

Kansas Public Health Association
December 17, 2004
Board Meeting Minutes

President Phil Griffin called the meeting to order at 10 a.m. Janice McCoy, President-Elect joined the meeting via conference call. Other members present were: Ed Kalas-Environmental Health Section Chair, Janice Dunwell-APHA representative, Marvin Stottlemeir-Director, Cyndi Treaster-Director, Ellen Averett-Education and Research Section Chair, Tim Swindol-Student Section Chair, Janice Goedeke-Administrative Section Chair, Heather Fuller-Tobacco Substance Use, and Mental Health Section Chair, Eldonna Chestnut-Children/Family/Community Health Section Chair, and Allison Allejos-Treasurer. Also present was Executive Director, Elaine Schwartz. Phil asked Elaine to take minutes in the absence of the Secretary, Holly Whitlock. He stated this meeting was to be more of an orientation session and a review of the by-laws and other written documents, along with the financial picture of the association.

Phil introduced the new accountant for KPHA, Bill Shone of WRS Accounting Services. Bill told about his background and then distributed the Financial Statements for the association. Discussion ensued on the year's expenditures and revenues. It was decided that the same format of reporting would be used for each board meeting. The Balance sheet showed the year's revenue and expenditures for KPHA. The financial statement also indicated the expenditures and revenues for OHK. Starting in January, the finances for both KPHA will be performed under separate charts of accounts. Phil announced that Allison, Elaine, and he would be meeting with the OHK President on December 21, 2004 to further discuss arrangements of separate reporting and accounting for the two entities. It was also stated that the January finances would include budget information that may need to be reworked for the status and reporting of the financial aspect of the association. Ellen asked that we continue to get the detail information, but not necessarily have to cover it in the meeting. Bill indicated the organization was in good standing, that there is a base of reliable income, and he was not too concerned about an audit risk, due to the small size of the business interaction. As the financial history builds, there will be more information to be used for financial reporting.

Following the departure of the accountant, President Elect and Treasurer, Phil had Board members introduce themselves. Elaine stated an Executive Director report was distributed and asked that each Board member fill out the Member Profile, to be used in the next KPHA newsletter. Phil announced the experience on the board to be very notable with 5 KPHLI graduates and 3 KPHLI scholars.

Phil then proceeded to cover the By-laws, which he indicated are the Steering Mechanism for the association. KPHA is a 501 (c) 3 with a primary purpose of advocating and lobbying for public health. Since only 10% of revenues can be spent on lobbying, it has been proposed to combine with other health entities such as KALHD, KAMU, KDHE, to pull together and hire a lobbyist. This will be done hopefully in 2006. This year student interns will be used to help with the session. Elaine announced there are two, so far, one from KSU and one from Washburn. After it was indicated there would be an interest

from KUMC, Elaine stated she would develop a flyer to be sent to KUMC and other universities. Phil stated that the January meeting would be primarily a legislative agenda watch list. Board members will be asked during the session to give opinions on bills to take a stand to support or oppose. When time limits are evident, the Executive Committee will make those decisions.

Article 1, Name, Purpose and Functions were reviewed, with the emphasis that KPHA can broaden e. (promoting and providing educational opportunities). Article II, Membership and Article III, Dues was discussed and it was emphasized that the Student membership should be a priority since 40% of KDHE is eligible for retirement, along with many older local health department staff. We will want to look at expanding student memberships to other disciplines such as Medical, Nursing and Social Work in addition to Public Health. Phil described his speaking at a High School Career Day and said we needed to do more of that type of activity. Since most of the public perceives Public Health as a nurse giving a shot, we have a lot of work to make Public Health a more global picture of all the functions performed. There is an opportunity to expand the association to include private business with health issues being a focus state and nationwide. The Associate Dues may need to be restructured in order to recruit these members.

Article IV, Nominations and Elections was then discussed and Phil stated the Secretary and Pres-Elect would be voted on at the 2005 annual meeting. It is time for the recruiting of those members, to find potential leaders for the future of KPHA.

Article V- Executive Director's Signature Authority, VI- Officers, VII- Board of Directors and Duties of the Board of Directors and VIII American Public Health Association Representative/Board of Directors were covered. Article VIV- Sections, Article X- Meetings, and Article XI- Quorum were all discussed. Phil emphasized that a quorum to hold a board meeting included one of the president positions and 50% of the board. Article XII-Standing Committees was discussed and next Article XII- Standing Committees was covered. Phil emphasized the call for Award nominees for 2005 would go out in the Spring Newsletter with the hope of many eligible potential nominees submitted. The 2005 Conference was discussed and the point emphasized to recruit quality people in the association to become involved, as they would most likely become the future leaders. Phil announced Kim Richter will be the Legislative Committee Chair and will work with Elaine to determine KPHA's legislative priorities. The Membership Committee Chair is an open position. Phil is searching for a good volunteer to appoint, and asked the board to keep him informed of possible candidates for that and other positions within the association.

Discussion was then held on the At-Large Director positions of Marvin, Janice, and Cyndi. Marvin moved to name Janice Goedeke as the At-Large Director on the Executive Board. Cyndi seconded the motion and the motion carried.

The remainder of the Articles was covered. The next item covered on the agenda was the Policies. Elaine will add the Budget Sheet to the Board Notebook for the next meeting.

Phil stated that next year a better method for reimbursements for members attending the APHA annual meeting will be implemented in order to comply with the KHF grant requirements. It was also noted that none of the Section Chairs had used the funding available in the Section Support Policy. Discussion was held on having a contest and members were asked to come to the next meeting with ideas. Phil covered the purpose of having sections, building involvement in the association and his desire to see the Sections become more involved with activities such as traveling trainings, social activities, etc.

Phil next covered his activities as President working with KDHE staff in developing an 6 month training and EPI Certification by KPHA. He has been working with Cheryl Banez-Ocfemia. It is now being proposed to WALD and KHF.

The Spring Training was discussed next, and Heather volunteered to contact Rolling Hills near Salina as a venue for the training. It was suggested that Sections hold a mid year meeting at Spring Training. Phil asked that members bring ideas to the next meeting to improve Section activity and a mini strategic plan for their respective section. The goal is to want members to be on more than one section, similar to APHA, where an additional charge is made. He also would like to have more information on our web-site about the sections.

Phil ended the meeting by expressing his thanks and conveying that Kansas has much to be proud of with our “state public health association”. At the APHA meeting in DC he learned other states are way behind us, and we are included in the top category of size and membership activities. We have been recognized nationally in the past because of renowned individuals such as Dr. Samuel Crumbine, and we are still recognized as a public health leader in our advocacy and health promotion activities.

The next meeting will be at the Johnson County Health Department on January 21st. The agenda will include Legislative Issues and 2005 Conference Theme and Planning Calendar.

Meeting adjourned.