

MEETING MINUTES

OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

DETAILS

The meeting was held **October 14, 2013**

2:45 – 4:00 pm
LaSells – Stewart Center, Corvallis

ATTENDEES

People present at the meeting:

In Person	
Jan Wallinder	Will Evans
Tom Eversole	Nancy Findholt
Brian Johnson	Robb Hutson
Tom Engle	Kate Brown
Tahroma Alligood	Pat Crozier
Lesla Dixon-Gray	
Marti Franc	Kathleen Carlson
Dianna Pickett	Katherine Bradley
Marie Harvey	Tosha Zaback
Josie Henderson	Anna Stiefvater
	Elena Andresen
By Telephone	
Sara Gardner Smith	
Torrie Fields	

APOLOGIES

People who were not present at the meeting:

Name	
Maggie Sullivan	

MEETING ACTIONS

The following meeting actions were agreed:

Due Date	Action	Person responsible (email address)
11/31/2013	Josie to hire retreat facilitator	Josie
11/31/13	Finalize retreat location	Kim and Josie
12/9/2013	Prepare draft budget for retreat	Jan

DETAILS AND BACKGROUND

Agenda Topic 1: **September BOD Meeting Minutes**

- **Motion:** Approve the September 2013 Board of Directors Minutes and October EC meeting minutes. Motion was seconded. Minutes were approved. One abstention from Katherine Bradley as she was not present.

Cards moved around the room for signing as thank you to sponsors.

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

- September financials and annual report reviewed. Will present the annual report at the annual business meeting. We initially adopted a budget with a 10K deficit to invest in staff. Projections are 17K over budget. Estimates that are subject to change. Most revenue does not come in by now due to conference registration, sponsors and membership. Estimates for what might still come in. Bumped up the individual giving because we have already met and usually get most of this at the last quarter.

Revenue increased in sponsors and grants. We have not seen costs associated with the conference so estimated. This could change.

Overall we will end this year on the positive rather the deficit.

5-year summary ending balance 106, 141. We will need to see how we can work to keep this momentum in the next year.

Ask membership to participate in strategic planning and use of resources.

- **Motion:** Moved to accept the Treasurer's Report as presented. Motion was Seconded. Motion passed unanimously.
- Jan will put together a draft budget for the retreat, so we can discuss where to spend the money. Budget will be adopted in January. Jan asks for input at retreat.

Agenda Topic 3: **Executive Committee**

- Planning for December Retreat - EC discussed other options of venues. NWHF is free, but we are still looking at other options for Dec. 9th. Kennedy school is one option. Tabor Space is another option. Kim will research options and costs.
- Facilitator and venue – Decision – Facilitator cost is \$500 for 3 hours and costs for facility and food. Probably about 1K. Are we comfortable with spending this amount on this meeting? NWHF is easy to access and fine to work in and free. Grand Central was \$250 and Costco \$50. Facilitator would be a priority. Some offered to purchase their own lunch. Phone service has to be available, but best if people can make it in person.
- Prioritize a facilitator, cost is about \$300 more than last year for venue if we don't use NWHF.
- Josie can hire the facilitator and keep working on space.
- Creation of retreat planning workgroup – Decision on members – Brian called for volunteers to plan the retreat. Elena and Robb and Nancy volunteered.
- Will explore the strategic plan and look at membership and advocacy and balancing this.
- Will look at the budget and make decisions on how to spend the money.

- What is the target for reserve? Operating budget for 6 months is the recommendation for non-profits. You could do 50% of the year. Jan will come prepared with estimates for the retreat.
- Membership organization that wants advocacy. Advocacy can mean developing a legislative committee/staff, but is this what the membership wants?
- During retreat develop measure of success.
- Membership satisfaction survey and interests. We have done this in the past. Let's look at previous and use that as baseline. We also need to think about how we would target those that are not members. OPHA has that as well. Good baseline.
- Perhaps ask the section reps to come forward with how the organization can help support growth in those sections. Is there more that we can do to support sections?
- Any other ideas for the retreat can be emailed to Brian.

Agenda Topic 4: **Program Committee**

- Conference sponsorship and exhibitors – some decided not to have a booth, some will set up tomorrow. Good traffic this morning was reported. Please stop by and say thank you.
- Registration update – 568 registrations
- Other conference updates – Most rooms are okay. Just a couple that have maxed out. All had moderators. Try to keep people from stopping in front of the door.
- Feedback – Good job to the Program Committee for putting a good program and abstracts were really great this year.
- Twitter is very busy, more than the last two years. Some are getting competitive about the iPad. It goes out to the 1500 organizations that we are subscribe to.
- Merkley is not coming. He is in session. Lillian Sherwood will do the keynote instead.
- Gene Atkins says he will be available next year. Senators are not allowed to travel or work on anything else or send staff as they are all furloughed.
- Maybe we can book him for Public Health week.

Agenda Topic 5: **Policy Committee**

- APHA policy priorities. Governing counsel gets them after going through several committees. List of priorities were sent out to the BOD. Policy priorities reviewed.
- Policy statements are for supporting bills. Small single issues. Sometimes way ahead of the game far future oriented. APHA EC does yearly objectives based on longer-term Policy statements. Body of knowledge that allows staff to work on issues.
- Tom Engle will vote as a representative of OPHA for membership. What extent do you want to get involved in the APHA national policy?
- There are also section reps that participate.
- When it reflects the issues related to Oregon, then we can participate, not reflective of Oregon's needs currently.
- OPHA endorsement of legislative activities. Please submit requests to Policy Committee.
- Ceasefire Oregon asks that we endorse the Oregon Gun Violence Coalition. Should we join?
- Motion to support the policy committee recommendation to support the coalition. Seconded. Motion passed unanimously.
- Feb 20th capital visit day.

Agenda Topic 6: **New Business**

- Acknowledgement of outgoing BOD President—Tom Eversole -

- Other New Business – Please call sponsors and say thank you post conference. Josie will assign and get contact information out.

Adjourn.

UPCOMING BOARD SCHEDULE:

- **Friday November 15**, 11:30-1:00pm (lunch) - New BOD member orientation, NW Health Foundation, Portland
- **Friday November 15**, Regular Monthly BOD meeting 1-3pm, NW Health Foundation, Portland
- **December 9 or 12** Annual Board Planning Retreat 9am-4pm, Portland location TBD
- December BOD meeting takes place at the Retreat
- **February 20th** Legislative visit day

Recorded by Tosha Zaback, OPHA secretary