

MEETING MINUTES

OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

DETAILS

The meeting was held with a Zoom connection on **Friday, July 17**. The meeting started at: 10 AM and finished at 12 PM.

ATTENDEES:

<i>In Person on Zoom</i>	<i>In Person on Zoom</i>	<i>Not Present</i>
Board Members:		
Allison Myers		Caryn Wheeler
Angela Weaver		Nicole Fields
Beth Doyle		Sheree Smith
Jackie Leung		Therese O'Donnell
Craig Mosbaek		Phyusin MK. Myint
Clair Raujol		
Danielle Droppers		
David Huntley		
Glendora Claybrooks		
Sierra Prior		
Marie Harvey		
Karen Chase		
Mitch Haas		
April Lawless		
Rebekah Bally		
Robb Hutson		
Jennifer Konick		
Tabitha Jensen		
Tom Engle		
Yesenia Castro		
Mary Ann Wren		
Kim La Croix		
Staff:		
Jessica Nischik-Long (Staff)		

10:00 Call to Order – Robb Hutson

- Introductions/Roll call

10:10 June Board Meeting Minutes – Angela Weaver – Information and Adoption (vote)

- Danielle Droppers offers motion to approve June 2020 meeting minutes
- Jackie Leung offers the second motion
- Motion approved unanimously

10:15 Treasurer's Report – David Huntley – Information and Discussion (vote)

- June financials - Treasurer Report for June 2020

Executive Summary:

- While our on line conference expenses will be lower our organizational sponsors will likely be lower than last year. We all need to actively help the program committee with solicitations.
- Our expenses are currently a little higher because we paid our Memberclicks yearly to take advantage of a discount.
- This years' Reserve Fund is \$69,771 and is higher than our current \$59,512 unrestricted net assets. (June is 50% of the year.)

Required Reserve Fund: for the year is \$69,771 Unrestricted Net Assets for June 2020: **\$59,512**

1) **Balance Sheet:**

Total Assets for June (2020) is 93,881 which is 13,447 over that of June 2019 (row13 F,H) and unrestricted Net Assets June (2020) is 59,512 which is 2,334 greater than a year ago (29 F,H)

2) **P & L w/o Sections & Conference.**

Grants & Contracts	Grant this year from State of Safety for \$2,500 (5 J)
Membership Dues	\$ 9,632 YTD 51.0% (6 J L)
Total Income	\$ 13,000 YTD 38.5% (16 J -L)
Payroll Expenses	\$ 21,836 YTD 57.4% (22 J L)
Total Operations	\$ 5,456 YTD 51.3% (40 J L) (when MC prorated \$3,608 / 34.0%)
Total Travel & Meetings	\$ 138 YTD 3.6% (49 J L)
Net Income	\$ -18,214 YTD 51.3% (52 J L) (when prorated \$-16,366 / 46.1%)

3) **P & L Conference**

Total Direct Public Support	\$ 1,500 YTD 3.4% (7 J L)
Total Income	\$ 4,980 YTD 4.8% (13 J L) \$555 from 2019 conference
Total Payroll Expenses	\$ 2,212 YTD 14.0% (19 J L)
Total Operations	\$ 1,953 YTD 30.7% (35 J L) (when MC prorated \$1,029 / 16.2%)
Total Expenses	\$ 6,443 YTD. 8.6% (45 J L)
Net Income	\$-1,463 YTD - 5.8% (47 J L) (when MC prorated \$-539 / -1.9%)

4) **P & L Sections (No Change from last month)**

Total Income	\$ 200 YTD 4.2 % (9 J L)
Total Expenses	\$ 700 YTD 45 % (34 J L)
Net Income	\$ -500 .YTD -15.3% (36 J L).

Glossary:

P & L – Profit and Loss

YTD -Year To Date (Combined amounts from January 1 of the year to the last day of the current month.)

- Mitch Hass offers a motion to accept the June financials
- Mary Ann Wren offers a second
- The motion passes unanimously

PPP loan – available for non-profits to apply for the PPP loan/grant to keep staff on the payroll. If we do, we do not have to pay it back. David will apply for it through US Bank.

