agenda (Changes/Additions)

Motion: Approve agenda as written (Dianna). Motion seconded (Mitch). Approved unanimously.

- October 9, 2017 Board of Directors Minutes provided any changes or corrections.
 - Corrections to treasurers report needed

- Correction: Past 5 years we have spent \$24,000 more than we have taken in. Our expenditures exceeded the revenues by \$24,000.

Motion: To accept October 2017 Board of Directors Minutes with corrections. *That states "Our expenditures exceeded the revenues by \$24,000* (Mitch). Motion was seconded (Robb). Approved. One abstain.

President's Report – Marti Franc

- Will use Robert's rules of order to run meetings.
 - Will be confirming quorum at beginning of each meeting
 - Agenda will be looked at carefully as it is our official guide
 - Will decide if there are correction if not it will be followed
 - Ask that everyone vote or abstain
 - Conflict of interest forms
 - Please review and sign
 - Return to Jessica
 - Conflict of interest
 - Example 1 – If OPHA is requesting grant and you work for the organization that is providing grant.
- We have new members that need to be voted in.
 - Need to select a secretary.
 - Mireille Lafont has been interim and has agreed to be secretary.

Motion: Select Mireille Lafont as secretary (Tom). Second (Caryn). Approved unanimously.

- Director at Large
 - Danielle Droppers

Motion: Select Danielle Droppers as Director at Large (Marti). Second (Dianna). Approved unanimously.

- Region 5
 - Diana Rolman. Currently on program committee and healthy enviroments.

Motion: Select Diana Rolman as Region 5 Representative (Katherine). Second (Kim). Approved unanimously.

Treasurer's Report – Brian Johnson

- October financial. Most current for the year.
 - 80% through the year as of date.
 - Our unrestricted funds are \$8000 below our six-month reserve policy. Maintaining a reserve of about \$50,000. We are slightly below that target looking at our reserves.
 - Have been below reserves for several months.
 - That trend will start to reverse soon.
 - Still better position than this time last year.
 - Attributed to because sections expenditures are lower than anticipated.
 - Section funds managed separately.
 - Currently our total liability \$124,000
 - General Budget
 - Membership dues better than expected
 - About \$3,400 more than budget
 - Conference
 - Income coming in from conference
 - Our combination of corporate contributions is below target
 - As a result we will fall about \$13,000 short for the year
 - Conference registration up for the year
 - Most of the expenses are in expect two
 - Catering cost not in and is about \$26,700
 - Sections

- Low activity across sections
 - Health education holding training in December. So will expect revenue from that section.
 - Sections did not make money with programs this year
 - 2016 sections did make money with programs
 - Health Promotion update: The motivation interviewing training that was to be put on in 2017 will happen in early 2018. Don't expect revenue this year.
- In process of creating budget for 2018.
 - Will be working on budget over next several weeks.
 - Please get projected budget for interest section
 - Due Dec 1, 2017
 - Draft in front of the board at December retreat.

Motion: Approve the October 2017 Treasurer's report as presented (Tom). Second (Mitch). Approved unanimously.

Executive Director's Report – Jessica Nischik-Long

- Update on staffing
 - Kim phasing out. This month working with Jessica on learning data base, website and daily weekly, monthly task.
 - Executive committee considering how to hire new person.
 - No decision yet. Key question need to know how much money we have, prior to posting.
 - Currently looking through Kim's task and Jessica's tasks. What can be trimmed? What is critical? What can be shifted from staff to committees?
 - Executive committee will have additional conference calls to discuss.
 - No job announcement until January 2018 or later.
 - Ideas from Board
 - Internship
 - Before staff time was bumped up a student was used for conference related only (Marie @OSU supported)
 - Look for conference coordinator only.
 - Look at how monies are categorized after December will be in a clearer place.
 - Money is committed in different ways
 - Need to make up ½ of Kim's current salary
 - Looking to for .3FTE if paid at current level

Committee Reports:

Program Committee – Marie Harvey

- Request to move report to December. P
 - Program committee has not met.
 - Committee meets Dec 1st

Development Committee – Katherine Bradley & Jessica Nischik-Long

- OPHA Sponsorship Matrix
 - Gold tracker – demonstrates how we achieve sponsorship throughout year. This is reflective of what has come in this year.
 - We had another \$1,500 sponsorship from OPHI
 - 79% almost 80% of goal met. A little short of where we need to be. Impact will be felt moving forward.
 - Development committee will be discussing what went on this year with sponsorships.
 - Main areas of funding

