

**Agenda and Minutes for March KPHA Board Meeting
(via Conference Call) March 28, 2007**

Agenda for Executive Board: Those on call: Ed Kalas, Janis Goedeke, Shirley Orr, Sonja Armbruster, Eldonna Chesnut, Ed Garner, and Elaine Schwartz

1:30-1:55

Greeting-Ed K.

Overview of Office Move-Elaine covered that the Home Office move is going well. Have to be out by next Monday. Inventory of what will be left: Conference table with 6 chairs, on large vertical file cabinet, two computer desks, one large upright cabinet, two small black file cabinets, and one black bookcase. These items will be marked and stored or sold.

Website Changes-Elaine covered the on-line payment options. PayPal is not a good choice for many Health Depts. Ed likes the shopping cart feature. All agreed to proceed with the Bank's software company of \$400 for set up and \$5 monthly with percent each sale. Discussed Members Only and moving Video to public use. Elaine will get this done.

Grant/Income Opportunities-Elaine covered the draft Strategic Planning grants and Board members contacting funders. Also discussed the APHA MOU for the Kellogg Grant and the advantages of being involved in this.

Agenda for Full Board: Those on call: Ed Kalas, Shirley Orr, Janis Goedeke, Ed Garner, Barbara Mitchell, Sonja Armbruster, Debbi Baugher, Jamie Katz, Kim Richter, and Barbara Berry

2:00-3:30

Greeting-Ed K.

Overview of Office Move-Ed reported that we had been looking at moving offices to save rent \$500 per month. Elaine had done research with other associations that had home offices for over 16 years. The Exec Committee decided to proceed and Elaine has made most of the move by herself. The phone numbers have stayed the same. Ed G. said the membership had wanted at one time a storefront visibility. Elaine reported that there has been very little walk in traffic to the association. This all will be looked at in the future, if it doesn't work out with a home office.

Elaine's Raise-Ed K. reported that there will be one, and based on final numbers that he and Sonja agrees to. Sonja will get with Ed in the next week to make the determination and it will be made retroactive to August of last year, (Elaine's anniversary).

Website Changes-Elaine covered the website changes. Sonja noted that Fluoridation is misspelled. Elaine will correct. Sonja said we need to build the Members Only for more benefits, Ed K suggested putting AHA-KS info, etc. on for members only.

Grant/Income Opportunities-Ed covered the Kellogg Grant and current activity with Leon Vinci being on their Advisory Committee and the needed Assessment and MOU. Many agreed that it sounds like a good opportunity. The biggest work would be the annual report. Kim indicated that we may have a stronger front with what we have been doing to get a few people together such as a Task Force for the grant. We could put out a call and be sure to get this. Motion made by Ed G to move ahead with signing the MOU Seconded by Janis G. Unanimous vote was made to approve the motion. Ed talked about the training for incoming President and they were surprised of all that Kansas has been doing.

The draft Strategic Planning Grant was discussed and Ed requested that if individual Board members knew personally, the contacts with foundations to get back with him or Elaine to develop personal relationships with these "funders". Any comments on the draft proposal are invited so that we can start submitting it. Elaine covered the draft and what the money would be used for. Ed K discussed the general Strategic Plan and if it should be updated and asked for any comments. Ed will send out the documentation for the current plan and putting together any needed changes. Board members who were involved in the 2004 Strategic Plan were Shirley, Kim, and Ed K. We need to review goals and determine if we need to change it and if APHA has changed theirs. We will look at this in the next couple of weeks.

The next item discussed was the REACH meeting with Betsy Topper and the possibility of doing a pilot, capacity building. Elaine indicated 4-5 people had responded. We would have a state-wide capability after it is done in the 3 counties: WY, JO, AL. Eldonna discussed the grant that Jo Co is going after with REACH.

Spring Conference: Elaine covered the work being done on the Spring Conference: we are the fiscal agent, and we will have a table display and need Board members to sign up to staff the table.

Health Day: Sonja covered the event with being pleased with the whole effort and found some improvements needed, and believes it is important for us to do again. The Fitness Challenge for the Legislators was great. If we had more planning and effort from more people with an extended planning committee it would be even better.

Orientation Manual: Barbara covered the conference call and the group came up with a template. We received around 20+ electronic sites with information. We discussed the next steps. Barbara would be happy to send out the minutes from the call to the whole Board. Ed said that would be great for the Board to see. There were 6-8 people on the call and maybe 15 on the task force. We got a lot of responses from all over the country. Barbara read Bruce's email that "The "manual" is not necessarily the objective of the project. More important is how we get public health practitioners talking about public health in an effective and consistent manner." The Board decided that this manual is a key process of setting the stage to get more people involved in communicating public health.

Janis covered the VISTA Supervisory training, it was a great training and she and Kristi Schmidt both attended. Learned the expectations of the program, Janis will get with Elaine next week to discuss the project and tasks.

Lapsed Membership List: Janet had done an emailing for non renewals to split up the list and to have the Board look at calling personally. Volunteers: Barbara M., Janis G., Ed K, Sonja A., and if anyone else would like to do this, just let Ed know.

Fall Conference: Budget--Conference Committee will take care of tracking since this is really not in the bylaws that the Board has to vote on. Pitt State did the logos, they will charge us \$50 and we need to give them recognition. Janis covered the keynotes: OK City Bombing Ken Thompson, APHA President Debra Klein Walker, TFKC will sponsor second morning again, and Secretary Bremby will give the closing at the Awards Luncheon. Discussed KEHA and joint conference, it was expressed that they felt they got "stuck" down in the worst part of the hotel and KPHA had the better accommodations. Ed talked about the Environmental Conference in August with Sec. Bremby and that he will talk to them about combining the KDHE Conference with the Fall Conference for next year. Janis indicated that it would be best to check with KEHA and see if they want to do a joint next year since they have already started planning this year's. Ed K will contact their leaders, as he is a KEHA member. Shirley would love to see us do some follow-up with them to do some joint planning since public health includes environmental health. They have two separate committees and they are a fun group, but we need to do some different planning with them. It would be fantastic to have a mega conference in the fall together with KDHE/KEHA and KPHA. Some in Environmental Health fear losing their jobs to Public Health nurses. Maybe having one combined conference that was planned by all entities with different tracks. (KPHA would need to be the main sponsor, since we have a business meeting at the conference).

Ed covered the meetings with Sec Bremby and that we have been asked to be at the KDHE Div Chief's meeting. Shirley and Elaine will be presenting on Monday to them. A Power Point will be used.

Eldonna covered her meeting at the HeadStart Advisory meeting and their efforts. Ed suggested that we could let them know about our VISTA program. Eldonna covered the counties they are serving and looking for partnerships. We would help promote their classes when the curriculum is ready and maybe have it at our conferences.

Ed said that we would send out the draft Strategic Planning grant for comments.

Meeting adjourned.