



HPHA Board of Directors Meeting

Date: Tuesday, January 18th, 2022

Time: 11:00 am to 12:30 pm

VIA ZOOM

Meeting Minutes

Board Member	Present	Not Present
Trisha Kajimura	X	
Holly Kessler	X	
Camonia Graham-Tutt	X	
Michelle Tagorda-Kama		X
Bryan Talisayan	X	
Tenaya Jackman	X	
Colby Takeda	X	
Leocadia Conlon	X	
Claire Townsend-Ing		X
Alexis Charpentier		X
Stephanie Moir	X	
Katie Folio	X	
Jill Tamashiro	X	
Vanessa Buchthal	X	
Gillian Dunn	X	
Jessica Yamauchi	X	
Donna-Marie Palakiko	X	
Karen Perez	X	
Pedro Haro	X	

Meeting call to order: 11:00 am

- I. **Call to Order & Welcome** – Trisha
 - Reminder to complete the conflict of interest forms.
- II. **Review & Approval of September 2021 Meeting Minutes** – Trisha
 - Minutes from the September 2021 Board Meeting approved by unanimous support.

III. Committee Reports

Governance – Trisha

- Main task of the committee is to fill any open positions and to present a slate of nominees for next year's election

Fund Development & Finance - Bryan & Holly

Financial report

- Balance sheet shows a healthy \$49,246 in the first Hawaiian bank account as of Dec. 31st. HPHA has no liabilities. The Balance Sheet on Dec 31 2020 was \$45,306, so we are in a better financial position going into 2022 than we were last year at this time.
- Actual YTD expenses were \$31,892 and budget expenses for the year were \$35,998 so we were under budget by \$4,105 on expenses
- Actual YTD income was \$35,833 and budgeted income for the year was \$38,000 so we were under budget on the income side
- So overall net on the 2021 P&L budget vs. actuals, we were under budget by \$1,938

2022 Budget

- A 2022 budget was prepared for discussion and approval. A 2022 draft budget compared to 2021 budget and actuals was shared.
- On the income side, most line items were kept in line with the 2021 budget, except for Sponsorships which increased.
 - Sponsorships were a new line item in 2021 so we were unsure how successful this would be. Many more event sponsors in 2021 were gained than anticipated.
 - Membership dues kept in line with 2021 actuals
 - Grants in line with the 2021 budget because even though 2021 actuals were less than budgeted in 2021, it was due to a timing issue on receiving a check. We should be on track for 2022 to reach \$12,000 in grants this year.
- Aligned the expenses to the 2021 budget, which was higher than 2021 actuals for a few reasons.
 - One of the areas was membership mixers which of course we could not gather in person in 2021.
 - Added student fellowships in the amount of \$1,000 as a line item in 2022. We will have two fellows in Spring and Fall semesters at \$500 each. MHAH is sponsorship our Spring fellow, and we will need to fundraise for the Fall fellowship.
 - We removed the ARGC travel charges from Officers & Director's expense line item and created a new line item "ARGC Expenses" and increased ARGC travel expenses in line with Tenaya's proposed budget she

presented to the EC for attending the APHA annual meeting in Boston this year.

- Our projections still have us net positive at year-end. HPHA runs on a very tight budget as income and expenses are predictable year over year.
- 2022 Budget was approved by unanimous support.

Membership – Holly

Committee report – Total membership is at 469.

- Up 4 new members in the past 30 days, which includes 2 regular and 2 new student members.
- Two new Lifetime members since my last report:
 - Mary Santa Maria, a Retired Public Health Educator for the Maui District Health Office
 - Princess Mae Visconde of The Research Corporation of the University of Hawaii. Princess Mae has been a supporter and volunteer with HPHA since being a student with the UHM Office of Public Health Studies

Student recruitment

- Holly will work with the marketing committee to update the student targeted materials created last semester for instructors to provide to their students to join HPHA and the benefits of membership (first year free), how to join, etc.

Social media update

- All social assets had increases in followers.
 - Facebook at 665 followers
 - Twitter at 534 followers
 - Instagram at 1,023 followers.
- Board members were reminded to follow HPHA at @hipublichealth.
- Weekly eblasts open rate is high at 42 to 48% with over 800 on our listserv.

Organizational memberships

- 2021 was our most successful organizational membership drive doubling to 12 organizational members.
- Welcomed the following new Organizational members last year: HHRC, UHA, Aloha Care, HMSA, PACT, HYHP.
- HPHA members were recognized for helping to bring in new org members – including Trisha, Bryan, Colby & Michelle.
- Existing organizational members were recognizing for renewing in 2021: MHAH, HPU, OPHS, UHWO, HIPHI, PoL.
- Colby will reach out to Chaminade University to explore the potential of joining HPHA as an organizational member

Marketing & Public Relations – Colby

- Highlights of the committee work last year included; HPHA Logo refresh, updated flyers for student recruitment, updated newsletter and eBlast headers
- The committee will continue to discussing a tagline to help brand HPHA
- The committee will meet this quarter to recap last year's work and plan for the new year
- New members were encouraged to join

Legislative & Government Relations – Leocadia

Year in Review 2021

- Priority area for 2021 legislative session was Diversity, Equity and Inclusivity
- Example testimony of bills were shared

2022 Legislative Advocacy Survey Results

- HPHA Member expertise was identified to explore alignment around the topic of Diversity, Equity and Inclusivity as well as additional proposed topics
- Proposed topics includes employment topics, tobacco use, healthcare access for remote rural areas, and COVID topics

Moving forward

- Expertise were identified in the following areas similar to testimony provided in 2021; Kupuna Caregivers Program, Relating to Adolescent Mental Health Care, Relating to Loan Repayment for Health Care Professionals, Relating to Telehealth, Opposition to Repeal of the Tobacco Prevention and Control Trust Fund
- Committee will meet next week to prepare for the 2022 Legislative session, identify expertise under the general topic of Diversity, Equity and Inclusivity and engage in the specific topic areas identified from the advocacy survey results
- A request was shared with the board to identify opportunities to support member organization advocacy. Holly will connect Leocadia with HPHA organizational members.

Programs – Stephanie

- Annual Meeting was held virtually on November 18th from 3-5pm. 100 individuals registered and 81 attended the event.
- Amanda will continue to stay on as co-chair
- First event for 2022 will be National Public Health Week, scheduled for the week of April 4th-10th. APHA National theme is "Public health is where you are". Committee will convene to begin planning.

Student Fellowships – Vanessa & Camonia

- Vanessa is the chair of the committee
- A recap of the selection process for the student fellowship was shared; 5 applications were received
- Camonia is acting as the mentor for the student fellow and plans to meet with Karen by monthly. A request to the board was shared for any ideas regarding ways to engage student fellows.
- Committee will reconvene to plan for the next round of fellowship selection and to fundraise for the next student fellow.
- Vanessa is requesting a representative to join the committee from Chaminade University
- Karen shared her goals for participating in the fellowship

IV. ARGC's APHA Report – Tenaya

- No report

V. News/Announcements

Tonga Relief Efforts Discussion – Gillian

- Asked if any board members are aware of community groups who are mobilizing to support Tonga
- Trisha recommended that if anyone becomes aware of aid relief efforts that we can share to the membership via HPHA eBlast

Next Meeting: March 15th at 11:00 am

Adjournment – Meeting adjourned: 11:52 am