OREGON 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:

<table>
<thead>
<tr>
<th>In Person</th>
<th>Phone</th>
<th>Not Present</th>
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<tbody>
<tr>
<td>April Lawless</td>
<td>Brook McCall</td>
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<tr>
<td>Brian Johnson</td>
<td>Jackie Leung</td>
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<tr>
<td>Caryn Wheeler</td>
<td>Kurt Ferre</td>
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<tr>
<td>Craig Mosbaek</td>
<td>Layla Garrigues</td>
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<tr>
<td>Danielle Droppers</td>
<td>Lindsey Adkisson</td>
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<td>Diana Rohlman</td>
<td>Mohamed Alyajouri</td>
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<td>Dianna Pickett</td>
<td>Samantha Schafer</td>
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<td>Jenny Faith</td>
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<td>Katherine Bradley</td>
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<tr>
<td>Kim La Croix</td>
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<tr>
<td>Maija Yasui</td>
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<tr>
<td>Marti Franc</td>
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<tr>
<td>Mary Ann Wren</td>
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<td>Mireille Lafont</td>
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<tr>
<td>Mitch Haas</td>
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<td>R. Scott Brown</td>
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<td>Robb Hutson</td>
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<tr>
<td>S. Marie Harvey</td>
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<tr>
<td>Tom Engle</td>
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<tr>
<td>Guests</td>
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<tr>
<td>Staff</td>
<td>Dave Huntley</td>
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<tr>
<td>Jessica Nischik-Long</td>
<td>Laura Ziegen</td>
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KEY FINDINGS AND DECISIONS
The following key findings and decisions were made:

The following meeting actions were agreed:

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Action</th>
<th>Person responsible (email address)</th>
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<tbody>
<tr>
<td>Between October &amp; December</td>
<td>Budget Committee Volunteers</td>
<td>Marie Harvey &amp; Mitch Haas</td>
</tr>
<tr>
<td>Before December 14th Retreat</td>
<td>Strategic Plan Volunteers</td>
<td>April, Maija, Marti &amp; Mary Ann</td>
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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 14th 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
  o How to present recommendation having already sent out information to review
    ▪ Trying to condense information
  ▪ Need vote per bylaws
  o Will hold over until November meeting

▪ Reserve Fund Policy
  o Came from last month’s discussion
  o 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 14th & 15th 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
  o 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
  o Used for new venue and snacks/food
• Thursday, January 31st is Public Health Advocacy Day
  o 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
  o 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
  o 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.