- Sponsorships
 - Grants
 - In-kind donor giving
 - Fred Meyer
 - Amazon Smile
- Recruiting new people for the development committee
 - Contact Katherine if you are interested
- Overall funding decrease-
 - Various reasons
 - Political environment
 - Force us to explore other non-traditional collaborative
- Ideas for Development committees
 - Affiliate with the State Health Agency
 - Contract with affiliate to do training
 - Please give ideas for funding to Katherine or Jessica
 - Have one conference call meeting to discuss if you are familiar with the potential funding source/idea/or means of action
 - Remember limitations/capacity
 - Can not investigate the grant fully at this time
 - Committee may need to take on more responsibility
 - APHA accreditation grant.
 - For 2018 we have one grant secured from APHA to do accreditation readiness.
 - About \$5000
 - Money is used to hire consultant to put on workshop.
 - One on one technical assistance to health departments
 - APHA has increased their reporting requirements. Larger portion of grants funds have been used to pay staff for reporting requirements.
 - Base about \$50 an hour
 - Consider charging more for admin time
 - Aligns with OPHA mission of supporting public health work force.
 - Workshop scheduled for spring 2018

Policy Committee – Jessica Nischik-Long

- Co-Chairs resigned
 - Laura Ziegen has agreed to chair the committee.
 - Laura works at OHSU Library and has been an active member of the policy committee for a year.
 - Discussion for Policy committee for the upcoming year.
 - Reflection and restructuring
 - Capitol visit day event
 - Do we go forward with this event?
 - Who is the target (students)
 - Can it be done differently
 - Concerns raised about stepping back from this event
 - What does endorsement mean?
 - Prioritize what that looks like
 - No decisions to be made now. Discussion in progress. Will dive deep into it at December retreat.
 - Measure 101. Weighing in.
 - Clean Air

- Need spokes people Monday, November 27th in the a.m.
 - Contact Craig Mosbaek

OPHA Board Retreat – Marti Franc

- Board Retreat Dec 8: 2017 9am to 3:30pm. Northwest Health Foundation Romona room.
 - Lunch catered
 - Bring extra food/drink if you would like
 - Over view of draft budget.
 - Informs strategic planning
 - Informs paid staff
 - Will be voting on budget in January
 - Strategic Planning
 - Using model that came through APHA and refined by NH
 - Planning committee structure
 - Development
 - Program
 - Membership
 - Communication
 - Policy
 - Suggested goals (from STAR planning group) main focus is the coming year (2018)
 - Will plan a total of three years out
 - Will have short December board meeting that afternoon.
 - Diana hosting an open house after meeting
 - Bring what you like
 - Lunch catered. Bring food if you would like.

New Business, Coalition and Section Updates

APHA Meeting –Mitch, Tom, Caryn

- APHA grant
- Caryn presented to 16 people
- Equity highlighted at conference
- Our Affiliate region got together (Region 10 - OR, WA, ID)
- Evaluating policy focus on Policy pain control without opioids use
- APHA Summary sent out. (
 - New board members may not have received please let us know to add you
- Three elections
 - Utah affiliate
 - Linda May elected speaker
 - 4 positions for executive board filled
- Theme for 2019 chosen

Sections

- Nursing section new leadership
 - Chair elect Amber Miller
 - Secretary Capella Crowfoot Lapham
 - Treasure Sara McCall
- Health promotion
 - New chair -Jackie

Coalition updates

- Clean air- Diana roman
 - Comment period ends December 22nd

- Number of issues while she worked on the committee.
 - Not hopeful about language.

New Business

- Public health Week
 - No money available for public health. If we do anything it will be internal.
 - APHA supporting walk Robi may be interested in doing that again.

Motion: To Adjourn (Marti) Second (Katherine)

3:00PM – Adjourn

NEXT BOARD MEETING

The next board meeting will be held on December 8, 2017 during the annual retreat from 9:00am to 3:30pm, at Northwest Health Foundation, Portland OR.

Board meeting Friday January 20, 2018, 1:00 p.m. to 3:00 pm. Location TBD