

**OPHA BOARD Meeting Minutes – Monday, October 16, 2023, 2:30 – 3:45 pm
Austin Parrish Room - LaSells Stewart Center, Corvallis, OR and Hybrid via Zoom**

<i>The following Board of Directors, Staff and guests were present</i>
Armando Jimenez
Briana Arnold
Fatima Paola Herrera-Zarate
Chantell Reed
Tamara Falls
Marie Harvey
Angel Harris
Rebeckah Berry
Renee’ Menkens
JoAnn R. Miller
Karen Chase
Christian Moller-Andersen
Oralia Mendez
Phyusin Myint
Robb Hutson
Staff:
Elisabeth Hartner
Guests:
Julie Reeder
Craig Mosbaek
Greg Sebastian

Meeting Called to Order at 2:30 pm by Phyusin Myint

September Board Meeting Minutes motion to approve by Renee’ Menkens, second by Armando Jimenez, minutes approved.

Treasurer’s Report provided by Robb Hutson, who reported the highest level of OPHA assets at \$274,458 and revenue at \$132,836 since 2019. Besides membership renewals adding to the revenue by end of year, lower payroll cost without ED has also added to reserves. 2023 has been one of the most successful financial years for OPHA ever.

President's Report provided by Phyusin Myint, who formally recognized the 2023 appointed election committee to oversee and report out on elected official for 2023-2024 as follows: Six Nava, Roberta Riportella, Christian Moller-Andersen (Chair).

- **SmartSurfaces.** Greg Sebastian from Healthy Environments Section reported that SmartSurfaces grant will primarily be used for heat and flooding mitigation in Portland. The team meets regularly with APHA staff and will later begin meeting with Portland City staff to discuss best use of resources. Tamara Falls reminded everyone of the nine deliverables in exchange for the grant, and Briana Arnold added that APHA decided to support OPHA because of the work that Greg Sebastian had done to write the grant.
- **OPHA Board Retreat.** Plan for January – February 2024 Board retreat should begin soon as we need to ensure proper prep to make it valuable. Phyusin expressed a need for OPHA board members to step forward as volunteers to arrange the retreat as well as settle on most suitable location for the retreat. Normally retreat is in November – December, but this year we are postponing till January – February. Robb Hutson mentioned that we should remember the conversation around logistics for the annual retreat in future bylaws editions. Members expressed thoughts around demonstrating the value of a statewide commitment by hosting meetings in areas that are outside of the Portland area. Previous retreats outside of the Portland-metro area had limited participation, and the commitment of time and expense is significant; confirmation of a commitment to in-person participation prior to scheduling is important. Christian will produce a survey for EC committee approval, asking OPHA BOD for best day of week and best location of either Newport, North Bend, or Health Share in Portland.

Policy Committee update provided by Julie Reeder. The Position Description (PD) for voting policy committee members is ready for use and Julie asked the board when the PD should be implemented. Phyusin Myint asked if a rubric had been created also by the committee and was ready for scoring the applications. Julie expressed a desire to implement the new application process by November 1, 2023, but also solicited more direction from the board and/or potential JDs from APHA. Christian suggested using AI to develop rubric from JD if it hadn't already been developed.

Nominations Committee update provided by Craig Mosbaek. Craig went through the nominations for new committee to be presented at the Annual Membership Meeting Tuesday 10/17/23. Craig also reminded everyone that we need to look for/recruit potential BOD members. One right now, to fill Alicia Lee's seat, but we should always look for opportunities to bring fresh perspectives to the board.

Development Committee – Fatima Herrera-Zarate gave an update on OPHA 2023 Sponsors and Exhibitors as follows: Our fundraising goal was \$56,000 and we reached \$53,400. It was an outstanding result and something we should all be proud of.

Lastly, Tamara Falls acknowledged the work done by outgoing President Phyusin Myint, especially in the absence of an Executive Director. True to form, Phyusin thanked everyone else for their contribution and expressed gratitude for the EC meetings every week and especially for Dana Merrill holding many of the loose ends together.

Meeting adjourned 4:02 pm by President Phyusin Myint