

MEETING MINUTES

OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

DETAILS

The meeting held via Zoom, September 16, 2022. The meeting began at 10:00 AM and ended at 12:00 PM.

ATTENDEES

People present at the meeting:

<i>In Person</i>	<i>Phone</i>	<i>Not Present</i>
Angel Harris		Alicia Lee
Danielle Droppers		JoAnn Miller
Fatima Paola Herrera-Zarate		Marie Harvey
Jackie Leung		Renee Menkens
Julie Plagenhoef		Tamara Falls
Karen Chase		Therese Hooft
Christian Moller-Andersen		
Nora Frank-Buckner		
Oralia Mendez		
Pam Pearce		
Phyusin Myint		
Rebeckah Berry		
Robb Hutson		
Tabitha A. Jensen		
Tom Engle		
Yesenia Castro		
Staff:		
Jessica Nischik-Long (Staff)		

KEY FINDINGS AND DECISIONS

The following key findings and decisions were made:

August Board Meeting Minutes – Tabitha Jensen

Motion: “Approve the August Board of Directors Minutes as presented”. Motion was seconded. No discussion. Minutes were approved unanimously.

Treasurer’s Report – Robb Hutson

- Financials are in good shape.
- Required Reserve Fund: Unrestricted Net Assets for 2022: \$139,389 - \$49770 over July 2021
- August 2022 Balance Sheet – Total equity \$220K+.
- Total income projected for annual conference \$100K+.
- Jessica: increase in payroll expenses for consulting support has also brought increased revenue.
- Budget committee volunteers needed –plan global budget. Two months of work, begins in October.
- Julie Plagenhoef volunteered to help with budget committee.
- Robb, Jessica, and Julie can plan the budget for 2023.

President’s Report – Tabitha Jensen

- Reminder: October board meeting will be at the conference, Monday, October 17, 2:30 – 3:45 pm
 - Some main sessions may be hybrid – but expect most to be in-person.
- Reminder: Sections should use their conference meeting time to elect new leaders, plan their budget and activities for 2022 (section budgets are approved by the board).

- Jessica: Make sure you attend your sections session. If you are part of more than one section, your call how you want to allocate time.
- Tabitha: Preemptively reach out to your section members who cannot attend in person, then meet prior or setup a conf call with the absent member when the section meets.
- One- pager with suggested question prompts might help guide the conversations in sections.
- Retreat planning in-person in NW Health Foundation Building, Portland – November 4 most likely.
- Phytusin suggested adding stickers to this event as well so ensure personal space respected.

Bylaws Project Update – Jessica Nischik-Long

- Nonprofit attorney has drafted new bylaws from scratch because so many elements have changed with technology.
- Boiler plate draft will need to be specialized to OPHA.
- Timeline has been extended so will not be ready to present at annual OPHA meeting.
- Vote needed to allow for electronic voting on amended bylaws. 2/3 of the board needs to agree that the new bylaws can be presented to the members at large in electronic form.
- Tabitha to inform membership at annual meeting to stay tuned for review of bylaws via Zoom, then the final proposal of the bylaws will be presented to general members for a vote later via election software.

Motion: “Amendments down the road should be allowed to be approved electronically”. Motion was seconded. No discussion. Motion approved unanimously.

Committee Reports:

Policy Committee – Jessica Nischik-Long

- Final position description for committee chairperson is ready to be shared publicly
- Proposed process for soliciting candidates and appointing the chairperson. This can be used for chairpersons in all committees. Jessica asked the board to vote on accepting the new process for selecting the chair.

Motion: “Approve the election of committee chairperson policy/process as presented”. Motion was seconded. No discussion. Motion approved unanimously.

- 2023 legislative update for Racism is PH Crisis bill (HB 4052 in 2022). Rep Nelson has worked with agency staff to draft LC suggesting additional funds for implementation of bill. We don’t have official verbiage yet. Our Children Oregon has shared a lot of resources with OPHA and their deadline is September 30th to be considered for 2023 session, so Jessica is asking the Board for a vote on continuing support for this effort. This will allow Jessica to inform Our Children Oregon that we have committed to continuing the work.

Motion: “OPHA will continue to support legislative efforts related to HB 4052 declaring Racism a Public Health crisis”. Motion was seconded. No discussion. Motion approved unanimously.

Awards Committee – Jessica Nischik-Long

- Updates on nominations and selection status. Order has been placed for physical awards.
- Jessica will help committee draft a policy regarding complimentary registration for award recipients and limited friends and family per May 2022 board decision. Jessica will ask the awards committee to draft a policy so the Board can vote for this to become an official policy – not just for this year. Volunteers are welcome to help with the draft.

Program Committee – Jessica Nischik-Long – Information and Discussion

- Keynote expenses expected to go over budget. Jessica asked the Board to vote to approve additional expense. Budget is \$1500, estimated true expenses is \$2645

Motion: “Cover the travel expenses of speakers in excess of \$1500 in addition to initial budgeted travel expenses”. Motion was seconded. No discussion. Motion approved unanimously.

- Recognition of Tina Green Price, Assistant Director, LaSells Stewart Center at the conference. Tina Green Price Green has been a Champion of OPHA, has enabled OPHA to conduct a smooth conference. Present Tina with a bouquet, talk about her support for OPHA and add something in addition to the flowers. Jessica

Motion: “The Board approves recognition of Tine Green Price at the annual OPHA conference with an attached fund allocation of \$150”. Motion was seconded. No discussion. Motion approved unanimously.

- Registration is currently at 343 vs. 209 same time last year. Great news!
- OPHA Membership is now at 35 organizational members, which is more than we have ever had.
- Board/leadership dinner Monday night will be at Vietnamese Restaurant named “Magenta”.
- Covid message will be on website and sent to all attendees. The Covid message in the meeting materials needs to be approved by the board.

Motion: “Support the notification of Covid prevention at the OPHA conference as presented”. Motion was seconded. No discussion. Motion approved unanimously.

- Moderators/hosts needed for breakout sessions. Sign up [here](#).
- Additional volunteers for conference sign up [here](#).

Development Committee – Fatima Herrera-Zarate and Jessica Nischik-Long

- We have reached our goal for fundraising with 32 official sponsors, but we don’t currently have keynote sponsors which means we don’t have presenters of the keynote speakers. Board Members, please sign up to present keynotes at the conference. There’s no sign-up sheet, just email Fatima or Jessica to let them know.

New Business, Coalition and Section Updates

- Tom Engle: In the interest of transparency should OPHA Board meetings be open to the public? Some discussion followed. Danielle Droppers suggested putting this on a future agenda and put an actual proposal together so it can be voted on by the Board. More discussion followed. Tabitha suggested that Tom draft a proposal so we can explore in greater detail in future meeting.

12:00 PM – Adjourn

NEXT BOARD MEETING

Board Meeting, Monday, October 17, 2:30-3:45, In person at the OPHA Annual conference