

**HPHA Board of Directors Meeting**  
 February 13, 2014, 11:45am-12:55pm  
 JABSOM Medical Education Building (MEB) room #410  
 651 Ilalo St., Kaka’ako  
 Conference Call:  
 Call in #808-692-0864

Time	Agenda Item/Notes
11:45	<p>Welcome, Establish Quorum and Introductions</p> <ul style="list-style-type: none"> <li>• Present: Nancy Partika, Colby Takeda, Deb Zysman, Michelle Tagorda, Holly Kessler</li> <li>• Via teleconference: Robert Hirokawa, Jay Maddock, Gerald Ohta, Rebecca Kang</li> <li>• Absent: Mark Tomita, Angela Sy, Katie Richards, Michelle Quensell, Tony Krieg, Haouli Tomoso</li> <li>• Quorum established</li> </ul> <p>Minutes from November 18, 2013 – Minutes approved as presented</p>
	<p>Committee Reports</p> <ol style="list-style-type: none"> <li>1. Treasurer       <ul style="list-style-type: none"> <li>• Balance Sheet and P&amp;L for FYE2013 and YTD 2014 were presented. \$30,328.72 in First Hawaiian Bank account, of which \$3,558 is held for MHAC. Expenses in January 2014 were high due to several invoices for 2013 services received in January.</li> <li>• Holly advised group that all financial reports (as well as other pertinent HPHA documents for 2014) have been uploaded to the new HPHA Sky Drive. Also on the SkyDrive are the files from the ShareFile account that was closed in January 2014. Holly transferred all of the ShareFile files to the new SkyDrive along with a DropBox folder that Deb Zysman had been maintaining. Now all of the HPHA electronic files are in one location.</li> <li>• 2014 operating budget was presented for discussion. Holly went through each line item and explained the rationale. Budget is based on 2012 and 2013 regular operating expenses. Question was raised – what does \$150 insurance cost cover? Holly to investigate and advise board.</li> <li>• Budget was approved as presented.</li> </ul> </li> <li>2. Programs       <ul style="list-style-type: none"> <li>• Committee is still under Robert.</li> <li>• Robert to contact committee members saying they need to meet and assign a permanent chair.</li> <li>• Colby distributed a DRAFT member survey which the</li> </ul> </li> </ol>

committee needs to review and refine. We will send out the survey using a paid Survey Monkey account Angela has access to.

- Strategic Plan follow-up: Need to assign a lead to Objective 3C—leads on other action items should be initiating their follow-up so that we address all 3 Goals and 7 actions this year.

### 3. Membership

- Holly distributed membership summary showing Active total membership of 632.
- Suggestion made to break out the Organization Members on the spreadsheet.
- Holly is working on generating invoices for those members who are still on active status, but due to the fact they didn't pay their membership invoice, their account shows as Active, when the status should be "Pending Renewal." Holly has to go in manually and change the status, generate an invoice and email the member. She has done this for 56 regular members and 143 student members from December 2013 thru February 10, 2014. There are still 112 students to bill whose accounts show as Active, but they are really overdue.
- From December 2013 to present, 15 students have been suspended from membership after 3 overdue invoices were sent and no payment has been received.
- From December 2013 to present, a total of 203 regular and student members have been billed in the amount of \$3,785. We have received dues payments from 6 members on this list in the amount of \$120.
- It was agreed upon by all that Holly will send three past due notices before a member is suspended. Suspended members will remain in database, however they are not included in Active count, and they will be removed from HPHA ListServe.
- Once this process is completed, we will have a "real" list of Active paid members.

### 4. Legislative

- Committee of 12 has been very active writing and submitting testimony on behalf of HPHA. To date three testimonies have been submitted. Copies of testimony have been uploaded to the website. Thank you to Chris Lum Lee who has taken the lead on drafting the testimonies with committee and board input.
- Currently working on disparities bill testimony.
- Suggestion made to simplify the process of getting board members to respond and approve testimony in a timely fashion: In subject line of email put "VOTE NEEDED" so it stands out in the vast amount of emails received by all. Another suggestion was to do a Doodle Poll with a Yes or

No voting option and a copy of the draft testimony in the Poll. No testimony will be submitted unless majority of the board approves.

5. APHA Updates

- Gerald to lock-in APHA President-elect dates for September 2014
- Nancy will circulate date options. Need pres-elect to be in Honolulu for at least 3 weekdays.
- Jay agreed HPHA could use UH as a location for the Annual Meeting in September and OPHS will be contributing \$500 towards her visit costs
- Gerald reported APHA nominations [were called] have been announced and deadline for nominations is 3/28.
- He is waiting for policy proposals to come in. Will share. Currently Action Board is looking at the remaining old policies from 1960-64 for archiving.
- Nothing to report on Committee of Affiliates
- Question was asked what is deadline to submit poster session? Gerald said tomorrow (2/14/14)
- Our two student representatives, Michelle T. and Michelle Q., are working on student assembly session, they are not doing posters.

