

VtPHA Board Meeting -- July 10, 2008 -- 5:30 PM -- ACS Office, Williston, VT

Present: Debbie Dameron, Burt Wilcke, Bob Costantino, Joanne Fedele, Brian Flynn

Unable to attend: Penrose Jackson, Darlene Ahrens, Heidi Klein

Guest: Kelly Stoddard, ACS Advocacy Specialist / Policy Analyst

Minutes Submitted by: J.Fedele

| Topic | Summary | Action |
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| Grant Funded Position: Administrative Coordinator | We have contracted for 4 hrs./wk. with Audra Jenkins who works FT at FAHC Community Health Improvement. Audra is aware of VtPHA and has assisted us with projects before. Welcome Audra! | Debbie and Burt will continue to communicate with Audra to finalize any remaining details. |
| Update on Kellogg Grant Activities | <p>The funds have arrived. Burt's recent grant-related trip to AZ was budgeted for year 2, but this will not be a problem. Also, the amount budgeted to support admin. coord. position in year 1 will not be completely used but can be carried forward to year 2. Burt gave a brief financial report. We are in good standing currently.</p> <p>Workplan update: As per the workplan, we have had our strategic planning meeting, and our website has been updated and revised.</p> <p>As per the workplan and grant agreement, we still need to:</p> <ul style="list-style-type: none"> ◆ Link Get Ready Campaign info on website ◆ Access /submit our incorporation paperwork ◆ Develop/set up members listserv, partner listserv, media contact list. It was suggested that we could ask Audra to start work on this. ◆ Develop / finalize membership database. Darlene is working on this. Audra could finalize. ◆ Consider purchase of laptop. Not needed at this time, so we can put this on hold. ◆ Survey membership regarding benefits / what they would like to see offered. ◆ Attend financial training. Two webinars are offered -- Aug 12 & 26, each for 1.5 hrs. (from 3 to 4:30 PM). We are obliged to attend both. ◆ Obtain recruitment training. Burt attended training in AZ in May. ◆ Obtain governance training. ◆ Obtain leadership development training. ◆ Identify community partners. | <p>(Addendum: Link has since been done)</p> <p>Debbie to forward ACS media contact list to Audra to help develop our own. List developed by Darlene can now be forwarded to Audra so that membership list can remain current.</p> <p>We need to update member list first.</p> <p>Burt will ask Penrose and/or Audra if either can attend these webinars.</p> <p>We will follow-up on appropriate training as opportunities arise.</p> |

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| <p>Update on APHA / Kellogg Grant Training held in AZ in May</p> | <p>Burt reported on this training he attended in May. It focused on items such as customer-centered marketing and membership issues. It was noted that all affiliates should have a business plan. As we have previously mentioned, we should consider engaging / employing someone to help us with this such as a retired executive or RSVP volunteer with expertise in business.</p> <p>Out bylaws should be updated to include the change made in May. Audra can do this if given the appropriate language. Also, the bylaws need to be on our website. Also, regarding meetings, we should indicate that they are modeled after Robert's Rules. We need to modify the bylaws as ours say we follow Robert's Rules.</p> <p>Filing 990: We need to complete this IRS form this year. Prior to this year, we didn't have the funding required. Now with the grant, we do.</p> <p>Annual budget: This needs to be developed.</p> <p>Conflict of interest form: This should be signed by all board members. Deb has template. Burt has a generic form.</p> | <p>Bob to follow up with Audra regarding recent bylaws change from May meeting and getting bylaws on website.</p> <p>Follow-up required - Deb or Burt?</p> <p>Deb and Burt to email their versions to board member for review of both and acceptance of one, which members will then sign.</p> |
| <p>Update on Council on Affiliates Meeting (CoA)</p> | <p>Bob reported on this meeting which was held in DC. The meeting focused on advocacy. Bob reminded Board members that a member survey done in VT a number of years ago showed that our members at that time were concerned with advocacy, with education coming in a close second. VtPHA also had an Advocacy Committee in the past.</p> <p>Focus in DC was Grass tops advocacy. Grass tops is an effort to coordinate and link advocacy thru all APHA components -- APHA, members, affiliates, sections, SPIGS, and caucuses. It also includes partnering with non-profit advocacy organizations. One of our goals might be to re-develop the advocacy committee. The committee could review our current priorities & position statements.</p> | |

