

**HPHA Board Meeting
UH Manoa, Biomed D-205
May 29, 2018**

Attending: Christian Gloria, Holly Kessler (executive director), Vanessa Buchthal, Jessica Yamauchi, Cheryl Soo Hoo, Michelle Tagorda

Phone: Jill Tamashiro, Colby Takeda, Hali Robinett, Lyndall Ellingson, Margaret Walkover

Absent: John Tomoso (excused), Yvonne Gilbert, Ethan Allen

Meeting called to order: 11:19 am

Announcements:

- Rachel Gonzales is the new student representative from Hawaii Pacific University.
- Vanessa is on the search for a new student representative for the University of Hawaii.

Minutes:

Circulated and approved as presented.

Motion to approve the minutes, motion seconded

8 votes for – Christian, Hali, Jill, Vanessa, Colby, Michelle, Jessica, Cheryl

Confidentiality and Conflict of Interest Policy and Disclosure Form:

President Christian reviewed the Confidentiality and Conflict of Interest Policy and Disclosure Form and shared that completed forms are posted on the Google Drive.

Discuss retirement of DOH Director Ginny Pressler

Jill Tamashiro made a motion to award Dr. Ginny Pressler a honorary HPHA Lifetime Membership and present it to her at her retirement party.

8 votes for – Christian, Hali, Jill, Vanessa, Colby, Michelle, Jessica, Cheryl

APHA, COA Report - Hali

Hali discussed services offered by Jeanie Holt, which would include preparation work as well as two, half-day sessions with the board of directors to help HPHA develop a strategic plan. Expected outcomes would include a strategic plan for the association. Costs would include an airplane ticket to and from Honolulu from the east coast, possible additional transportation costs, and whatever else Jeanie Holt would include. Hali will reach out to Jeanie to schedule a call with officers to learn more.

President Christian asked Hali to follow up with COA about benefits to HPHA as a paying affiliate. Hali will reach out to learn more.

President Christian discussed our APHA membership invoice and after discussion, it was decided that Hali will reach out to the APHA COA regarding our benefits and to inquire how other affiliates report their membership counts.

Hali requested a year-to-year breakdown of our financials by June 1. Holly and Colby will generate and send to Hali.

Fiscal report - Holly

Holly, executive director, discussed our current financials. As of April 30, 2018 there was \$40,661 in bank; Income: \$1,942 Expenses \$3,719 for the month of April 2018.

Christian announced a voluntary reduction in Holly's salary from \$3,000 to \$2,000 per month from March 2018 through the end of her contract May 31, 2018.

Holly reported that because our revenue was below \$50,000 in 2017, we only needed to file form 990N for 2017, not the full IRS Form 990. IRS Form 990N was e-filed on April 3, 2018 for fiscal year 2017. There was no fee associated with this filing. Actual revenue in 2017 was \$39,532.

Holly shared updates from the Budget and Finance Committee with strategies to increase revenue this year. They include focusing on organizational memberships, event sponsorships and grants.

Legislative and Government Relations - Christian

Holly shared updates from the 2018 legislative session. HPHA tracked 47 bills in Senate and 38 in House relating to our 5 priorities list, and HPHA submitted 32 testimonies. All submitted testimony is posted on our website.

Vice President Jessica shared updates on e-cigarette bills, and other related bills

Member Services – Holly and Colby

Colby shared that the committee met and discussed possible ways to increase membership on the neighbor islands. The committee will also work to develop a mentorship program to roll out at the annual meeting.

Lyndall proposed that HPHA support the harm reduction conference in Hawaii, both through publicity and through having a physical presence. Holly replied that we will explore this.

Programs – Hali and Margaret

Margaret will be sending "thank you" letters to all of the speakers. Holly sent tax donation receipt/thank you letters to the event sponsors. Christian commented that the two events in April were a big hit and that lots of positive feedback came out of it.

Potential dates and locations were discussed for the 2018 Annual Meeting. It was mentioned that we need to explore what other events are having in the Fall and that we need to quickly reach out to the APHA President-Elect about attending our event.

Marketing and Public Relations

Cheryl convened a meeting, which included a non-board member. The group will be working on updates to the website and a new strategy that would involve a rebranding and possible consolidation of communication channels.

Other Business

None

Next Meeting:

Doodle poll to be circulated for the next and all consecutive meetings

Meeting End: 12:48 pm