

MEETING MINUTES

OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

DETAILS

The meeting was held with a Zoom connection on **Friday, August 21**. 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:		Allison Myers
Angela Weaver		Beth Doyle
April Lawless		Craig Mosbaek
Clair Raujol		Sheree Smith
Jackie Leung		Phyusin MK. Myint
Caryn Wheeler		Robb Hutson
David Huntley		Yesenia Castro
Danielle Droppers		
Kim La Croix		
Glendora Claybrooks		
Sierra Prior		
Marie Harvey		
Karen Chase		
Mitch Haas		
Mary Ann Wren		
Rebekah Bally		
Jennifer Konick		
Tabitha Jensen		
Tom Engle		
Therese O'Donnell		
Staff:		
Jessica Nischik-Long (Staff)		

10:00 Call to Order – Robb Hutson

- Introductions/Roll call

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

- Rebekah offers a motion to approve July 2020 meeting minutes
- Jackie Leung offers a second
- Motion approved unanimously

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

- July financials
- PPP loan update

Executive Summary:

- We were able to secure a \$10,200 PPP loan to help minimize the COVID impact which will show in Aug.
- While our on line conference expenses are lower our organizational sponsors will likely be lower than last year. We all need to actively help the program committee with solicitations.
- Member dues are consistent with the YTD but Individual Contributions is about 1/3 of budgeted and Training Registration is 0.

- Our expenses are currently a little higher because we paid our Memberclicks yearly to take advantage of a discount.
- This years' Reserve Fund is \$69,771 and is higher than our current \$59,512 unrestricted net assets.

(July is 58% of the year.)

Required Reserve Fund: for the year is \$69,771 Unrestricted Net Assets for July 2020: \$59,512

1) Balance Sheet:

Total Assets for July (2020) is 92,067 which is 10,694 over that of July 2019 (row13 F,H) and unrestricted Net Assets July (2020) is 59,612 which is 5,474 greater than a year ago (29 F,H)

2) P & L w/o Sections & Conference.

Grants & Contracts	Grant this year from State of Safety for \$2,500 (5 J)
Membership Dues	\$ 11,369 YTD 60.1% (6 J L)
Total Income	\$ 15,216 YTD 58.1% (16 J -L)
Payroll Expenses	\$ 25,053 YTD 65.8% (22 J L)
Total Operations	\$ 6,258 YTD 58.8% (40 J L) (when MC prorated \$4,718/ 44.3%)
Total Travel & Meetings	\$ 138 YTD 3.6% (49 J L)
Net Income	\$ -20,407 YTD 57.4% (52 J L) (when prorated \$-18,86 / 53.1%)

3) P & L Conference

Total Direct Public Support	\$ 4,500 YTD 10.1% (7 J L)
Total Income	\$ 9,025 YTD 8.7% (13 J L) \$555 from 2019 conference
Total Payroll Expenses	\$ 6,255 YTD 39.6% (19 J L)
Total Operations	\$ 2,019 YTD 31.7% (35 J L) (when MC prorated \$1,249/19.6%)
Total Expenses	\$ 9,705 YTD. 12.9% (45 J L)
Net Income	\$- 681 YTD - 2.4% (47 J L) (when MC prorated \$ 90 / 0.3%)

4) P & L Sections (No Change from last month)

Total Income	\$ 1,080 YTD 22.4 % (9 J L)
Total Expenses	\$ 1,150 YTD 74.0 % (34 J L)
Net Income	\$ - 70 YTD - 2.4% (36 J L).

Glossary:

P & L – Profit and Loss

YTD -Year To Date (Combined amounts from January 1 of the year to the last day of the current month.)

- Mitch Hass offers a motion to accept the July financials as submitted
- Tabitha Jensen offers a second
- The motion passes unanimously

10:25 President’s Report – Danielle Droppers

- Payscape contract revised with flat rate pricing: this will save us money overall, over the variable rate. This went into effect in June.
- For consideration: Extend free membership to recent PH and nursing graduates. We had offered free memberships to the Public Health and Nursing student graduating in the Spring. Is there interest in extending this program a little longer? There are students interested in joining and it ended in June. We now have 100 more special members today, than we did this time last year. This was originally for recent graduates, do we want to extend it and add other disciplines like social work, etc.? We will talk to the Membership Committee and have further discussion.
- OR Public Health Coalition: Covers topics related to COVID-19 such as masks, contacting tracing, quarantine relief, PPE access, etc. OPHA has joined this Coalition.