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| <p>CONTINTUED: Council on Affiliates Meeting</p> | <p>Bob further reported that APHA is trying to do more for affiliates such as getting more affiliate members on APHA boards. Also, APHA may develop a web page for affiliates, and give profiles of the affiliates.</p> <p>Members from our region will meet together at the national convention in San Diego in Oct. VtPHA contributed \$100 to APHA to support the CoA reception at this convention.</p> <p>Overall, it is challenging to keep public health in the forefront in DC. Discussions on healthcare focus on cost and access, not quality. Focus is still disease care, not healthcare.</p> <p>Also, it is good we have Kellogg funding now. When that is used, affiliates will be on their own for funding. This will be a challenge.</p> | |
| <p>Strategic Plan</p> | <p>Our strategic plan needs to be formally adopted by the board. We drafted it at one of our spring meetings from notes taken at our Feb. strategic planning meeting. Darlene organized the notes at that time. Discussion on draft version.</p> <p>Discussion on website maintenance. Question raised on whether Audra should take course on how to post things on website. Discussion reveals that person who does this currently does so quite inexpensively. It may not be prudent to have Audra spend time learning this skill.</p> <p>Motion made by Bob and seconded by Burt: That the strategic plan be adopted with recommended changes from today's review of the draft. Motion passed unanimously.</p> | <p>Deb will send draft version to all board members. Burt to refine/edit draft version and send to Audra to be sent to board members. (This has since been done.)</p> <p>Plan made to invite VtPHA membership to participate in development of work plan to meet strategic plan. Goal date set for Sept. 11 meeting. Deb to follow-up.</p> <p>Final version of strategic plan to be sent to Board members. This has since been done.</p> |
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| <p align="center">Advocacy</p> | <p>Welcome Kelly Stoddard from the ACS as a guest for tonight's meeting. Discussion on possibility of utilizing Kelly's expertise and the ACS resources in areas where this is a rather complete overlap of advocacy items, i.e., both VtPHA and ACS are in agreement on a particular issue. Kelly facilitated discussion on the legislative priorities that ACS will follow in '09. Thus far issues include: access to health care, early detection of breast cancer via support of Ladies First, early detection of colon cancer, tobacco control via clean indoor air policy in some certain worksites, overall tobacco control funding improvement.</p> <p>Brian suggests that overall, VtPHA does need some form of advocacy committee. Some of our advocacy issues will merge with ACS. We might also ask VT ALA and /or Heart Assoc. to share with us their advocacy priorities. This might be our process. We could then write letters of support to each association, indicating the priorities with which we agree.</p> <p>Burt suggests that since we have to poll our members for grant purposes, we might invite participation in this process from members. Also, Heidi may be a good facilitator for this committee.</p> <p>Deb suggested that we may want to consider inviting the interim Commissioner of Health to speak with us again regarding the legislative issues of concern to VDH.</p> <p>We should continue our discussions of this advocacy process so that when the legislature opens in Jan '09 we will have a plan in place for collaborative advocacy.</p> | <p>Regarding formation of Advocacy Committee: Bob is interested. Heidi may well be interested. Bob will ask Heidi and look at current membership list to see who might be interested / recruited.</p> <p>Goal: Those interested in Advocacy will meet briefly prior to Sept. Board meeting to begin identifying advocacy issues / process that VtPHA will support / follow.</p> |
| <p align="center">Next Meeting</p> | <p>Meeting adjourned at 7:40 PM. Next meeting is:</p> <p align="center">Thursday, September 11, 2008 5:30 PM ACS Office, Williston</p> | <p align="center">Please mark your calendar!</p> |