

MEETING MINUTES

OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

DETAILS

The meeting was held on **November 15, 2013**
1:00 – 3:00 PM
Northwest Health Foundation

The meeting was called to order at 1:08 PM.

ATTENDEES

Present at the meeting:

In Person	
Jan Wallinder	Will Evans
Tom Eversole	Nancy Findholt
Brian Johnson	Robb Hutson
Tom Engle	Kate Brown
Tahroma Alligood	Pat Crozier
Marti Franc	Lila Wickham
Dianna Pickett	Mitch Haas
Elizabeth Miglioretto	Dana Lord
Will Evans	Anna Stiefvater
Sara Gardner-Smith	Elena Andresen
Charlie Fautin	Katy King
Tracy Donnelly	Josie Henderson
By Telephone	
Tom Engle	Nancy Findholt
Kim Krull	Torrie Fields

APOLOGIES

Not present at the meeting:

Name	
Katherine Bradley	Maggie Sullivan
Marie Harvey	Kate Moore
Kathleen Carlson	Maria Elena Castro
Ann Krier	

MEETING ACTIONS

The following meeting actions were agreed to:

<i>Due Date</i>	<i>Action</i>	<i>Person(s) responsible (email address)</i>
12/9/13	Directors to come forward if willing to serve on the Nominations Committee.	Directors
	Send memorandums/letters to major current and potential sponsors soliciting 2014 sponsorship.	OPHA Staff, Development Committee
	Poll directors regarding adjoining the February BOD meeting with Legislative Visit day in Salem	Josie Henderson jhenderson.opha@gmail.com

{Actions are written in the format: {Due Date} {Action} +(email address). If there is no due date set then leave blank}

Agenda Topic 1: **October Board of Directors Meeting Minutes**

- **Motion:** To approve the October 2013 Board of Directors Minutes. The motion was seconded. Minutes were approved with one abstention from a new board member not present at October's meeting.

Agenda Topic 2: **Treasurer's Report**

- October financials and annual report reviewed. All income is accounted for the year; conference expenses have not yet all been deducted.
- **Motion:** Moved to accept the Treasurer's Report as presented. Motion was Seconded. Motion passed unanimously.
- 2014 budget preparation: Directors' liability insurance will be added to the budget. With the budget surplus, there may be a possible increase in staff time. Sponsorship will be budgeted at current levels, perhaps at a 10% increase in membership and conference registration. The draft budget will be presented at the December BOD meeting, and the draft budget will be voted on in the January BOD.

Agenda Topic 3: **Secretary Election**

- With Brian Johnson's election to Board President, the Secretary position was left vacant. The board must elect someone from the Board to fill the Secretary position.
- Tahroma Alligood was put forward as a potential replacement Secretary.
- **Motion:** To elect Tahroma as OPHA Secretary. Motion seconded and approved unanimously.

Agenda Topic 4: **Appointment of Two Directors to Nominations Committee**

- There are two vacancies in the nominations committee. Ideally, the committee will not be ad hoc but year-round so that the board can thoughtfully recruit needed positions.
- Brian Johnson asked that directors put their names forward over the next month to fill these vacancies.

Agenda Topic 5: **2013 APHA Meeting Synopsis**

- Tom Engle will forward Charlie Fautin (new ARGC) all current distribution list emails until Charlie is on the ARGC APHA mailing list.
- ARGC must be an APHA member in good standing
- The new APHA President-elect, Shariki Kumanyika, is an epidemiologist at University of Pennsylvania.
- The only suggested APHA policy not passed this year related to health of Palestinians on the West Bank.
- Dues required of the State Affiliates are to increase slightly next year. OPHA paid \$1 for every non APHA member in OPHA, \$0.25 for each member, these are the fees that have increased.
- No formal policy/criteria on who can exhibit at APHA. One exhibitor opposed APHA's position on issues regarding toxic chemicals. Tobacco and firearms cannot exhibit.
- Joyce Gaufrin is the current APHA President. OPHA can invite the APHA President once every three years (OPHA pays for all travel expenses excluding the hotel). Joyce could present on leadership development. The Program Committee will investigate and bring their recommendations to the Board.