- Nathaniel, Chair, Health Policy and Advocacy Committee, has offered to be the point of contact for OPHA for this Coalition.
- There is discussion about why the Coalition was created in the first place? Are there gaps missing in the current structure of Public Health? We will ask Craig and Nathaniel to give the Board more information.
- Chairperson for the Elections Committee is needed – Tom Engle has offered to Chair the committee and will find two more members
 - See excerpt from Bylaws for details
 - Voting is done electronically
 - The elections will take place as part of the conference at 12pm on Tuesday
- Executive Committee recommends formalizing the DEI workgroup as a committee and adding it to the Bylaws
 - It is important to recognize the need for this to be an on-going, long-term, body of our work and focus. This committee will be open to all the OPHA membership.
 - Tom is asking that we include “justice” in the name of the committee. Discussion about maybe having “justice” in the description and/or responsibilities and this will go into the Bylaws? In addition, this new committee needs to be added to the Bylaws. The Bylaws Committee will draft language and bring that to the DEI workgroup and board for review. The revised Bylaws will be sent to the full membership who will vote on them during the Annual Business Meeting, which is part of the conference.
 - Vote to establish a permanent committee:
 - Danielle makes a motion to create DEI as a standing committee
 - Sierra offers a second
 - The motion passes unanimously
- Committee charters – general guidance
 - Do we want each of our committees to have a charter? All committees could benefit from charters. This can help the Board and Committees better understand how they work together and their relationship. As well, for committee members the charter can help them have an understanding of the expectations of the committee and the members and ultimately help with engagement of the members.
 - We need a small workgroup to focus on this project and put together a charter template and the expectations of what is expected of the committees. Sierra Prior will take the lead and Mitch will join her.
- New Policy and Procedure – Confidentiality Policy for Member and Nonmember Data
 - Puts in place measures to ensure only a limited and minimal number of people have access it confidently/demographic information. It was discussed about creating a “confidentiality statement” to be signed by people that do need access to the confidential data. Caryn and Mitch will work with Jessica on this.
- New – Confidentiality statement for data – on hold until next month
- New Policy and Procedure – Budget guidance – is in a draft form was sent out to sections and this topic can be discussed at the next meeting.

Committee Reports:

11:15 Program Committee– Marie Harvey – Information and Discussion

- Early Bird Registration for conference closes August 31: 97 participants have registered and this is the same number as this time last year.
- Presenters have been notified
- Keynotes and plenary panels confirmed:
<https://www.oregonpublichealth.org/2020featured-presentations-events>
- Follow this link for a demo: <https://virtual.hubilo.com/community/#/login>

- Section committee meetings will take place outside the Hubilo platform and conference hours... and use Zoom.

11:25 Nominations Committee – Information and Discussion

- Review slate of candidates for 2020 ballot

11:40 Development Committee – Tabitha Jensen – Information and Discussion

- Fundraising materials, annual fundraising goal, assignments, questions
- We all have to set side aside to work on this please. 😊 We have about \$20,000 of the \$50,000 goal.

11:55 New Business, Coalition & Section Updates – Danielle Droppers – Information & Discussion

DEI workgroup is in the process of writing up the documentation for the Bylaws to become a standing committee and they will be finalizing that at today's meeting. They are looking at putting together a series of community conversations and working with April and the Health Education Section on this.

12:00 – Adjourn

Upcoming Board Schedule:

Board Meeting, Friday, September 18, 10:00am-12:00pm, Zoom

Board Meeting, Friday, October 16, 10:00am-12:00pm, Zoom

Board Meeting, Friday, November 20, time TBD, Zoom

Other upcoming dates:

August 21 – DEI Work group meeting 12-1

August 28 – Development Committee meeting, 10:30-11:15

August 31 – Awards Nominations Due

August 31 – Early Bird registration ends

September 8 – Executive Committee meeting, 12-1

September 11 – Program Committee meeting, 9-10

October 12-13 – OPHA Annual Conference and Meeting

November 20 – New Director Orientation immediately followed by regular board meeting

December 4 – Board Retreat, full day