

MEETING MINUTES

OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

DETAILS

The meeting was held at Northwest Health Foundation, 221 NW Second Ave, Suite 300, Ramona Room, Portland, OR on December 8, 2017. The meeting started at: 2:18 PM and finished at 3:12PM.

ATTENDEES

People present at the meeting:

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

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>
Prior to Jan 2018 BOD Meeting	Sections projected budgets to Brian	Sections
Jan BOD meeting	Group leaders have strategic planning notes	Group leads

DETAILS AND BACKGROUND

Call to Order – Marti Franc

- Introductions/Roll Call – Done during retreat
- Quorum established
- November Board Minutes

Motion: Approve November Board of Directors Minutes as provided (Brian Johnson). Motion was seconded (Robb Hutson). Minutes were approved. One abstain.

Treasurer’s Report – Brian Johnson

- November financials are a good estimation of where we are for the year
- This is the first time this year we see that our financials are lower than this same time last year
 - Explanation: By last year we were a little slow being charged for conference facility and catering
 - This year all cost have come in for the conference
 - Bulk of Conference related sponsorships have come in
 - Average income generated was 84% of projected income
 - Many more people registering for conference and more memberships this year
 - May see some growth in membership because people tend to renew at the end of the year
- Standing unrestricted net assets is about \$42,000
- Section expenses way down for the year
 - Most sections will see reserves grow
 - Sections in better position
- If sections have not sent in their projected 2018 budget yet, please send in as soon as possible needs to be incorporated into January 2018 budget

Motion: Approve the Treasurer’s report as presented (Dianna). Motion was seconded (Mitch). Motion approved unanimously.

Executive Director’s Report – Jessica Nischik-Long

- Director Commitment Form 2018
 - Form covers how you would like to commit this year in concrete terms
 - How OPHA commits to you
 - Although we are short staffed please feel free to discuss with Jessica programs and goals, so that the organization will continue to grow
 - Please return form no later than January BOD meeting (email & scan if you are not going to be at the January BOD meeting)

New Business, Coalition and Sections Updates

- Public Health Week (Tom)
 - OPHA, the two schools and the health department (except internally) do not currently have plans for public health week
 - Ask nursing section if they would like to do something
 - No money available but health department willing to host or work in partnership
 - Theme for Health Department is Health Equity and Cultural Responsiveness
- Must be volunteer driven
- Last year Robi had worked on walking program
 - This could be a potential activity for this year

Nursing Section Report – Jessica Nischik-Long

- Continuing to meet monthly
 - Odd months – Section meeting
 - Even months – Executive committee
- They are working on their strategic plan for 2018
 - Plans include:
 - Nursing leadership celebration and luncheon
 - Legislative day or Capitol visit day
 - Considering providing the lunch
 - Community engagement
 - Newsletter
 - Research & education trainings
- Asked for guidance on social media posting on nursing page
 - Social media policy was shared and guidelines provided

Feedback on how we did STAR planning this year

- Generally, felt process was easier
- Need good way to implement and move forward
 - Check-in/updates at BOD meeting to see how we are progressing with plans
 - Write up strategic planning notes for next BOD meeting – group leads
- Suggest Environment & Equity
 - Internal focus this year
 - Due to changes within OPHA
 - More Equity focus for next year
 - We did do some trainings on equity this year
 - OPHA internal shared definition

Policy Committee – Laura Zeigen (Order changed from agenda due to meeting starting early and Laura not available yet by phone)

- Policy Committee had Measure 101 endorsement call Friday Dec 1st and voted as a group online to request endorsement from BOD
 - Our Oregon representative was present on the conference call to answer questions
 - The policy committee decision was to refer to BOD
 - Jessica sent request and documentation forms to the board to request endorsement

Motion: To bring to vote endorsement for Measure 101 (Caryn). Motion was seconded (Brian). Minutes were approved. Approved unanimously.

3:12 PM – Adjourn

NEXT BOARD MEETING

The next board meeting will be held on Friday, January 19, 2018, 1:00pm-3:00pm. Location TBD