



## **HPHA Board of Directors Meeting**

Date: Tuesday, September 21st, 2021

Time: 11:00 am to 12:30 pm

VIA ZOOM

### **Meeting Minutes**

| <b>Board Member</b>  | <b>Present</b> | <b>Not Present</b> |
|----------------------|----------------|--------------------|
| Pedro Haro           | X              |                    |
| Holly Kessler        | X              |                    |
| Camonia Graham-Tutt  | X              |                    |
| Michelle Tagorda     | X              |                    |
| Vanessa Buchthal     | X              |                    |
| Bryan Talisayan      | X              |                    |
| Colby Takeda         | X              |                    |
| Donna-Marie Palakiko | X              |                    |
| Gillian Dunn         |                | X                  |
| Jessica Yamauchi     | X              |                    |
| Jill Tamashiro       |                | X                  |
| Stephanie Moir       | X              |                    |
| Leocadia Conlon      | X              |                    |
| Juval Tomas          |                | X                  |
| Trisha Kajimura      | X              |                    |
| Claire Ing           |                | X                  |
| Tenaya Jackman       | X              |                    |
| Amanda Martinez      |                | X                  |
| Dr. Katz             | X              |                    |

### **Meeting call to order: 11:01 am**

- **Call to Order & Welcome-** Trisha
- **Review & Approval** of July 2021 Meeting Minutes- Trisha
  - Minutes from the July 2021 Board Meeting approved by unanimous support.
- **Committee Reports**

### **Fund Development & Finance**

- i. Financial report- Michelle & Holly
  - Mahalo for bringing in all of the sponsorships everyone has done an amazing job.
  - Comparing Aug 2020 to Aug 2021 we are in line with net income and expenses for August.
  - YTD Financials reflecting budget and actuals (attached) shows \$39,111 in FHB bank as of August 31.

- Actual expenses YTD are \$21,573 and projected expenses to year end are \$34,052 and the budgeted yearly expenses are \$35,998 which brings us under budget on the expenses by \$1,946 as this forecast shows.
- Actual income YTD is \$15,378 and budgeted income to year end is projected at \$36,022 which is slightly under our YTD income budget projections of \$38,000
- Net YTD income effect is estimated at \$1,978 under budget. However, because we are trending under budget in expenses by \$1,946 the net projected variance at year end is under by \$32.
- The expense side is pretty solid to the budget so the projections to year end should be close. The income side has some variances both positive and negative in a few line items which basically balance each other out. Biggest fluctuation areas are the sponsorship line items (which is trending above the budget) and the membership dues which is trending below budget. We still have three months until year end, and of course these variances are only projections.
- ALSO NOTE SO FAR IN SEPT WE HAVE RECEIVED THE FOLLOWING INCOME not reflected on the August financials: HYHP, HHHRC, APHA grant, HPU org dues payments! Totaling \$3,500.
- The annual meeting is one of two of our major events and opportunities to fundraise. Also, it is the time of the year that our membership gets a bump as well. When we hold events, our visibility grows, and the more opportunities we have to gain org members, sponsors and regular members.

ii. Grants & Sponsorship report- Holly

- **Grant proposals submitted since our last meeting include proposals to the following foundations:** Since the last meeting, Holly has submitted grant proposals to Ulupono Fund, Kaiser Foundation, Hawaii Pacific Health, HMAA, and Kobayashi Family Foundation. Holly also had a meeting with a contact at HMSA - thank you Bryan, and they are reviewing our request – either a grant or organizational membership.
- **Also, Holly has started to pursue Annual Meeting Sponsors** – We have re-vamped the Annual Meeting Corporate Sponsorship package. Holly is happy to announce that we have two confirmed sponsors so far: OPHS has confirmed support from the Hiscock Lecture Funds and, Chaminade has committed to sponsor the meeting as well. We now have 3 levels of sponsorship to choose from.

**Governance-** Trisha

i. Committee report

- Non-O'ahu open seat. Katie Folio has been suggested as a board member. Katie is the Chief Operating Officer of Pediatric Therapies Hawai'i with an extensive background in public health in Maui. Katie is a true believer in and is passionate about public health. She has worked with HIPHI and has been contacted to assist with social media efforts with COVID. She is well connected on Maui and would be an asset to the HPHA team. Katie would fill the seat that Hauoli was in and serve until September 2021 – December 2022.
- A vote was taken at this meeting to have Katie replace Hauoli on the board. The Board approved by unanimous support.

ii. Elections

- **2021 elections prep has started** – We will be conducting the Board elections online in advance of the Annual Meeting using Election Runner, a secure online voting system used for elections that provides voters with a unique ID and they can only vote one time. We used it last year and it worked great. There is some setup involved but once that is completed, the process works great. The election will open on Oct 12 and will run for two weeks, closing on Oct 26. We will announce the winners of the board seats at the Annual Meeting. A timeline for nominations and election process has been established and the Governance Committee has begun to secure commitments for the ballot. And we have issued a call for self-nominations to the membership as well. The final ballot will be assembled once the nominees are vetted by the Governance Committee and presented to the board – this will be done by email since we will not have another board meeting before the annual meeting.

