

# MEETING MINUTES

## OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

### DETAILS

The meeting was held at the NW Health Foundation, Ramona Room, 221 NW Second Ave, Portland with a Zoom connection on **Friday, January 17, 2020**. The meeting started at: 1 PM and finished at 3 PM.

### ATTENDEES:

<i>In Person</i>	<i>Phone</i>	<i>Not Present</i>
<b>Board Members:</b>	Mary Ann Wren	Allison Myers
Therese O'Donnell	Jackie Leung	April Lawless
Tom Engle	Nicole Fields	Katie Harris
	Sheree Smith	Kim La Croix
Mitch Haas	Yesenia Castro	Clair Raujol
Phyusin MK. Myint	Danielle Droppers	Michael Martinez
	Beth Doyle	Mireille Lafont
	Angela Weaver	Rebekah Bally
	Caryn Wheeler	
	David Huntley	
	Craig Mosbaek	
	Marie Harvey	
	Robb Hutson	
	Tabitha Jensen	
<b>Staff:</b>		
Jessica Nischik-Long (Staff)		

#### 1:00 Call to Order – Robb Hutson

- Introductions/Roll call

#### 1:05 December Board Meeting Minutes – Angela Weaver – Information and Adoption (vote)

Caryn moved to approve as presented.

Mary Ann offered a second

Approved unanimously

#### 1:10 Treasurer's Report – David Huntley – Information and Approval (vote)

- December financials – see Dave's Financial Report for December 2019
- Balance Sheet: Total Assets for December (2019) is 113,311 which is 15,577 over that of December 2019. In addition, our year ended with +\$13,969 increase in unrestricted net assets over last December 18. There will be a positive adjustment made to the sections Temp Restricted Net Assets as we allocate section membership dues for the year and for 2018. Since some of the money goes to the sections, the general budget ends up with \$4,000 with unrestricted assets, which is a good place to be. Sections hold about 50% of our funds and it seems with little activity during the year. Board wants to discuss this issue this year and see how we can we help the sections and see how we can use funds that have not been used in a while.
- Reserve fund was good throughout the year.
- Balance sheet says we are greater than last year.
- Dues were higher than what we budgeted for.

- Salary and wages were right about where we had budgeted.
- Total operations a bit below budget
- Travel and meeting a bit below.
- Conference – we are 85% budget
- Payroll expenses – we are right at 100%
- Total operations – we are about 17% high for the year
- Income on line 51 total expense is right at 100%
- Net income is at \$30,000 which is a bit less than budget
- Profit and loss by sections ... total income was \$10,000 a bit lower than what we had hoped for. We will try to put on more trainings this coming year.
- Total operations line 26 a bit higher than we had anticipated. But that is ok.
- 75<sup>th</sup> Gala report

Income	\$ 4,400
Venue Charge:	\$ 310
Food	\$ 2,355.25
Printing & misc	\$ 20.00
Total	\$ 1,714.75

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

Grants & Contracts	We do not have income for this item this year. (5 G - J)
Membership Dues	YTD is \$ 26,474 which is about 140% of budget and above budget for the year. YTD (6 G -K)
Total Income	\$ 36,684 (140%) of budget YTD about 10,500 (20 K-J)
Salaries & Wages	\$ 35,428 YTD is slightly high for the year (at 103%) (24 J)
Total Operations	\$ 7,345 is below budget YTD (74.4%). (45 J K)
Total Travel & Meetings	\$ 3,125 is below budget YTD at 82% (54 K-J)
Net Income	is -18,418 YTD (55%) about \$14.8K less than -33K budget YTD (58 K-J)

3) **P & L Conference**

Total Direct Public Support	\$ 39,425 YTD is low at 89% of budget. about 5K lower (7 K-J)
Total Income	\$ 103,370 which is at budget (99.4%) (16 K - J)
Total Payroll Expenses	\$ 14,639 is about 104% for the conference work (22 K-J)
Total Operations	\$ 5,956 YTD (117%) which is a little higher than budgeted, mostly payscape transaction fees about 1.2K higher (39 K J)
Total Expenses	\$ 72,522 YTD (100.6%) at budget. (51 K -J)
Net Income	\$ 30,848 YTD Which is slightly lower than budgeted (97%) (53 K- J)

4) **P & L By Sections**

Total Income	\$ 10,025 YTD is significantly lower than budget 72%(10 J – K)
Total Operations	\$ 1,527 YTD which had unbudgeted Payscape transaction fees and supplies because of a new training opportunity (26 J- K)
Net Income	\$ 5,965 We are currently positive for over all sections were the budget showed a -\$4600 expected loss. (40 K-J).

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.)

