

MEETING MINUTES

OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

DETAILS

The meeting was held with a Zoom connection on **Friday, April 17**. 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:		Angela Weaver
Allison Myers		
April Lawless		Beth Doyle
Caryn Wheeler		Glendora Claybrooks
Clair Raujol		
Craig Mosbaek		Kim La Croix
Danielle Droppers		Nicole Fields
David Huntley		Tabitha Jensen
Jackie Leung		
Jennifer Konick		
Marie Harvey		
Mary Ann Wren		
Mitch Haas		
Phyusin MK. Myint		
Rebekah Bally		
Robb Hutson		
Sheree Smith		
Therese O'Donnell		
Tom Engle		
Yesenia Castro		
Staff:		
Jessica Nischik-Long (Staff)		

10:00 Call to Order – Robb Hutson

- Introductions/Roll call

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

- Rebekah offers motion to approve March 2020 meeting minutes as written
- Danielle offers the second motion
- Motion approved unanimously

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

- March financials
 - OPHA's budget is slightly in the negative this year so corporate sponsorships will be especially important this year
 - Jessica referenced the OPHA policy about approval of unbudgeted expenses. Under \$1000, the Executive Committee can approve unbudgeted expenses above \$1000, the Board needs to review and approve. The policy states that sections need to present their budget to the Board for approval.

- Tom Engle offers a motion to accept the March financials/Treasurers Report
- Yesenia Castro offers a second
- The motion passes unanimously

10:20 President's Report – Robb Hutson – Information and Discussion

- Update on Program Assistant recruitment
 - Received 46 applications, interviews will start the week of April 27, and hopefully an offer will be made at the end of April
- Vote on Karen Chase for vacant director-at-large position (ends October 2021)
 - Information about Karen was shared with the Board
 - Caryn mentioned details about her experience
 - She would need to join OPHA is offered the position
 - There were no other questions or any opposition to her nomination
 - Caryn moves we nominate Karen to the OPHA Board, with the condition that she join OPHA and pay dues
 - Mitch offers a second
 - The motion passes unanimously
- Region 1 (Multnomah County) position still vacant (ends October 2021)
 - Sierra Prior from CHLO has expressed interest
 - Other Board members
 - Anyone interested needs to submit name, contact information, current affiliation, brief statement explaining why they would like to run for the position, and a short bio-sketch before the next Board meeting so that the Board can vote.
 - Does the person have to have been an OPHA member? Ideally, they would be a member with dues paid but we are making an exception for now.
 - The Board discussed the idea that if we are trying to expand the diversity of the Board, we may want to consider not requiring that the person already be a member
- Nominations committee is seeking suggestions for open board positions, guidance for needed skills
 - Diversity and Inclusion Workgroup is working on developing a definition of “diversity and inclusion” and maybe it could be a resource for developing a list of needed skills
 - Jessica already sent out an all-member request to join the Nominations Committee. The committee needs one additional person.
- National Public Health Week work
 - Panel with Board members, April, Yesi, and Tabitha
 - There were over 100 remote attendees
 - Having OPHA Board Members on the panel worked well and featured the work that OPHA Board members do in their day-to-day jobs
- Proposed ask of the Membership Committee: A membership drive in 2020
 - APHA arranged a meeting for all affiliates with staff. They discussed what affiliates are doing related to COVID-19. APHA staff recommended that it would be a great time to think about membership and reach out to new people.
 - The membership drive would include a set of communications that could be put out on the difference communication platforms
 - Materials and outreach might connect to the theme of the conference and the future of public health
 - David makes a motion that the Board direct and support the development of materials for a membership drive in 2020
 - Maryann offers a second
 - The motion passes unanimously
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- Board statements on [coronavirus](#) and [public charge](#)

- The Board made a public statement on the Trump Administration’s public charge related to the proposed rule (in the link above). Now the rule is in effect and has since been updated due to COVID-19
- Jessica will be informing members of OPHA’s revised statement on this issue and it can be accessed on the OPHA website

11:00 Strategic Plan – Danielle Droppers – Information & Discussion

- REAL-D board pilot
- The survey served the following purpose:
 - To gauge the diversity of the OPHA board
 - To pilot test the questions for future inclusion in memberclicks information that tracks demographics and other information for members
 - More revisions will be made and we need to consider anonymity versus confidentiality in member responses before finalizing the questions

Committee Reports:

11:10 Development Committee – Allison Myers – Information and Discussion

- 2020 assignments and gaps to fill to contact sponsors
 - Reviewed the spreadsheet and additional columns in this year’s spreadsheet
 - Some outreach has already been done
- Conference fundraising materials
 - Reviewed the outreach letter template and ideas for tailoring the messages based on the organization
 - What is the thing that OPHA is adding? The conference is the place where we do the peer-to-peer learning. It is an inexpensive way for organizations to offer training and networking to their staff.
- Tips for fundraising communication and follow up

11:30 Program Committee – Marie Harvey – Information and Discussion

- Preparing to do the conference remotely, if needed but hope it will happen in person
- Keynote update
 - Want to emphasize how important and how visible public health is
 - Plan to finalize keynote speakers in May
 - Focus on climate change and the overall theme of “the future of public health” and “building the public health system”
- Plenary panel
 - Same emphasis including lessons learned and organizations sharing what they have learned during this pandemic experience
 - Working on speaker outreach now
- Abstracts accepted May 1-June 19
 - Sending out call for abstracts on May 12, 2020
 - Emphasize the importance to come together and share lessons learning and the future of public health
- Rebekah suggested a session on lessons learning from Public Health Emergency Preparedness
 - Maybe someone could submit an abstract for a session

11:40 New Business, Coalition & Section Updates – Robb Hutson – Information & Discussion

- Executive Director of Upstream Public Health wondered if OPHA would be interested in co-hosting a happy hour

- One idea for the future would be to organize and offer these by region

12:00 - Adjourn

Upcoming Board Schedule:

Board Meeting, Friday, May 15, Zoom only

Board Meeting, Friday, June 19, Zoom only

Other Important Dates:

- Call for Abstracts opens, May 1
- Executive Committee meeting, May 5, 12-1 pm
- Program Committee call, May 8, 9-10 am
- Development Committee call May 8, 10:30-11:30 am