## **Membership** – Holly

### i. Committee report

- **We are working on the Fall newsletter** and have sent out a call for articles and content submission. If you have something you feel would be relevant for our members or a program that you would like to promote in the newsletter, please email it to Holly.
- **Total membership is at 451.** We are up 12 new members in the past 30 days, which includes 9 regular and 5 new student members. Also please join me in welcoming Camonia as HPHA's newest Lifetime member! Thank you Camonia for supporting HPHA throughout the years!
- **Student recruitment** Holly has been working with the marketing committee to create a piece for instructors to provide to their students to join HPHA and explain the benefits of membership (first year free), how to join, etc. It has been finalized and Holly wanted to show everyone quickly what it looks like.
- **Social media update-** all of our social assets had increases in followers. Facebook we are now at 658 followers, Twitter we have 522 followers, and Instagram we now have 1,012 followers. Note- reminder to please follow us at @hipublichealth

### ii. Organizational membership drive

- **Organizational membership drive**– happy to report this is going great! We have welcomed the following new Organizational members since our last meeting: PACT, HPU, HHHRC, HYHP, thank you to everyone who has helped to bring in new org members – special shout out to Trisha, Bryan, Gillian, Colby & Michelle. And thank you to Papa Ola Lokahi for renewing their org membership!
- **Update from our organizational members** – Dr. Al Katz is the new OPHS Dept Chair. Al will be our OPHS board representative moving forward and Vanessa will remain as his proxy. HPU also has leadership changes – Christian Gloria has left as Department Chair, Lyndall Ellingson (previously on the HPHA board) is the new department chair. Holly wanted to update the board first before making the changes on the HPHA website.

## **Marketing & Public Relations-** Colby

- i. Committee report
  - HPHA Logo refresh has been the largest project for the committee this year. The Executive Committee opted for Option #2, which has a sharper font and better coloring for printing of the logo.
  - A vote was taken at this meeting to accept the new logo. The Board approved by unanimous support.

## **Legislative & Government Relations-** Pedro

- i. Committee report
  - Several Board members met with Rep. Lisa Marten, DrPH. The goal of this meeting was to ask for assistance with focusing on gaps in public health and Rep. Marten mentioned that mental health is a big goal and focus.
  - Next steps include perhaps Rep. Marten providing tips to assist with our legislative agenda. Providing feedback on how we might work toward passing our legislative agenda. She mentioned having get to know you meetings with the legislative health chairs.
  - We had one national sign-on letter in September – initiated by the National Coalition for Healthier Schools regarding urging Congress to fund the EPA to advance indoor air ventilation in schools. It has been posted on our website.

## **Programs-** Bryan/Amanda/Stephanie

- i. Annual Meeting
  - The event date has been set – November 18<sup>th</sup> from 3-5pm. Event will be held virtually. The APHA president-elect Dr. Kaye Bender will be the keynote speaker.
  - There will also be local speakers from Queens and local community organizations.
    - Confirmed speakers for panel: Thaddeus Pham (DOH/Sexual & Gender Minority Group) & Sondra L. (Queen's Medical Center)
    - Potential speaker for panel: Papa Ola Lokahi
  - Vision is going to be related to the pathway of systems that affect individuals. The speaker will be asked to speak on the gaps between mental health and public health. Mental Health of America will be able to assist with breakout rooms at the event.
  - Potential title: *“Responding to the intersection of public health and mental health: Perspectives from the field.”*
  - Pedro will share the highlights of the year and Report to Membership, not more than 5 minutes during the Annual Meeting.
  - Committee chairs have been asked to provide a written report for the annual meeting. The proposed length will be one paragraph, and more details on the format will be shared with the Committee Chairs.
  - **Holly has started to pursue Annual Meeting sponsors.** We have re-vamped the

Corporate Sponsorship package. She is happy to announce that we have two confirmed sponsors so far: OPHS has confirmed support from the Hiscock Lecture Funds and, Chaminade has committed to sponsor the meeting as well. We now have 3 levels of sponsorship to choose from.

**Ad-Hoc: Equity, Diversity, and Inclusion-** Tenaya

- i. Committee report
  - Still in progress, more to report at next meeting.

**Student Representatives-** Vanessa/Camonia

- i. Committee report
  - The committee has an outline for a Student Board Internship, the goal is not to replace the student position on the board, but rather to build a learning experience for students to participate on boards. Students will receive a \$500 scholarship.
  - For the application process, students will be asked to submit a letter of intent and CV. Submission materials will be submitted by November 30<sup>th</sup>, 2021.
  - Student will receive a mentor and shadow from the Executive Committee, attending all board meetings during their term.
  - Participate in one of HPHA's major events.
  - The student would also be required to create a student outreach activity that is geared toward other public health students.
  - The goal is to build capacity for board service, building a pool of students that would be a part of the board as a student representative and market our services to the community. Continued fundraising efforts will be needed for this new venture.
  - **MHAH has supported the Student Scholarship fund for Spring 2022 semester**
  - A vote was taken at this meeting to accept the new process. The Board approved by unanimous support.

**iii. ARGC's APHA Report-** Tenaya

- Affiliate Day is Saturday, October 22<sup>nd</sup>, 2021, a gathering of all of the members of affiliates who are at APHA, any members, focused on talking about issues at that affiliates face, best practices are shared, membership ideas, research is shared, and opportunities are shared for affiliates to participate. This day is also considered a forum for other affiliates to meet in person. (Affiliate Day virtual)
- In person ARGC Meeting- October 23<sup>rd</sup>-27<sup>th</sup>, 2021 (virtual). This meeting will include policy information and the new APHA board members getting acclimated.

**iv. News/Announcements**

- Next Meeting: Annual meeting: Nov 18<sup>th</sup> 3-5pm
- Voting for the Board Elections – Oct 12-26
- Fall newsletter call for articles and submission materials – by mid October
- Newsletter will be released end of October, early November

- HPHA signed a sing on letter: RE: Reconciliation Act: Children’s Hospitals Raise New Alarm About COVID and Children; Congress Must Fund US EPA to Advance Indoor Air/Ventilation in Schools
- Upcoming public health event: <http://mentalhealthhawaii.org/mauiluncheon/>

v. **Adjournment- Meeting adjourned: 12:05 pm**