



**Board of Directors Meeting Minutes**

March 12, 2015

2:00– 4:00 pm

DOH, Directors Conference Room #2

| Time | Agenda Item   |
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| 2:15 | <p>Welcome and Establish Quorum</p> <p>Present: Nancy Partika, Jill Tamashiro, Gerald Ohta, Colby Takeda, Rebecca Kang, Holly Kessler, Michelle Tagorda</p> <p>On phone: Michelle Quensell<br/>Absent: Deon Canyon, Robert Hirokawa, Mark Tomita, Angela Sy, Dan Domezio, Hau’oli Tomoso</p> <p>Minutes from January 2015 Meeting – approved as presented</p>   |
|      | <p>Committee Reports</p> <ol style="list-style-type: none"> <li>1. Treasurer/Financial               <ol style="list-style-type: none"> <li>a. Jan/Feb Bank Statements – \$39,779 in bank                   <ol style="list-style-type: none"> <li>i. Income \$17,220 (high due to HDS grant received)</li> <li>ii. Expenses \$3,774 (HDS grant expenses)</li> </ol> </li> </ol> </li> <li>2. Grants update               <ol style="list-style-type: none"> <li>a. Two grants pending: Chamber of Commerce Public Health Fund pending to be used for conference scholarships (\$10,000).</li> <li>b. 2014 GIA- Gerald assured the Board that it is “still alive” (\$49,500).</li> <li>c. We also submitted a 2015 GIA for \$49,000 for professional development.</li> <li>d. NFL Grant received: \$1,000 for marketing/electronic media</li> <li>e. HDS grant received: \$16,400 for HPU dental program (\$2000 for administrative overhead—the rest is for program activities)</li> <li>f. NIH Heart Truth grant funding proposal due March 25, 2015. We plan to submit a NIH proposal for \$132,325 promoting the Heart Truth message throughout the islands.</li> <li>g. Nancy discussed growing organizational funding for adequate infrastructure to support positions reliant solely on conference and member fees.</li> </ol> </li> <li>3. Public Health Week-April 9<sup>th</sup> at Sullivan Conference room</li> </ol> |

- a. Nancy requested that Board members sign up for roles
  - b. Projected attendance is 100+ to help with program and logistics
4. HPH Conference
- a. Reduced to 1 day; plenary session & 2 track sessions-Built Environment and Health Disparities
  - b. We are committed to Convention Center; hoping to avoid penalty fees for changing dates
  - c. Nancy projects a profit given GIA + Registration fees + hopefully CoCH public health funds. Membership opportunities will not be included in conference fees due to problems in attaching it to the conference fee in 2012
  - d. Looking for engaging speaker suggestions; perhaps a big name as a conference draw; Nancy suggested Dr. Alike Maunakea as a possible speaker on disparities/ epigenetics.
  - e. Looking for creative ways to engage audience/ increase participation
  - f. Goal to broaden list of invitees (e.g. planners, safety, traffic, recreation, etc.)
  - g. Conference planning committee to look at questions for panel and presenters
  - h. Denise Nelson of OPHS offered student support for poster session or other student involvement. Conference planning committee will explore the exhibit/poster space option, if it does not stretch the budget
  - i. March 27 is next planning committee meeting
5. Annual Meeting
- a. planned for the night prior to 10/9 conference
  - b. Nancy requesting BOD assistance in planning
6. ARGC
- a. Succession plan discussion to find next ARGC.
  - b. Gerald provided description of position/ expectations and responsibilities, emphasizing out of pocket monetary costs for conference participation (e.g. hospitality costs, etc.). Hawaii ARGC role has been to advocate for the Western region and Pacific given APHA is an East Coast-centric organization.
  - c. Nancy proposed extending Gerald's position for one year and to change the bylaws to make the position appointed vs by vote. Appointment would occur in the spring to allow adequate prep time before APHA conference. Board moved to amend bylaws and extend Gerald's position for one year.
7. Board Membership
- a. Discussion about upcoming end of terms. Nancy reported that this year will have significant turnover. Nancy proposed extending the secretary position one year to stagger with treasurer position. The VP position may have to transition quickly to President, if Mark relinquishes his BOD/VP seat due

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|      | <p>to medical reasons.</p> <ol style="list-style-type: none"> <li>8. Legislative       <ol style="list-style-type: none"> <li>a. Climate Change bill now a resolution – it is an HCR with no number yet. Hearing to be scheduled. One goal of the bill is to spur public dialogue. Climate change appears to be a hot topic in many sectors of the community.</li> </ol> </li> <li>9. Membership       <ol style="list-style-type: none"> <li>a. Membership count: as of March 6 – Total: 633 Active: 604, 26 renewal pending, 5 new members. Midla Courtney new lifetime member</li> </ol> </li> </ol>   |
|      | <p>New Business</p> <ol style="list-style-type: none"> <li>1. Gerald requested HPHA recommendation and nomination to APHA education board at APHA. This committee shapes conference focus, etc. Board agreed to nominate him.</li> <li>2. Nancy urged Board members to take a leadership role either with HiAP or the HPHC.</li> <li>3. Nancy suggested that the Board plan summer activities. Jill suggested public access room workshop or a networking event.</li> <li>4. Nancy reported on efforts to recruit 1-2 students to support HPHA during the summer.</li> <li>5. Ideas discussed to increase networking at interaction at mixers/conferences. Colby suggested company names written on name tags; stars that indicate languages spoken or public health topics of interest.</li> <li>6. Next meeting May 13, 2015 – Room #119 from 2-4 pm</li> </ol> |
| 3:45 | Adjournment   |