

HPHA Board of Directors Meeting
 November 18, 2013, Noon-1:30pm
 JABSOM Medical Education Building (MEB) room #410
 651 Ilalo St., Kaka'ako
 Conference Call for Meeting
 Call in #866-740-1260; Passcode: 5645619

Time	Agenda Item/Notes
Noon	<p>Welcome, Establish Quorum and Introductions</p> <ul style="list-style-type: none"> • Mark Tomita, Angela Sy, Nancy Partika, Colby Takeda, Robert Hirokawa, Holly Kessler, Jay Maddock, Katie Richards (recorder), Gerald Ota <p><i>(Note: There was confusion over the call-in number provided to members for this meeting—we apologize to those of you who did not get online and will work to make sure that easy phone access is provided in future meetings)</i></p> <p>Minutes from August 23, 2013 – Minutes approved with no revisions</p>
12:05	<p>Committee Reports</p> <ol style="list-style-type: none"> 1. Treasurer <ul style="list-style-type: none"> • Balances – Total Assets \$34,737 2. Programs <ul style="list-style-type: none"> • Potentially Hau'oli chair for programs 3. Membership <ul style="list-style-type: none"> • In 2012 4 organizational members were not billed- Holly and Angela worked on contacting folks, HICORE, no longer organizational member, but will continue HPHA access to file share at a reduced rate. All other orgs will be paying. Reserve Corps and PATH: <ul style="list-style-type: none"> ○ Find out how much the file share is? ○ Mark Tomita to check in with Reserve Corps ○ Katie Richards to check in on PATH • Ask if Chaminade, Argosy, University of Phoenix, USC would like to become organizational members <ul style="list-style-type: none"> ○ Goal, try to get 10 organizational members Mark Tomita will check in with Chaminade • Student memberships – many students still have free membership, haven't been prompted to join as a paying member. <ul style="list-style-type: none"> ○ We can pull a report and see who joined when by student level ○ Have to go in and change manually on the HPHA website to prompt a change in dues ○ We need to fix the technical issues ○ People who joined at the Pacific Global Health Conference also got free membership ○ Colby will work with Holly to identify/figure out issue – also check in with Lisa <ol style="list-style-type: none"> 1. Students 2. Organizational members 3. Conference Registrants • Holly distributed membership count as of November 13, 2013 <ul style="list-style-type: none"> ○ Large number of student members

	<p>4. APHA Updates</p> <ul style="list-style-type: none"> • Native Health Theme did not pass this year. • Gerald was re-appointed chair of nominations committee. • Hali Robinett presented poster on Public Global Health Conference. We invited next year's incoming president, this year --APHA will pay for airfare, HPHA will pay for everything else. <ul style="list-style-type: none"> ○ Panel members – at end of this year's APHA meeting Native Health panel members
12:30	<p>Unfinished Business</p> <p>1. Grants update</p> <ul style="list-style-type: none"> • Holly distributed a grants report as of November 10, 2013 • Have submitted 13 grants for a total of \$75,000 <ul style="list-style-type: none"> ○ Most for marketing-electronic media & professional forums and operations • Potential Grants <ul style="list-style-type: none"> ○ Draft Grant for Public Health Summit – had a couple of meetings to get everyone on board – Holly started writing proposal, needs Jay's input ○ Friends of Hawaii – potential ○ Clarence Ching – potential • Have heard from a couple foundations who would like to hear more about us • Another potential grant is the Chamber of Commerce Public Health Fund – December 14th deadline, specific to Oahu • Weinberg Foundation – grant twice a year \$10,000 to a non-profit – chosen by any employee in the company <ul style="list-style-type: none"> ○ December and June – need to have information in 3-4 months within the date ○ If anyone knows anyone at the Foundation; or ○ Submit information – employee chooses ○ Mark Tomita will check with PACT to see who they know there • CDC grant closed <ul style="list-style-type: none"> ○ Holly was able to close grant – need to track down fiscal information from three years ago <p>2. Conflict of Interest forms</p> <ul style="list-style-type: none"> • Which form should we use? Simple or more detailed? • Voted to approve simple conflict of interest form-those present submitted their forms—Other members please submit to Holly ASAP—thanks! <p>3. HPHA Fact sheet</p> <ul style="list-style-type: none"> • Looks good, include revised date on bottom • Colby will work on a better logo if needed <p>4. Strategic Planning-need to set committee meeting</p> <ul style="list-style-type: none"> • Need to have a meeting to plan strategic mission • Holly will send out a doodle poll to find a strategic planning meeting date. • Katie send SP meeting notes from last planning meeting to Holly (Holly will send out w/doodle poll) • Nancy will look into a facilitator & location for the SP mtg

12:45	<p>New Business</p> <ol style="list-style-type: none"> 1. Set up of new committees <ul style="list-style-type: none"> • With new bylaws, no longer need committee chairs to be on board • Identify temporary board members – for members to contact who would like to be chair • Board members identified committees they were interested in chairing or as a member • Notification will be sent to members on who to contact to be part of committees 2. Fiscal sponsor relationship <ul style="list-style-type: none"> • MHAC – asked for final balance, Chris gave his balance, Holly came up with new balance, two items were miscategorized in QuickBooks – balance is now \$3,558 <ul style="list-style-type: none"> ○ MHAC is applying for non-profit status • Proposal to not act as fiscal umbrella this year – Motion to not accept financial responsibility for another non-profit. Motion carries. 3. Membership survey results <ul style="list-style-type: none"> • Membership fees? <ul style="list-style-type: none"> ○ Proposal to clarify and work on current fees – table this for next meeting • Use survey responses as template for SP meeting 4. Organizational dues 5. Changing dues structure 6. Sharing eBlast with other organizations <ul style="list-style-type: none"> • Holly gets requests for organizations to use our eBlasts for what they're doing-? OK? • Quote HPHA as a source, use logo, and ask them to include a link to include information on becoming a member • Meeting minutes should be posted, since we are a non-profit <ul style="list-style-type: none"> ○ Board meetings should be open to members (and advertised as such) 7. 2013 Bank signature cards <ul style="list-style-type: none"> • Documents for bank cards signed by new officers 8. ED contract review <ul style="list-style-type: none"> • Holly - Understands fiscal situation, but feels that for her to stop now would lose momentum and continuity <ul style="list-style-type: none"> ○ Would be open to suggestions on re-negotiating <p>Motion to move into executive session (2nd): Holly was excused due to discussion about the ED contract. Board discussed Holly's performance to date, and are supportive of her being offered a renewed 6 month contract. It was agreed that Robert Hirokawa as president will contact Holly to negotiate a new Dec. 1, 2013 to May 31, 2014 contract.</p>
1:30	Adjournment of meeting