

# MEETING MINUTES

## HOREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

### DETAILS

The meeting was held at Oregon State University, Portland, OR on October 8, 2018. The meeting started at 2:45 p.m. and finished at 4:16 p.m.

### ATTENDEES

People present at the meeting:

<i>In Person</i>	<i>Phone</i>	<i>Not Present</i>
April Lawless		Brook McCall
Brian Johnson		Jackie Leung
Caryn Wheeler		Kurt Ferre
Craig Mosbaek		Layla Garrigues
Danielle Droppers		Lindsey Adkisson
Diana Rohlman		Mohamed Alyajouri
Dianna Pickett		Samantha Schafer
Jenny Faith		
Katherine Bradley		
Kim La Croix		
Maija Yasui		
Marti Franc		
Mary Ann Wren		
Mireille Lafont		
Mitch Haas		
R. Scott Brown		
Robb Hutson		
S. Marie Harvey		
Tom Engle		
	<b>Guests</b>	
<b>Staff</b>	Dave Huntley	
Jessica Nischik-Long	Laura Ziegen	

### KEY FINDINGS AND DECISIONS

The following key findings and decisions were made:

The following meeting actions were agreed:

<i>Due Date</i>	<i>Action</i>	<i>Person responsible (email address)</i>
Between October & December	Budget Committee Volunteers	Marie Harvey & Mitch Haas
Before December 14 <sup>th</sup> Retreat	Strategic Plan Volunteers	April, Maija, Marti & Mary Ann

### DETAILS AND BACKGROUND

#### Call to Order – Marti Franc

- Introductions/Roll Call – Marti Franc
- September Board Minutes

**Motion:** To approve September Board of Directors Minutes as written. Motion was seconded. One abstain. Motion Passes.

#### **Treasurer's Report – Brian Johnson**

- September Financial Report
  - 2/3 the way through the year so expenditures and finances should be at about 66% of budget
  - Reserves have risen below target of \$50, 000
  - Income has increased due to conference
  - Salary wages slightly above
    - Increased wages due to conference
  - This time last year we were running on a deficit budget
- Annual Conference Report
  - Year-to-Year comparison
  - Revenue down but so are overall expenses
    - Reduced staff salary
  - Program expenses up
  - Grants
    - How to build in and or balance
  - Need to form a budget committee to build 2019 budget
    - Need volunteers
    - Meet 2 or 3 time between Oct and Dec. Then another meeting in January 2019
      - Treasurer provides shell volunteers provide input
        - Marie Harvey & Mitch Haas
  - Taxes being worked on will be completed soon
  - Audit committee
    - This will be responsibility of the new treasurer
    - January 2019 tentative date for audit committee
      - Tom Engle volunteer for audit committee

**Motion:** Adopt treasure's report (Caryn Wheeler). Second (Mitch Haas). Accepted Unanimously.

#### **Presidents Report – Marti Franc**

- Convening of Public Health Groups - (Craig Mosbaek)
  - OPHI – Cyreena Boston-Ashby
  - Two meetings thus far
    - Meeting 2 hours every month
    - Determining goals
      - Collaborations with; OPHI, OPHA, Oregon Public Health Division, Oregon Health Equity Alliance, Latino Network, American Diabetes Assoc., Heart, Lung and Cancer, Upstream Public Health, etc.
    - A group table talking about how we can better work together
- December 14<sup>th</sup> Retreat
  - How are we going to strategic plan for this year?
    - Will need people to participate in this a few meetings
      - 2 to 3
      - April, Mia, Marti, Mary Ann
    - Last plan was 2015 through 2017
    - Last year we guided committees into focusing on issues they will focus on
    - Still tight financial and staffing situations
      - Maximizing plan yet temper resources
    - Talking with sections before strategic planning
      - How can that fit in with goals?
  - How to present recommendations?

- How to send out so that the board members can review information from committees before vote (particularly in regards to policy committee)
      - New structure of Policy Committee will be presented at the Annual Meeting
      - Committees and Sections to do research and prep in order and give materials in advance of BOD meeting
    - Will allow board members to have questions prepared before the meeting
      - Prep work is a reasonable board expectation
- Executive Committee
  - How to present recommendation having already sent out information to review
    - Trying to condense information
      - Need vote per bylaws
  - Will hold over until November meeting
- Reserve Fund Policy
  - Came from last month's discussion
  - We will keep an operating reserve of \$50,000
    - Reviewed by the Board of Directors monthly
      - If reserve goes below 6 months of operating needs the board will be informed at the next board meeting
        - Ad-hoc committee will be formed to discuss action steps the board can take to address the issue
          - And report back at subsequent meeting
      - Development Committee Rep, Treasure

**Motion:** To Accept the Executive Committees Policy to adopt Reserve Funds Policy (Tom Engle). Second (Caryn Wheeler). Pass Unanimous

#### **Executive Director's Report – Jessica Nischik-Long**

- Sent out

#### **New Business, Coalition and Sections Updates**

##### **Program Committee – Marie Harvey & Jessica Nischik-Long**

- 461 registered
- Poster Session start at 4pm
- Directors Dinner 7pm at Del Alma restaurant
- Dates for next year conference October 14<sup>th</sup> & 15<sup>th</sup> 2019
- Withdraw from presenting at the last minute
  - More than normal this year
    - Needs further discussion
      - How many people paid registration?
    - Penalties

##### **Communication Committee – Robb Hutson**

- Tweeting
  - Three people have tweeted over 100 times
- Keynote speaker streaming
  - Views 138 as of now
- Interviews tomorrow at booth for Facebook Live
- New Communications Business
  - Health Education Section would like to have their own Facebook
    - Other sections have their own Facebook page

##### **Development Committee –Katherine Bradley**

- Sign Thank You cards for vendors
  - If you personally secured a sponsorship, please personally thank that sponsor
- Need to think of other sources of revenue

**Policy Committee – Laura Ziegen for Sam Schafer**

- Requesting monetary funds from sections
  - Used for new venue and snacks/food
- Thursday, January 31<sup>st</sup> is Public Health Advocacy Day
  - St. Mark's Church for prep work

**AWARDS – Caryn Wheeler**

**Section Updates & New Business**

**Kim La Croix**

- OHA is starting to plan for public health week
  - OPHA would like to have a representative on the planning committee
- First week of April
- Theme Community Health Partnership

**Craig Mosbaek**

**Section Updates**

- Were attached with the Agenda
  - Please review

**New Business**

Regarding Audit Committee – Think about appointing an audit committee and getting it started

**4:16 PM – Adjourn**

**NEXT BOARD MEETING**

The next board meeting will be held at Friday, November 16, 2018.