

# MEETING MINUTES

## OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

### DETAILS

**April 18, 2014**  
**1:00 – 3:00 PM**  
**Salem Hospital, Community Health Education Center**

The meeting was called to order at 1:02 PM.

### ATTENDEES

Present at the meeting:

<b>In Person</b>	
Brian Johnson	Dianna Pickett
Josie Henderson	Torrie Fields
Tahroma Alligood	Elizabeth Miglioretto
Charlie Fautin	
<b>By Telephone</b>	
Lila Wickham	Mark Shelnutt
Tom Eversole	Maria Elena Castro
Kathleen Carlson	Nancy Findholt
Torrie Fields	Anna Stiefvater
Sara Gardner-Smith	Leslie Leone Uebel
Kim Krull	

### APOLOGIES

Not present:

<b>Name</b>	
Robb Hutson	Will Evans
Katherine Bradley	Kate Moore
Katy King	Tracy Donnelly
Maggie Sullivan	Marie Harvey
Dana Lord	Marti Franc
Jan Wallinder	

### MEETING ACTIONS

The following meeting actions were agreed to:

<i>Due Date</i>	<i>Action</i>	<i>Person(s) responsible (email address)</i>
<b>NLT July 2014</b>	Directors volunteer for short-term Nominations Committee assignment.	Directors: Contact Heather Morrow-Almeida
<b>Ongoing</b>	Directors work with Josie on the Internal Policy Handbook.	Directors: Contact Josie Henderson
<b>Ongoing</b>	Sections, contact Sarah Gardner-Smith if you would like to collaborate with the Health Education Section professional development effort.	Section Representatives: Contact Sarah Gardner-Smith

{Actions are written in the format: {Due Date} {Action} +(email address). If there is no due date set then leave blank}

## DETAILS AND BACKGROUND

### Agenda Topic 1: **Minutes**

- **Motion:** A motion was made to approve the March 2014 Board of Directors Minutes, was seconded, and passed unanimously.

### Agenda Topic 2: **Treasurer Report**

- **Motion:** Josie briefly reviewed the Treasurer's Report. A motion was made to approve the Treasurer's report, was seconded, and passed unanimously.

### Agenda Topic 3: **Board Team Building Exercise**

- Board members were asked to identify specific colleagues who serve particular roles in the organization.

### Agenda Topic 4: **Committee Reports**

- Program Committee – Josie Henderson
  - The 2014 conference backup keynote speaker confirmed: Katrina Hedberg, MD MPH
  - The review process for conference abstracts is changing slightly: Current program committee members can participate in the abstract review, plus one person from each section.
- Nominations Committee – Heather Ameida
  - Heather's third year on the committee. Mark Overbeck and Ronalie Sweet are the remaining members.
  - The committee is soliciting 2 board members to add for a short-term commitment. An official description of duties and roles was sent to the Board prior to the meeting. Torrie Fields volunteered to serve: one more director is needed.
  - The Board discussed the nomination process for the President-Elect. There was some concern that strong potential directors/members might lose interest if they lose the election for President. The Board discussed active outreach to non-elected candidates to keep them engaged.
  - Are there specific members of the community with skill sets to fill leadership gaps, such as development, healthcare administration, etc.? Heather will bring some ideas back to the Board.
  - Contact Heather if a director would like to volunteer, or have individuals to suggest for nomination. Timeline: Intent to Run by August 9.
- Membership Committee—Torrie Fields
  - 537 members. Approximately 25% are students (largely from OSU); the largest group is individual normal membership.
  - Health Promotion Section is by far the largest, followed by Nursing and Healthy Environment.
  - Oregon MPH will partner with OPHA for the quarterly membership breakfast.
  - Epi/Biostats membership is dropping rapidly; this may be due to student graduation. Perhaps health data linkage opportunities with CCOs, etc.? Health GIS, etc. Should the section solicit conference submissions in these areas?
  - Torrie would like increased membership committee participation
  - Josie thought perhaps our intern positions will help better engage students (one for conference planning, one for policy and advocacy) to strengthen relationships.
  - Sarah Gardner-Smith might be working to partner with a third intern.
- Development Committee – Josie in lieu of Katherine Bradley

- Please start making the asks of sponsors for the fall conference.
- The final price will be \$2000 per keynote speaker.
- Josie is the only one who can negotiate sponsorship packages (Gold level or higher).
- We would really like to engage each and every CCO for participation in the conference, either by presenting or sponsoring, or both.

#### Agenda Topic 4: **Executive Director Report** – Josie Henderson

- OPHA is in the last year of its three-year strategic plan.
- We've had a large uptick in the past six months in supporting other organizations' events.
- There have been 2368 unique visitors to the OPHA website through March 2014.
- We have 1160 Facebook followers.
- We have 1800 Twitter followers.
- This year we had a very active policy session and Capitol Visit Day
- Josie member of Public Health Advisory Board (this supports Goal 2 of the strategic plan).
- Education opportunities
  - Public Health Week
  - Internships/partner with higher education
- Director giving since October is low; our strategic goal is 100% director giving.
- Josie will be working on the Internal Policy Handbook and would like some Board help.
- Diana attended the Public Health Week panel on collaboration and reported that it was well attended and interesting. Charlie did a local public health service award event in \_\_\_\_?
- Robb Hutson is going to redesign the OPHA brochures to be graphically different, but the brochure content will remain quite similar.

#### Agenda Topic 5: **New Business and Section Updates**

##### Nursing Section Update – Dianna Pickett

- Dianna reported that the section's Annual Nurse Leadership Celebration will be held on May 6, 2014 at 3:30 PM at the Portland State Office Building in Portland. There will be a production of the play *"Life, Liberty, and the Pursuit of Well-Being: The Story of Lillian Wald"*

##### Health Promotion and Education Section Update – Sarah Gardner-Smith

- Sarah stated that the section would like to assist members with professional development, such as mock interviews, head shot photographs, health education, etc. Do other sections want to join the effort and collaborate? If so, please contact Sarah.

##### Epidemiology and Biostatistics Section – Kathleen Carlson

- Once again, the Epi/Biostat section served as the Supervisor for the "Disease Detectives" event of the Oregon Science Olympiad. This year the event was held at George Fox University. The section would like to thank the volunteers who participated in creating the exam and in supervising the event.

##### Chiropractic Section membership -- ?

- The section is attempting to attract membership to increase active participation.

#### Agenda Topic 6: **Adjourn**

- The meeting was adjourned at 3:02 PM

#### UPCOMING BOARD SCHEDULE:

Friday, May 16, 1:00-3:00pm at NW Health Foundation, Portland