- Tom moves to accept
- Mary Ann offers a second
- Approved unanimously

### **1:20 President's Report – Robb Hutson – Information & Discussion**

- Confirm new board meeting time
  - Fridays to 10am -12pm (same Friday, different time). There were no objections to changing the date, and the next meeting in February is going to be a virtual meeting.
- Katie Harris resignation, director-at-large, term ends 2021
  - She is leading another non-profit as president as doesn't have the time. Danielle has a person she would like to introduce to us. Glendora has an educational background in community health, she serves on the Medicaid advisory committee, and she served on the universal health care taskforce. She has a lot of experience with "health care for all". She is an OPHA member and is interested in being on the Board. She identifies as African American and Native American. Danielle will send some information and/or statement from Glendora to the Board for review before the vote, which might be at the next month or a later meeting. Other Board members can recommend someone as well and bring those names to the meeting next month. Next month we can either review all the nominated candidates and/or vote someone in. There is a suggestion to make sure we broaden our outreach efforts, be more mindful and have an intentional outreach plan for our recruitment process.
  - Region 1 (Multnomah County) Board member has not been to a meeting or communicated with the Board in the past 6 months. She is still interested serving and want to talk to Robb about it... but she cannot make Friday meetings and she is currently not a member of OPHA. If a Board member has 3 or more unexcused absences, they can be removed from their seat by the Board.
    - Tom moves that she leave the board
    - Danielle seconds the motion
    - Discussion can she resign rather than be removed? Robb is trying to talk with her. But we will remove her from the Board.
    - All were in favor
- Board statements on climate change, vaccines, public charge, and community water fluoridation (Vote) We have draft statements on all but the vaccines.
  - Any revisions suggested by Board members? Tom brings up some studies in Mexico and Canada about fluoridation and the issues about pregnant woman and those who are giving their babies formula that it makes the issue a bit more complicated. But it is suggested to move forward with the statement for today. We can also update and tweak the statements anytime.
  - Move forward with supporting the statements: Climate change, public charge and community water fluoridation
    - Danielle moves to accept the statements
    - Dave offers a second
    - Approved unanimously

### **1:40 Strategic Plan – Robb Hutson – Information and Discussion**

- Update on progress to date – during the meeting we ran out of time to have each group report back. But at the next Board meeting we will time and everyone keep on meeting! If you missed the retreat, call or email Robb and/or Jessica to see which group you want to join.

### **2:10 Policy Committee – Beth Crane – Information & Discussion**

- [Op-ed published in The Oregonian](#) and referenced in the [Bend Bulletin](#)
  - Share these with your constituents (there will not be a bill in this short session)

- PH Advocacy Day (Feb. 6<sup>th</sup>) update and day of tasks – there are 48 people registered. We are currently on track and will hopefully get 100 people. The meetings at the capitol are not scheduled yet, but they should be by next week. This will help us to get speakers confirmed for the event. Timber Unity is also going to be there February 6<sup>th</sup> for their event. They are going to bring their trucks and drive them around the capitol and up and down I-5. People should take alternative routes or car pool because of the all the trucks on the highway. Jessica will share ideas for carpooling. Some of our advocate organizations will be there too and some are working with youth and offering some great activities. There are 3 groups of students attending from 1) OHSU, 2) Willamette University, and one other.
- Climate bill update (Jessica)
  - Going well but we are not going to get 1000 signatures. We are working on the press event that will be on Feb. 4<sup>th</sup> and it will help draw attention to climate change bill and the advocacy day. Speakers are being asked to join to talk about mental health impacts of climate change on youth and the depression and anxiety they are feeling. Also Families in Action will be there.

## **2:25 2020 Budget – David Huntley – Information and Discussion, Vote?**

- What are the numbers got last year and what are our needs for moving forward this year? How do we get there?
- Budget highlights - The purpose of this document is to be a guide when reviewing the 2020 OPHA Budget. Over all the budget shows deficit of \$5,728 which could be made up with new programs and / or by having new conference sponsors.

### Key Changes:

- Last year's budget (2018) was extensively updated. This year's has slight adjustments but generally the same as last year.
- Conference revenue assumed to be the same as 2019 actual which was a little lower than in 2018.
- Because we are looking at new opportunities to expand the role of sections for trainings and other opportunities so their budgets were left open until later. Some sections remain dormant and have zero expenses.
- A 3% cost of living pay increase for Jessica & Amy with additional hours for Amy's contract Looking at the budget numbers. Jessica is paid \$33.61 an hour and Amy makes \$17.51 per hour. There is a suggestion for the finance committee to look at Jessica's salary and see if it needs to be increased and how we might do that.
- New computer estimated \$600 in Admin supplies to replace ED's failing device with a new line item for future equipment replacements.
- Updates for an increase in Membercliks annual rate to \$5544 from \$5280
- Keep funds in the budget at last year's level for reprinting of brochures, purchase pens and other swag.
  - Jessica is asking the board if OPHA can support Advocacy Day's expenses of around \$1000 (for breakfast and Swag) and there will be an additional ask of the sections to offset the \$1,000. Dave will add it in to the policy action under other programs of the budget.
  - Approve the budget with additional \$1,000 ask and the \$5,700 deficit
    - Tom moves to accept
    - Mary Ann offers a second
    - Approved unanimously

## **2:55 New Business, Coalition & Section Updates – Robb Hutson – Information & Discussion**

- Call to Action and Press Event

**3:00 - Adjourn**

**Upcoming Board Schedule:**

Board Meeting, Friday, February 21, 10:00 – 12:00, all virtual/Zoom meeting

Board Meeting, Friday, March 20, 10:00 – 12:00, Location TBD

Board Meeting, Friday, April 17, 10:00 – 12:00, Location TBD

**Other Important Dates:**

Public Health Advocacy Day, February 6, Salem

Executive Committee meeting, February 11, 12-1pm

Program Committee meeting, February 7, 9-10am