Oregon public health association board of Directors meeting

**MEETING MINUTES**

 **January 15, 2016**

**1:00 - 3:00 PM**

## ATTENDEES APOLOGIES

|  |  |  |
| --- | --- | --- |
| **In Person** | **Phone** | **Not Present** |
| Alexander LaVake | Nadege Dubuisson | Laura Spaulding |
| Brian Johnson | Caryn Wheeler | Abraham Meressa |
| Katy King | Lila Wickham | Charlie Fautin |
| Kurt Ferre | Lindsey Adkisson | Maria Elena Castro |
| Curtis Cude | Marie Harvey | Mark Shelnutt |
| Dianna Pickett |  | Rosa Sepulveda Klein |
| Layla Garrigues |  |  |
| Mireille Lafont |  |  |
| Jana Peterson-Besse |  |  |
| Katherine Bradley |  |  |
| Rebekah Bally |  |  |
| Mitch Hass |  |  |
| Robb Hutson |  |  |
| Marti Franc |  |  |
| Robina Ingram-Rich |  |  |
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| **Staff** |  |  |
| Jessica Nischik-Long |  |  |
| Kim Krull |  |  |
| **Guests** |  |  |
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Key findings and DECISIONS

## Meeting actions

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| --- | --- | --- |
| *Due Date* | *Action* | *Person(s) responsible*  |
| 2/5/16 | Recommend potential new board members to fill an open position | All board members |
| 2/5/16 | Review or complete commitment form and return to Kim Krull | All board members |
| 2/5/16 | Review strategic plan document sent with 1/15/16 packet and send comments to Jessica | All board members |

## details and background

**Call to order - Robi Ingram-Rich**

Robi called the meeting to order at 1:05 PM. Introductions of members in the room and on the phone. No visitors were present.

**December Board Meeting Minutes - Marti** **Franc**

Two corrections were made to the lists of members attending/not attending the meeting.

**Motion: Moved, second to accept the corrected minutes. Ayes all, motion carried.**

**Treasurer’s Report - Brian Johnson**

Brian reported that we have not received the end of year report, so nothing to report today and he will provide the end of year report at the next Board meeting

**President’s Report - Robi Ingram-Rich**

Jocelyn Warren has stepped down from member at large position, as her work obligations will prevent her from completing her board duties. Robi asked for suggestions of names of potential members. Brian asked for a full list of current membership to be sent to the directors. Kim will send a full list and include a breakout by region.

**Executive Director’s Report - Jessica Nischik-Long**

Our 2015 policy champion awards were announced at the annual meeting in October. Since the recipients, two state representatives, were unable to attend, Multnomah County staff suggested presenting the awards at the Multnomah County Board meeting next Thursday and asked for a OHPA Board representative to attend. There was discussion of a potential political conflict or awkwardness with that option. Robi suggested making the award presentations to the two state representatives at our Capitol Visit day on February 5. That option will be pursued.

Staff handed out the commitment forms that we filled out at recent meetings. Members need to review and turn back in, or fill out a blank one if we haven’t submitted one yet and return it to Kim. Those who were unable to attend the meeting in person will receive a scanned copy to review.

We have started looking for keynote speakers for the next conference.

Rebekah Bally is the new chairperson for the membership committee. She has organized an upcoming meeting time and will try using Google chat in order to have video available.

The planned upcoming accreditation workshop, funded by the APHA grant, will use space available at Lane County Public Health.

Nadege is the new Health Education and Promotion section representative.

If anyone is interested in serving on the PH Week workgroup, please contact Jessica.

**Strategic Plan - Jessica Nischik-Long**

Suggested revisions to the strategic plan, developed at our December retreat, were sent out in the meeting packet for review. The proposed changes under goal #2, strategy B were discussed. The recommendation was to redistribute all activities into other strategies. Some background was provided to explain why the original plan was developed and organized as it was, since the goal #2 workgroup were new members and didn’t have that context. After discussion with the workgroup, we determined that it would be OK to leave the structure the way it is, rather than redistributing.

Board members need to read the whole strategic plan document, which was sent in the Board packet and includes the recommended changes (except the goal 2, strategy B changes mentioned above), and get any comments in to Jessica before the February meeting. Kim will also send out the worksheet calendar showing a summary of the strategic plan work over time.