Agenda Topic 6: **Committee Reports**

- **Bylaws Committee:**

- At the 2013 OPHA conference, the membership approved removing specific membership dues from the bylaws.
- Membership categories are still listed in the bylaws. Shall we strike the memberships from the bylaws, or put in wording stating there will be a general membership and other categories as the board seems fit?
- Currently, the bylaws state that organizational membership shall have a vote, if the board establishes this category.
- Will the membership committee propose categories of membership?
- Shall we add section leadership term limits to the bylaws? We could recommend 1-2 years and ask that sections determine their term limits and when to reaffirm or select new leadership. There is currently a 3-year term limit for section board representatives.

- **Program Committee**

- Formal evaluations of the 2013 annual OPHA conference resulted in mainly positive feedback, 70-90% approval ratings depending on category. There were several concerns about space, but volunteers who counted found few sessions that didn't have empty chairs in the front available to attendees. There was some disappointment that Merkley could not attend due to the government shutdown. 55% attended primarily for networking opportunities.
- There were 568 attendees this year, most preregistered online.
- 45% found out about conference via email from OPHA. We used email to reach membership more this year, thanks in large part to Kim Krull's efforts.
- Some conference presentations are available on the site if the speakers sent them to the OPHA staff. The board discussed various ideas on how to increase the available presentations to 100%, such as an agreement with the speaker when their presentation is selected.
- There was general discussion on how to best support and facilitate greater networking among OPHA membership.
- The 2014 conference will be held in Corvallis on October 13-14.

- **Development Committee**

- Fifteen directors and members successfully solicited sponsorships this year, when only a few people in the past raised funds. This was enormously helpful in meeting our sponsorship goal. How can we improve this even more? The directors will think about this further to discuss at the annual retreat.
- Many organizations are in budget season NOW, so ideally we would request 2014 sponsorship this fall rather than next year. OPHA should send memos out now to current and potential major sponsors; the memos should include the dates of next year's conference and any other information available (attendee numbers, etc).
- Must set fee schedule early, or "register now at last year's fees." Discussion led to general consensus that sponsors should be allowed to register at last year's fees to allow for timely memorandum distribution. Sara Gardner-Smith offered to assist in the effort.

- **Policy Committee**

- The 2014 legislative session is a short session starting in February.
- The committee is beginning annual endorsement process to solicit organizations for potential legislation to support.

- Request goes to policy committee, pc makes recommendation to board. Board approves or declines to support the legislation. Enclosed list of organizations. Will send letters to the Monday after Thanksgiving. Each legislator gets 2 bills, gov 5, committees 3, DOJ gets some. budget is main point of legislative session, bills that don't have agreement don't move. 1/21 then bills will be filed.
- Intern. Track bills during session. Drafting of letters to editor, attend hearings, attend OPHA functions/board meetings if appropriate. Josie supervises.
- The 2014 OPHA Capitol Visit Day is February 20, 2014. Please save the date.
- Governmental employees must take time off to attend Capitol Visit Day for ethical considerations. The policy committee will construct this wording for wider OPHA membership in to avoid conflicts of information. The committee will also provide a courtesy notification to the appropriate government relations office(s).

Agenda Topic 7: **OPHA BOD Meeting Locations**

- The executive committee's recommendation is to continue to meet outside of the Portland area three times annually (twice in Salem and once at the annual meeting in Corvallis).
- Shall the February BOD meeting occur on the same day as Capitol Visit Day? Josie will poll board members for availability; we will work to coordinate Capitol Visit Day with the board meeting in 2015.

Agenda Topic 8: **OPHA Board Retreat**

- The annual Board retreat is Monday, December 9 from 9-4 PM.
- The planning team meeting on Monday to finalize the agenda.

Agenda Topic 9: **New Business**

- No new business noted.

The meeting was adjourned at 2:58 PM.

UPCOMING BOARD SCHEDULE:

- **December 9** Annual Board Planning Retreat 9am-4pm, Portland location TBD
- December BOD meeting takes place at the Retreat
- **February 20th** Legislative visit day

Recorded by Tahroma Alligood, OPHA Secretary