

MEETING MINUTES

OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

DETAILS

The meeting was held via Zoom on August 19, 2022. The meeting started at: 10:00am and finished at 12:02pm.

ATTENDEES

People present at the meeting:

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

KEY FINDINGS AND DECISIONS

The following key findings and decisions were made:

- Consensus was reached and a motion was passed to accept the following:
 - July board meeting minutes
 - The executive committee will create some broad guidelines/prompts for speakers who attend OPHA board meetings. This will shared with the board at the next board meeting

- A motion was made and a vote taken and approved to remove a board member who has moved out of the area and is no longer attending board meetings. The board vacancy will be filled sometime after October
- Christian Moller-Anderson graciously volunteered to serve as elections committee chair
- Their person board of directors' retreat will likely take place some sometime in October or November. Once a date is selected the board will be notified, likely within the next month.
- Reminder to register for the OPHA conference and book a room (if needed)
- Reminder to reach out to sponsors Link to sponsorships:
https://docs.google.com/spreadsheets/d/1-EsSK1fyZNaULm1Qc4yucmGTAXqWVrqxk_8csR7nh98/edit#gid=129833549 We are still \$20,000 short of reaching our fundraising goal

July Board Meeting Minutes – Tamara Falls

Motion: Approve the July Board of Directors Minutes as provided.

Motion was seconded. Four people abstained. Minutes were approved with amendment to list Angel Harris as absent.

Treasurer's Report – Robb Hutson – Information and Discussion

- July financials
- Overall picture is good, nothing out of the ordinary. There is currently more money in the budget at this time than there was last year.

President's Report – Tabitha Jensen – Information and Discussion

- Announcements
 - Phylus shared HealthShare positions related to health equity that are currently open
<https://www.oregonpublichealth.org/jobs-a-internships>
 - Christian updated that the oral health collaborative of Oregon next meeting 8/31 at 10am. If interested in joining visit the website or contact Christian
<https://airtable.com/shrCdUovM7p9iM5KL>
 - Danielle shared that there are four new regional health equity coalitions that have formed
 - Jessica reminded the Board she sent out an email regarding the APHA affiliate award opportunity. Affiliates need to submit information about recent or historical accomplishments. Please send your ideas about what to submit to Jessica.
- Board engagement & process for bringing discussion items to the board
 - Currently, there is no structure in place regarding inviting speakers (subject matter experts) to come to the board meeting.
 - Suggestion to open board meetings to the public and leave some time at the end of the meeting for people to share information or make announcements. This issue will be discussed at the next executive committee meeting to discuss.

- Suggestion to give information (1 pager) to presenters that lists OPHA’s mission and commitment to racial equity, along with tips/tricks/resources regarding how to respectfully communicate/present (a prompt for speakers).
 - Suggestion to meet with presenters and find out more about the speakers and share information about OPHA
 - Suggestion to create communication and values statements to share with speakers
 - The executive committee will create some broad guidelines/prompts and share it out with the board at the next board meeting
- Addressing an extended board absence
 - Three unexcused absences is cause for removing a board member from the board
 - Currently there is a board member who has missed over three board meetings. Several attempts have been made to contact the board member and this board member has now moved out of the area.
- Motion to vote to remove board member board member from the board per the OPHA bylaws from Julie, from the board. Motion passed unanimously Cristian votes to remove Juan Franco, Julie second, unanimously passed.
 - This board member will be removed and the vacancy will be filled sometime after October
- Chairperson for the Elections Committee is needed
 - Voting is done electronically
 - Present election results at annual meeting
 - Chairperson must identify two non-board members to also serve on the committee
 - Christian volunteered to serve as the chairperson
- In person, annual board of directors retreat: all day in Portland
 - The retreat will likely take place some sometime in October or November. Once a date is selected the board will be notified, likely within the next month.
 - Volunteers needed: Strategic planning and retreat planning
- Update on Collins Foundation letter of intent
 - OPHA was not selected to move forward with the Collins Foundation. Tabitha and Jessica will meet with the foundation to find out more about why we were not selected.
- Reminder: submit nominations for [Annual Awards](#)

Committee Reports:

DEI Committee – Tabitha Jensen & PhyuSin Myint – Information and Discussion

- Update on current activity
 - This committee is currently on hold until more foundational work is done regarding capacity building and framework.

Program Committee– Marie Harvey – Information and Discussion

- Covid communications
 - Will send out information stating it is expected that those attending will be vaccinated and boosted and also wear masks.
 - When people register there is a message that states: I agree to follow all local and state COVID guidance on masking and testing in place at the time of the conference.
 - There will also be tables outside for eating (for those uncomfortable unmasking to eat inside).
- [Early Bird Registration](#) for conference closes September 1
 - There are currently more registrations than there were at this time last year
- Presenters have been notified, complete program up by the end of August
- [Program at a glance](#) online
- [Section Scholarships](#) – now online, any more scholarships to add?
- [Book your hotel now](#)
- Volunteers needed at the conference
 - Jessica will send out a signup sheet for board members to sign up

Nominations Committee – Jessica Nischik-Long– Information and Discussion

- Review slate of candidates for 2022 ballot

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

- Link to sponsorships: https://docs.google.com/spreadsheets/d/1-EsSK1fvZNaULm1Qc4yucmGTAXqWVrqxk_8csR7nh98/edit#gid=1298335496
- Keynote sponsorships needed
 - Currently there are no keynote sponsors
 - <https://www.oregonpublichealth.org/2022-featured-presentations-events>
- Update on annual fundraising goal

New Business, Coalition & Section Updates – Tabitha Jensen – Information & Discussion

- Question regarding the number of scholarships that can be awarded to attend the conference. There is currently no limit set on the number of scholarships committees can offer to members to cover the cost of the OPHA conference.

Adjourn

Upcoming Board Schedule:

Board Meeting, Friday, September 16, 10:00am-12:00pm, Zoom

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

New Director Orientation, date TBD, 11:00 – 1:00, Zoom

Board Retreat, Friday, November 18, all day, in person in Portland

Other upcoming dates:

August 22 – Bylaws Project meeting, 12:00 – 1:00

August 25 – Development Committee meeting, 12:00 – 12:30

August 29 – Bylaws Project meeting, 12:00 – 1:00

August 31 – Development Committee meeting, 12:00 – 12:30

September 1 – Early Bird registration ends

September 6 – Executive Committee meeting, 12:00-1:00

September 9 – Program Committee meeting, 9:00-10:00

September 12 – Bylaws Project meeting, 12:00 – 1:00

October 17-18 – OPHA Annual Conference and Meeting

November 18 – Board Retreat, full day