In response to a question, Jessica stated that we did accomplish the goal of redistributing some of the work from staff to board and membership. We need a plan for checking on how the work is moving forward to assure accountability. There are a lot of work items that need to happen on schedule in order for the full work plan to proceed.

The revised strategic plan will be voted on at the February 5 board meeting.

**2016 Budget - Brian Johnson**

The proposed budget, sent out to members by email for review, shows expenditures exceeding revenues by $2200.

We discussed some of the key assumptions used in the development of the budget:

* The Executive Director position is reduced to half time, down from .75 time.
* Conference expenses and revenues are budgeted as unchanged from 2015, although facilities charges will rise 5%.
* No travel expenses are budgeted for travel to the APHA annual conference for the Executive Director or the Affiliate Representative to the Governing Council.
* No travel or stipend funds are budgeted for conference speakers.
* A new conference call plan has been identified which will reduce expenses.
* An additional $10,000 in grant revenue will be achieved.

We discussed the importance of strong keynote speakers to the success of the annual conference. The development committee can take on the responsibility of looking for additional support for speakers if the program committee determines that a stipend or other financial outlay would be needed in order to engage a desired speaker.

Brian also noted that those board members coming from outside the area have been able to get some reimbursement for travel, but that reimbursement has been taken out of the proposed budget. We determined that such reimbursement could be important to assuring membership from outside the metro area and added $1000 for some board related travel expenses.

Brian commented that the budget is conservative. The biggest unknown is the $10,00 budgeted for grant income, which we have not yet identified. A question was asked about the item for individual contributions. These come from members. Board members are typically asked to give what they can.

 **Motion and second to approve the proposed budget for 2016 as revised**. **Ayes all, motion carried.**

**Committee Reports**

Jessica discussed the committee charters that were distributed in the board packet. They have been updated, although once we vote on the strategic plan, there will be further updates. The charters are not something the board needs to vote on, but this discussion gives the board an opportunity to comment. Committee charters will be posted on the website. Kim posts dates of regular committee meetings on the websites and can also post agendas and minutes.

Jessica gave the Policy Committee report. Members were reminded that they can always provide input on a given policy, if they have additional knowledge or concerns.

We reviewed several requests for policy endorsement:

Minimum wage - Raise the Wage Coalition requested our involvement with their coalition. There are several minimum wage measures being discussed. The coalition has asked if a person would be able to attend coalition meetings. While we have tried to have a member on each coalition we support, we may not be able to adhere to that intention in every case.

 **Motion, second that we support the Raise the Wage Coalition. Ayes - 18, nays - 1, absten- tions - 3. Motion carried.**

Request to endorse legislation (in concept) to tax E-cigarettes.

 **Motion, second to endorse. Ayes all, motion carried**.

Request from Physicians for Social Responsibility to endorse legislative proposal in concept to move Oregon from coal-fired energy generation and increase renewable energy generation by PGE and Pacific Power. Discussion.

 **Motion, second to endorse. Ayes - 21, nay - 0, abstain - 1. Motion carried.**

Request from Physicians for Social Responsibility to endorse opposing oil trains and the Tesoro-Savage project at an upcoming hearing in Multnomah County. The issue is volatile oil from N Dakota coming through the Columbia River gorge on very long trains. The vote is somewhat symbolic, as movement of the oil is a Federally controlled process. An unintended consequence of blocking movement through the gorge may be that the oil export just getspushed to another location.

 **Motion, second to endorse. Ayes - 5, nays - 3, abstentions - 10. Motion failed.**

General agreement that we are interested in policy and legislation related to affordable housing.

A reminder that volunteers are needed on February 1, 11 - 1PM, PSOB, Room 1C to help stuff packets and prepare bags for the Legislative Day visit to the Capitol.

**New Business, Coalition and Section Updates - Robi Ingram-Rich**

We need to work on getting section updates**.**

 **Adjourn**

 **Motion, second to adjourn. Meeting adjourned at 3:12.**

## Upcoming Board Schedule:

Board Meeting, Friday, February 5, 2-4 PM, Oregon State Capitol, Salem

Board Meeting, Friday, March 18, 1-3 PM