

MEETING MINUTES

OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

DETAILS

The meeting was held at Northwest Health Foundation, 221 NW 2nd Ave, Portland, OR 97209 on April 20, 2018. The meeting started at: 1:00 p.m. and finished at 2:35 p.m.

ATTENDEES

People present at the meeting:

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

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>
TBA	Executive Committee to discuss committee/section succession	Jessica Nischik-Long

DETAILS AND BACKGROUND

Call to Order – Marti Franc

- Introductions/Roll Call
- Quorum established
- Request to Revise Agenda
- March Board Minutes

Motion: Approve March Minutes Board of Directors Minutes as provided (Kim La Croix). Motion was seconded (Mary Ann Wren). Minutes were approved unanimously.

Treasurer's Report – Brian Johnson

- March report
 - We are 25% through the year
 - We are more or less on target
 - A few expenses are a little higher than expected
 - Current unrestricted funds are approximately \$40,000
 - Funds have not been allocated to the sections yet (which is an additional \$6000 of unrestricted funds)
 - Overall, our assets are slightly better than last year
 - Sections have not been spending as much
 - Phone expenses higher
 - Will see phone expenses lowered as we close out the phone conferencing and pay only for cell phone coverage for Jessica
 - Income a little below pace
 - Expected for this time of year
 - Donations continuing to come in
 - People are continuing to renew their membership
 - Conference financials
 - Very few expenses as of now
 - No section activity for the first quarter of this year
- Board member giving
 - Since October 1, 2017, 11 of 26 (42%) of Board Members have donated.
 - Board members have given a total of \$1005.00.
 - Average donation is \$91
 - Largest donation
- **Motion:** Accept Treasure's Report (Tom Engle). Motion was seconded (Mary Ann Wren). Approved unanimously.

Presidents Report – Marti Franc

- Have hired a program assistant
 - Amy Wilson will start April 24th
- Amy Wilson experience
 - Graduated from OSU in 2016 with her Bachelors in Public Health
 - Worked with a sustainability coalition in Corvallis
 - Has supported a large conference
 - Lots of experience with computers and social media
 - Currently working for Multnomah County as a Vista in the tobacco program
- Orientation Plan
 - Jessica and Amy going to get together next week
 - Primary role member clicks
 - Will be working 8 to 10 hours a week
 - Will not be attending board meetings
- Statement about the importance of succession planning for committees and sections
 - Committees and sections must start thinking of how to accomplish this
 - Time frame for chairs
 - One year or two years with flexibility (standardize)
 - Build in sustainability process
 - Identify leaders
 - Organization's goal to have more structure/support
 - Also will help to not leave so much of the work to the chair
 - When chair is not there who is able to step up
 - Written roles and responsibilities
 - Talk about this with Executive Committee

Executive Director's Report – Jessica Nischik-Long

- County Health Ranking and Road Maps
 - Each state has a team
 - Kim Krull former program assistant used to sit on the Oregon team
 - Vacancy
 - Jessica has been working with Roquelle Borjaness???
 - To see if we can still have a spot on the team
 - Roquelle would welcome an OPHA board member to serve in that role
 - What it entails
 - Time varies 5 to 9 hours per year
 - Representative would become a member of the team
 - Program is a collaboration between the Robert Wood Foundation and the University of Wisconsin Population Health Institute
 - Compile data and rank with in states and disseminate the report to each state
 - Attend webinars
 - Help to identify key spokes persons within the state to provide quotes for press releases and respond to media
 - Two volunteers *Caryn Wheeler & Kim La Croix*
- Nomination Committee is getting together soon (usually early May)
 - Seeking suggestions for the open board positions
 - Guidance or skills that the board would find useful
 - Executive committee has emphasized the need for more development skills
 - Nominations committee would take care of making the ask and doing all of the outreach but if anyone on the board has anyone they think would be a good addition they should get in touch with the Chair *Sandra Beem*
- Executive committee signed onto two letters
 - Sent out with board materials
- Accreditation workshop is happening on May 16th, 2018
 - Paid for by small APHA grant
 - Workshop to be held in Eugene

Development Committee – Katherine Bradley

- Board giving for this calendar year (October 2017 to October 2018 which equals board member term)
 - Want to get to 100% this year
 - (Jessica to provide to me)
- Sponsor List
 - Make assignments to fill in
 - Especially those in the top 58 lines
 - Mary Ann Wren (\$5000)
 - Pulled from Advantage budget
 - Has gotten two sponsorships
 - Kim La Croix
 - OHA/Public Health Division (\$3000)
 - Already in budget
 - How to speak with potential sponsors - Do not just focus on keynote speakers
 - Use talking points regarding the conference
 - Good idea to compile some talking points
 - Hospital are not going support policy
 - Policies are mutually beneficial
 - Demonstrate visually
 - Use sponsorship throughout the year
 - Target Providence
 - Active collaboration

- Go to sections
 - Specific sections to identify connection with organizations that may fall under their sections interest

Bylaws Committee – Mitch Haas

- Small contradiction in bylaws of the duties of the president
 - Will go to the bylaws committee for review and modification
 - What about those who are not paid staff
 - Edit out the word “paid”
 - Will then read so the president or his/her designee shall supervise the activities and functions of all staff
 - So the question is if we are going to go in this direction, do we want the president to be responsible for all staff paid and unpaid staff?
 - Need to tighten up language for signature of contracts
 - The board supports the bylaws committee looking into the language and adjust or craft additional wording.

Program Committee – Marie Harvey

- Keynote update
 - Both keynote speakers confirmed
 - Heather Boonstra– Director of Public Policy at the Guttmacher Institute
 - Speaking on sexual and reproductive health and rights
 - Katherine Barber – Harvard School of Public Health Injury Research Center
 - Speaking on Gun Violence as a public health crisis
- Will be calling for abstracts
 - Abstracts on accepted from May 1st through June 15th, 2018
 - Review of abstracts on July 17th, 2018
- No theme for conference
 - Like to keep it open so people feel free to submit abstracts

New Business, Coalition and Sections Updates

Addictions Prevention Section – Maija Yasui

- Unable to meet this month. Did not have a quorum.
 - Report sent out with May board materials
- Elected
 - Co-chairs
 - Cynthia Hillyard
 - Abigail Wells
 - Treasure
 - Nick Stevenson
 - Secretary
 - Julie Spackman
- Section now has: Tribal, Drug Free Communities, Good cross section of prevention
- Working on securing certified prevention specialist training and getting CEUS

Physician Section

- Looking into getting volunteer to pursue CME
 - No response as of yet

Chiropractic Section

- Participated in 1000 step program this year

2:35 PM – Adjourn

Amendment

NEXT BOARD MEETING

The next board meeting will be held on Friday, May 18, 1:00pm-3:00pm. Location Northwest Health Foundation 221 NW 2nd Ave, Portland, OR 97209.

Upcoming Events

Nursing Section Luncheon. Schools and Public Health. Monday, May 7, 2018. Portland State Office Building

Abstracts for conference will be accepted between May 1st, 2018 to June 15th, 2018