

MEETING MINUTES

OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

DETAILS

May 16, 2014
1:00 – 3:00 PM
NW Health Foundation, Portland

The meeting was called to order at 1:05 PM.

ATTENDEES

Present at the meeting:

In Person

Brian Johnson	Dianna Pickett
Josie Henderson	Tracy Donnelly
Jan Wallinder	Katy King
Tom Eversole	Katherine Bradley
Sara Gardner-Smith	Lila Wickham

By Telephone

Kim Krull	Maria Elena Castro
Jessica Hamm	Mark Shelnut
Leslie Leone Uebel	Marie Harvey
Charlie Fautin	
Elizabeth Miglioretto	

APOLOGIES

Not present:

Name	
Robb Hutson	Will Evans
Torrie Fields	Kate Moore
Nancy Findholt	Marti Franc
Maggie Sullivan	Kathleen Carlson
Tahroma Alligood	Anna Stiefvater

MEETING ACTIONS

The following meeting actions were agreed to:

Due Date	Action	Person(s) responsible (email address)
6-1-14	Bring proposed bylaw changes allowing electronic voting to Bylaws Committee for language drafting to be added to 2014 ballot.	Josie
8-30-14	Completed I-990 to be shared with full board	Jan
6-3-14	Nominations for Dana Lord's Director at Large replacement to Josie	All
5-25-14	Redraft Josie's contract, operationalize raise	Brian, Jan, Josie

{Actions are written in the format: {Due Date} {Action} +(email address). If there is no due date set then leave blank}

DETAILS AND BACKGROUND

Agenda Topic 1: **Minutes**

- **Motion:** A motion was made to approve the April 2014 Board of Directors Minutes, was seconded, and passed unanimously.

Agenda Topic 2: **Treasurer Report**

- **Motion:** Jan briefly reviewed the Treasurer's Report. Everything is as it should be for this time of year and that section balances are at the bottom of the balance sheet. A motion was made to approve the Treasurer's report, was seconded, and passed unanimously.
- Jan reported that she has filed an extension for filing the OPHA I-990; it is now due August 15. Jan will share the completed I-990 with the board when it is complete.

Agenda Topic 3: **Executive Committee Report**

- Dana Lord, Director at Large, resigned this month. Her term expired in 2016. Directors will look for candidates to nominate for her replacement. Per the bylaws, her seat will be filled by someone appointed to it by the board. Ideally we will approve this person at the June board meeting.
- Josie salary increase was discussed and approved. A raise of 5% will be effective May 1, 2014.

Agenda Topic 4: **Board Team Building Exercise**

- Board members were asked to identify specific colleagues who serve particular roles in the organization.
- Josie provided a synopsis of those identified as representing the various parts of the organization.

Agenda Topic 5: **Committee Reports**

- Nominations Committee – Josie Henderson
 - The committee is soliciting 2 board members to add for a short-term commitment. An official description of duties and roles was sent to the Board prior to the meeting. Torrie Fields and Maria Elena Castro volunteered to serve. Committee is now complete.
- Elections Committee – Kim Krull
 - Kim provided a price comparison between mail and electronic ballots along with past budget and projected budget using current method.
 - Electronic ballots meet the needs of OPHA electoral process and would save the organization a lot of money.
 - Proposed switch to electronic ballots would require bylaws change.
 - Josie will follow up with bylaws committee to draft language for October 2014 ballot.
- Program Committee – Marie Harvey
 - Call for Proposals now open – May 15 through June 27
 - The review process for conference abstracts is changing slightly: Current program committee members can participate in the abstract review, plus one person from each section. Sections still not represented:
- Development Committee – Katherine Bradley
 - Update on confirmed sponsors
 - Goal tracker at \$39,000 once Care Oregon and Multnomah Co HD are confirmed.

Agenda Topic 6: **Executive Director Report**

- Insurance update – OPHA now has D&O insurance; cost was a bit higher than estimated but still worth the extra cost

- Robb Hutson has designed the 1st draft of the OPHA brochure – Josie has sent draft to communications committee and a few directors to weigh in.
- New display is being designed as well.
- PHAB Accreditation Education Webinars – Charlie Fautin suggested that enrollment be opened to a wider audience for upcoming webinars
- Internal policy handbook development – workgroup has been formed

Agenda Topic 7: **New Business and Section Updates**

Nursing Section Update – Dianna Pickett

- Dianna reported that the section’s Annual Nurse Leadership Celebration was a success. Guests enjoyed the production of the play “*Life, Liberty, and the Pursuit of Well-Being: The Story of Lillian Wald*” performed by the Jewish Collaborative.

Agenda Topic 8: **Adjourn**

- The meeting was adjourned at 3:00 PM

UPCOMING BOARD SCHEDULE:

Friday, June 20, 1:00-3:00pm at Planned Parenthood, Portland
Friday, July 17, 1:00-3:00pm at NW Health Foundation, Portland