6. Governance

- Nancy reported the committee has not yet met. Probably will meet closer to Spring/Summer months.

Unfinished Business

1. Grants update

- Holly distributed a grants report as of February 7, 2014
- Submitted 24 grants totaling \$154,500
  - Most were for marketing, electronic media, professional forums and operations
  - We have received funding so far on two proposals: the NFL Foundation for \$1,000 and the Kosasa Family Fund of the Hawaii Community Foundation for \$5,000.
  - We have received rejection letters from six foundations, one of which was the Chamber of Commerce Public Health Fund. Deb mentioned this fund only funds direct service programs.
  - Holly will continue to submit proposals.
- GIA
  - Mark and Holly completed a GIA application for \$49,500 for PGHC pre-planning funds. We received support from DOH and Rep Ryan Yamane.
  - Need to have a lobbying plan – can't expect the

	<p>application to proceed without it. The GIA is a slush fund for lawmakers, and we need to remain top of mind for the Finance Committee. Mark and Deb will help with the continued lobbying process in order to get our GIA application funded.</p> <ul style="list-style-type: none"> <li>○ We will use the GIA application as a template to apply to other foundations for conference planning support. The grant application for marketing/professional seminars is a hard sell. Need a proposal that has meat.</li> </ul> <p>2. Conflict of Interest forms</p> <ul style="list-style-type: none"> <li>● Distributed blank forms to those present for signature. Holly will email the rest of the board the form to complete and email back.</li> <li>● Only 3 board members have completed the form so far; the signed scanned conflict of interest forms are uploaded to the SkyDrive.</li> </ul> <p>3. Changing dues structure</p> <ul style="list-style-type: none"> <li>● Discussion ensued surrounding raising dues. All agreed our dues are very low and have been at the same rate for many years. Also there was discussion regarding value of membership since we have not been very active as an organization in the past few months since the annual meeting.</li> <li>● Motion presented to raise Regular members from \$25 to \$35 and Student members from \$15 to \$20. Discussion: our Fall 2013 member survey favored raising dues by these amounts. It was voted upon by those present to proceed with implementing raising the dues structure as stated above. It was suggested to make notice of this increase in upcoming eBlasts to inform members, and then implement the increase in a few months. Also we should promote the \$250 lifetime membership and Org memberships.</li> </ul>
	<p>New Business</p> <p>1. PGHC 2015</p> <ul style="list-style-type: none"> <li>● We have the beginnings of a committee: <ul style="list-style-type: none"> <li>○ Mark - Chair</li> <li>○ Robert</li> <li>○ Nancy</li> <li>○ Colby</li> <li>○ Emily Roberson – DOH</li> <li>○ Michelle Tagorda</li> <li>○ Ask Hali Robinett</li> <li>○ Ask Val Yontz</li> <li>○ Ask Kevin Cassel</li> <li>○ Possibly Clifford Chang</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Possibly Kimo Andrade?</li> <li>○ Possibly Celine last name?</li> <li>● Important we have folks from 2012 conference planning on the 2015 committee.</li> <li>● Reminder to Robert to contact Hali, Val and Kevin to ask them to participate in 2015 planning.</li> </ul> <p>2. National Public Health Week</p> <ul style="list-style-type: none"> <li>● April 7-13, 2014</li> <li>● Delta Omega is planning a speaker Tuesday or Wednesday afternoon and having a reception</li> <li>● HPHA usually does a mixer during this week</li> <li>● It was decided to proceed with a planning committee for an HPHA NPHW mixer committee: <ul style="list-style-type: none"> <li>○ Deb-Chair</li> <li>○ Robert</li> <li>○ Nancy</li> <li>○ Holly</li> </ul> </li> <li>● The last two mixers were held at Gordon Biersch. Nancy recommends using a different location, suggests event be less alcohol-focused so that non-drinkers are not excluded</li> <li>● Committee will explore possible locations, and choose a date.</li> <li>● Maui mixers have been held in the past. Ask Hau'oli and Tony if they would want to spearhead a Maui Mixer.</li> </ul> <p>3. Website updates</p> <ul style="list-style-type: none"> <li>● Holly asked if OK to change HPHA home page from Fuddy memorial to NPHW. All presented agreed, but to move the Fuddy memorial to another page, not delete it all together.</li> <li>● Holly added section to website acknowledging two foundation donations</li> <li>● Holly added section to website showing HPHA submitted testimony</li> </ul> <p>4. Next meeting – schedule for mid to late April. Holly to send out a Doodle Poll for best dates.</p>
12:55pm	Adjournment of meeting