

MEETING MINUTES

OREGON PUBLIC HEALTH ASSOCIATION BOARD OF DIRECTORS MEETING

DETAILS

The meeting was held with a Zoom connection on **Friday, September 18**. 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:	Yesenia Castro	Glendora Claybrooks
Angela Weaver	Allison Myers	Kim La Croix
April Lawless	Marie Harvey	Craig Mosbaek
Beth Doyle		Sheree Smith
Jackie Leung		Caryn Wheeler
Clair Raujol		
David Huntley		
Danielle Droppers		
Robb Hutson		
Phyusin MK. Myint		
Sierra Prior		
Karen Chase		
Mitch Haas		
Mary Ann Wren		
Rebekah Bally		
Jennifer Konick		
Tabitha Jensen		
Tom Engle		
Therese O'Donnell		
Staff:		
Jessica Nischik-Long (Staff)		

10:00 Call to Order – Robb Hutson

- Introductions/Roll call

10:05 August Board Meeting Minutes – Angela Weaver – Information and Adoption (vote)

- Tabatha Jensen offers a motion to approve August 2020 meeting minutes as written
- Therese O'Donnell offers a second
- Motion approved unanimously

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

- August financials

Executive Summary:

- While our on line conference expenses are lower, our organizational sponsors are also likely be lower from last year. We all need to help the program committee with solicitations.
- Member dues are at 109% YTD which is good news.
- Individual Contributions (1,715 - 8 J) is about 41% of budgeted and Training Registration is currently 0.
- We were able to secure a \$10,200 PPP loan to help minimize the COID impact which show in August Liabilities.
- 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.

(August is 67% of the year.)

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

1) Balance Sheet:

Total Assets for August (2020) is 129,821 which is 32,012 over that of August 2019 (row10 F,H).

Total Liabilities August (2020) is 12,072 (24 F) which is mostly the 10,000 PPP loan.

Unrestricted Net Assets August (2020) is 59,612 which is 5,474 grater than a year ago (27 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	\$ 20,617 YTD 109.1% (6 J L)
Total Income	\$ 24,845 YTD 94.9% (16 J -L)
Payroll Expenses	\$ 28,167 YTD 74.0% (22 J L)
Total Operations	\$ 6,702 YTD 63.0% (40 J L) (when MC prorated \$5,470 / 51.4%)
Total Travel & Meetings	\$ 138 YTD 3.6% (49 J L)
Net Income	\$ -14,578 YTD 41.0% (52 J L) (when prorated \$-13,346/ 37.6%)

3) P & L Conference

Total Direct Public Support	\$ 8,000 YTD 18.0% (7 J L)
Total Income	\$33,650 YTD 32.4% (13 J L) \$555 from 2019 conference
Total Payroll Expenses	\$7,888 YTD 49.9% (19 J L)
Total Operations	\$2,416 YTD 38.0% (35 J L) (when MC prorated \$1,800/28.3%)
Total Expenses	\$11,743 YTD. 15.6% (45 J L)
Net Income	\$21,907 YTD 76.1% (47 J L) (when MC prorated \$ 22,523/ 78.2%)

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

Total Income	\$ 1,080 YTD 22.4 % (9 J L)
Total Expenses	\$ 2,200 YTD 141.5 % (34 J L)
Net Income	\$ - 1,120 YTD - 34.3% (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.)

- Danielle Droppers offers a motion to accept the August financials as submitted with the one change to the Membership Dues
- Mary Ann Wren offers a second
- The motion passes unanimously

10:20 DEI Workgroup – Danielle Droppers

- Diversity definition – see attached documents provided with the meeting packet. Note these definitions can grow and change. (vote)
 - Tom Engle offers a motion to accept the definition with changes made during the meeting.
 - Clair Raujol offers a second
 - The motion passes unanimously
- Equity statement – (vote)
 - Tabitha Jensen offers a motion to accept the statement with the changes made during the meeting.
 - Tom Engle offers a second
 - The motion passes unanimously

- Healing Circles – discussion tabled for a later meeting

10:40 Policy Committee – Nathaniel Boehme – Information and Vote

- Racism as a public health crisis (chosen over the word emergency with OHA’s input) LC, initiated by OPHA – (vote) How can local public health offices fit into this LC? Jessica is waiting to hear back from those she has reached out to including CLHO who has also been contacted for feedback.
 - Tom Engle offers a motion to accept the initiative as written
 - David Huntley offers a second
 - The motion passes unanimously
- Multnomah County ballot measure Universal Preschool Now, Measure 26-214 – (vote) It is a Mult. County ballot, but can serve as a statewide model.
 - Tom Engle offers a motion to support the ballot measure
 - Sierra Prior offers a second
 - The motion passes unanimously
- Birth Center Bill – tabled it for now until the Board has more information and decides if they want to make it a priority.
- Oregon Public Health Coalition – updates
- Update on Oregon Climate Action Plan work – Jessica
 - The Climate Change Coalition in Oregon has shifted and is now working on the executive order the governor has implemented in March. The Executive Order tasked OHA with some specific work. Jessica is the only public health representative on the coalition and is asking others to join.

11:10 President’s Report – Robb Hutson

- Retreat planning committee – going well and going to do similar activities to what took place last year. The retreat is December 4th.
 - EC suggests keeping to the same focus areas as last year, adding policy priorities
- Policy and Procedure – Confidentiality Policy for Member and Nonmember Data (revised post Aug mtg) Revisions were made to our membership form.
- New – Confidentiality statement for data (same as August)
 - Policy and statement approved by the Board unanimously
- New Policy and Procedure – Budget guidance for sections and committees. This is “guidance” that can be updated as needed. Not a policy, so a vote is not needed.
- Revised policy and procedure – Section funds policy: major change is that sections give back 25% to the organization when holding events (for a fee/income) that OPHA staff supports, instead of 10% which was too low.
 - Policy approved by the Board unanimously (Tom Engle abstained)

Committee Reports:

Bylaws Committee – Mitch Haas – Information and Discussion

- See revised Bylaws – new DEI committee and update mission statement
 - Inclusion language is added to keep up with the other standing committees (and move from a workgroup to a committee).
 - Replace the word “Oregonians” with “People in Oregon”.
 - Board recommends this moves forward to the association for a vote with the two changes mentioned above.

Program Committee – Marie Harvey & Jessica Nischik-Long – Information and Discussion

- Early Bird Registration for conference extended to September 30
- Registration Update (Jessica)
 - 291 people have registered to date (would like 300)

- Full Program online: <https://www.oregonpublichealth.org/2020-program-agenda>
- Moderators/hosts needed for breakout sessions: Students who are more technological savvy will help be the hosts and then we will need a larger number of moderators. Moderators will help with the Q&A, introduce the speakers and keep track of time. We need keynote moderators too, the role will be reading off the questions and then also introducing the keynote speakers. We may offer a shared OPHA exhibit that sections are free to have materials available.

Development Committee – Allison Myers – Information and Discussion

- Fundraising materials, annual fundraising goal, assignments, questions
 - Great news is we have \$26,000 however, but that is still not enough. We are looking for keynote sponsors. 4 keynotes and 1 panel needs a sponsor!

11:50 New Business, Coalition & Section Updates – Robb Hutson – Information & Discussion

12:00pm – Adjourn

Upcoming Board Schedule:

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

Board Meeting, Friday, November 20, time TBD, Zoom

Board Retreat and Meeting, December 4, full day

Other upcoming dates:

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