10:25 President’s Report

- Board meeting dates to note:
 - October 16 – October board meeting – 3rd Friday of the month, it is not part of the conference this year.
 - November 20 – new board member orientation with regular meeting to follow
 - December 4 – All day board retreat
- Resignation of Nicole Fields (director-at-large 6, term ends 2022)
 - Propose filling this after the October election to see who is running and then go from there. This has happened in the past and it has worked out well because the people who put their names on the ballots are people who are interest in OPHA.
- Member request for board statement on importance of maintaining COVID protective behavior
 - One purpose is constituents can share with their elected officials as well as OHA is also looking at reaching out to specific communities including rural communities and ethnically diverse populations. Discussion about creating a message that stresses the need for people to use safety precautions / protective behaviors, such as masks, social distancing, etc. These protective behaviors can help us open the economy,

schools, etc. sooner. The letter will not include anything about opening schools. Karen, April, Tabitha will take the first run at the first draft of the “message”.

- Glendora Claybrooks paper on single payer and universal healthcare
 - Executive Committee recommends posting in the BLOG section of the website – this is an opportunity for Board member and OPHA members to share their thoughts and their opinion to promote public health discussion. A committee would approve each post and comments will be turned off... so there will no need to monitor outside comments. Agreed by all Board members that it is a good idea.

Committee Reports:

10:45 Diversity, Equity and Inclusion Work Group (new name) – Danielle Droppers – Information and Discussion/Vote

- OPHA Definitions
 - [Diversity](#)

There were a few suggested edits but overall it is very well received.

11:05 Development Committee – Allison Myers – Information and Discussion

- New fundraising materials, annual fundraising goal, assignments, questions
- Allison named a number of organizations that need someone to ask them and members volunteered. Jessica is working on a one or two page information sheet that helps explain how the exhibit hall works, how exhibitors share their products and what they get from being an exhibitor.

11:20 Awards Committee – Caryn Wheeler – Information and Discussion

- Reminder of awards to be given this year
- Awards nominations due August 31
- Caryn has to step down and David, Tom and Karen have offered to chair/ participate on the committee. We are not sure who all else is on the committee.

11:25 Nominations Committee – Jenny Faith – Information and Discussion

- Call for nominations ongoing
- Nominations and intent to run due **July 31**
- Status of ballot - will go out early Sept. There are many great candidates and Danielle has a couple of more names not on the ballot.
- This year’s open slots (see ballot worksheet): president-elect (Tabitha Jensen), three directors at large, regional representative 2 and 4, three nominations committee positions

11:35 Program Committee – Marie Harvey – Information and Discussion

- Abstract review was July 10, presenters notified early August
 - Over 120 abstracts. Now taking the input and trying to put together the agenda for the conference. Want to inform presenters early August and let them know when they are presenting, and then put together the schedule.
- Preliminary program early August
- Staff are setting up the virtual platform
- **Section meetings** – not on the schedule this year during the conference – they can have their own meetings at a different time.
- Registration is open & early bird rates end August 31

- Presentation will be recorded and they will be available until a later date that has yet to be determined. We do feel it is important to have them recorded, it is a benefit to, selling point for, the attendees.
- We will also promote and open the registration to other states' PHA members, who may not be having a conference this year, at our members' conference rate. (They must be members of their state's PHA.)

11:40 Policy committee – Nathaniel Boehme – Information and Vote

- OPHA as a signing organization for [Oregon Cares Fund](#)
 - 62 million dollars specifically black communities and businesses who have been disproportionately affected by the pandemic. The money will be distributed by Contingent and the Black Reliance Fund to help the black communities both individuals and businesses. Self-identified need based.
 - All were in favor of the signing on.
- Endorsement and signing as individuals to [national call for racism as a public health emergency](#)
 - It was agreed to make sure to say who is backing it, and then it was agreed by all to sign on.
- Legislative Concept (Oregon Legislature) declaring racism as a public health emergency – multi pronged bill to address racism in Oregon and discuss how we address those things and move forward. No action needed from the Board right now, but a FYI for Board members.

11:55 New Business, Coalition & Section Updates – Robb Hutson – Information & Discussion

12:00 Adjourn

Upcoming Board Schedule:

Board Meeting, Friday, August 21, 10:00am-12:00pm, Zoom
 Board Meeting, Friday, September 18, 10:00am-12:00pm, Zoom

Other upcoming dates & meetings:

July 17 – Board Diversity Workgroup, 12:00 – 1:00 pm
 July 31 – Intent to Run and Candidate Statements for Board of Directors & Nominations Committee Due
 July 31 – Development Committee meeting, 10:30 – 11:15 am
 August 6 – Executive Committee meeting, 12:00 – 1:00 pm
 August 7 – Program Committee meeting, 9:00 – 10:00 am
 August 14 – Development Committee meeting, 10:30 – 11:15 am
 August 31 – Awards Nominations Due
 October 12-13 – OPHA Annual Conference and Meeting
 November 20 – New Director Orientation immediately followed by regular board meeting
 December 4 – Board Retreat, full day