

**Kansas Public Health Association Board Meeting
July 23, 2009 10:00 am**

| Member | J | F | M | A | M | J | J | J | A | S | O | N | D |
|---------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Anderson, Sheri | X | | | X | E | X | | | | | | | |
| Armbruster, Sonja | X | X | X | X | X | X | X | | | | | | |
| Averett, Ellen | | | | | X | X | | | | | | | |
| Baugher, Debbie | X | X | X | X | X | X | E | | | | | | |
| Chestnut, Eldonna | X | X | X | X | X | X | X | | | | | | |
| Davis, Aaron | X | X | | X | X | X | E | | | | | | |
| Frazier, Linda | X | X | | X | X | X | E | | | | | | |
| Goedeke, Janis | X | X | X | X | X | X | X | | | | | | |
| Graham, Annette | X | x | | X | | X | X | | | | | | |
| Heim, Nicole | X | X | X | X | X | X | X | | | | | | |
| Henke, Heather | X | X | | | E | X | X | | | | | | |
| Kalas, Ed | X | | | | | | | | | | | | |
| Katz, Jamie | X | | X | X | | X | X | | | | | | |
| Mitchell, Barbara | X | X | X | X | X | X | X | | | | | | |
| Orr, Shirley | X | X | X | | X | X | | | | | | | |
| Rice, Diana | X | X | X | X | X | E | E | | | | | | |
| Schwartz, Elaine | X | X | X | X | E | X | X | | | | | | |
| Shiple, Caron | X | X | X | | | X | E | | | | | | |
| Stottlemire, Marvin | E | X | | X | X | X | X | | | | | | |
| Wetta-Hall, Ruth | X | X | X | | X | X | X | | | | | | |

Minutes recorded by N. Heim

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| Item | Discussion | Action | Responsible Person | Due Date |
|--------------------------------------|--|---------------|---------------------------|-----------------|
| I. Introductions | Called to order at 10:05 a.m. | Approved | Sonja | |
| II. Determination of Quorum | 8 of 16 board members present; no quorum | Approved | Sonja | |
| III. Agenda Approval | Addition of Pres-Elect report before ED report. | Approved | Sonja | |
| IV. Approval of minutes | Approval postponed to August Board meeting; need to address question marks or blanks before we post. Strike "We are not in trouble financially" from the Financial Report Review. | Approved | Sonja | |
| I. Webinar demo | Marvin suggests we use Microsoft Live Demo certificate from Community Action Organization for free. Sonja suggests poll via email on opinion whether we should use Microsoft Live, Elluminate, or should forego all together. Agreement made that we should not purchase additional services until financial situation improves. | | Sonja | |
| II. Assistant Director status | Nicole will be working until 8/15 on RWJF; if we get RWJF grant, Nicole will come back to do project management. | | Sonja | |
| III. RWJ grant update | 235 brief proposals; 40 chosen for full proposal and KPHA was one of them. Almost \$115K budget; \$25K for Elaine and Nicole salary. Grant to research inter-local agreements in rural health departments. | | Marvin, Sonja | |
| IV. Financial Report Review | Sonja likes new charts in July minutes for financials. Need some adjustments on KPHA revenue chart. | | Linda | |
| V. KPHA equipment | Elaine has upgraded to Microsoft 2007, has purchased more memory, and has had her computer repaired. Lots of equipment from old office is being stored by Ed K. in his basement | | Elaine/Sonja | |

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| | and Shawnee Co. Ready to liquidate. Elaine will work with Ed to get rid of un-needed office furniture. | | | |
| VI. Crumbine Club | Letter ready. Need to get via clicks up and running before we send request to members. Elaine suggests we go through Wild Apricot or other service. Board members need to commit to joining by August Board meeting so we can get them up on the Crumbine Club area of the website. Sonja suggests launching this at Fall Conference because of web set up issues. Wild Apricot would be \$50 per month for KPHA based on 750 members. Another \$50-60 per month for bank credit card payments. Marvin motioned to approve; who seconded??? Motioned carried to purchase Wild Apricot software. | | Marvin | |
| VII. KHF Conference grant | Prepared conference report to KHF for 2007 & 2008, because KPHA thought grant was for 2007, 2008 & 2009. Informed that 2007 award was for conferences in 2008,2009, and 2010. | | Sonja, Elaine | |
| VIII. Grant procedure | Want to include a statement to allow time line exception for grant application approvals. Sonja included verbiage. Janis motioned to approve; Annette seconded. Motion carried to approve grant-writing policy. | | Sonja | |
| IX. Conference 2008, Crumbine wrap up | Shirley asked Fredrickson's what they would like to use the funds to recognize someone who has demonstrated innovation in the field and are dedicated to their work. It would be \$200 for 10 years; for practitioners who want to submit to the Doren Fredrickson Poster Competition. | | Shirley | |
| X. Conference | Please look at the awards and nominate | | Shirley/Ruth | |

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| <p>awards</p> | <p>someone or ask colleagues to nominate someone.</p> | | | |
| <p>XI. Conference Committee Report</p> | <p>We are getting in registrations, and vendors. Eldonna is working to get conference bags. \$45 set up and \$.99 per bag. Need to find sponsor for bags. CCC may sponsor. Brochure is \$353; outside color, inside black and white. Dr. Jason is speaking on "Where Health Comes From." Dr. Jason will also speak on what Kansas is doing with H1N1 flu pandemic. Sections need to get presentations lined up and send to Eldonna ASAP. All information is up on the website. Hyatt wants final determination on food by August 27th after board meeting in Wichita. Rooms still available.</p> | | <p>Eldonna</p> | |
| <p>XII. Legislative Action & Issues/Forum Planning</p> | <p>APHA wants to use the Aug. recess to ensure all legislators are educated in health reform issues. They have provided a toolkit for use. Marvin would like to have one person from each congressional district to speak during this time at town hall meetings as part of the PHACT team. We have several organizations ready to participate in legislative health forums. Anyone interested may stay on the call after the meeting.</p> | | <p>Marvin</p> | |
| <p>XIII. Public Health Infrastructure Strategic Issues</p> | <p>Hammering out what Sen, Barnett wants. Edie is going back to her Board with suggestions. KHF wants to know what the aims are and what the end result will be for the \$50K. Group is getting together to create an outline to submit to KHF. Would be funded by October. No clear answer on which organization would get the money. Elaine will send out information used with Sen. Barnett to help determine what should</p> | | <p>Elaine</p> | |

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| | <p>go in the outline for funding. We need to be as involved as we can be in this process. Discussions are a bit confusing on the aims of the project.</p> | | | |
| XIV. Sunflower Grant news, consultant | <p>Board governance training; helping Board understand their roles. Elaine has been getting in information about consultants. Bob Harris is at the top of the list. Mailed us a book on the perfect board and another document. Initial materials are impressive. Discuss Eric Ostramann from WI; not as highly recommended as Bob Harris. Portland company, Metrogroup, helps with ground work for funding approach. Sonja requests for concerns of using Bob Harris. None. We have 9 hours of free training from APHA; do we want to use it on Building your Case by Metrogroup? Elaine will send handouts for Board to read.</p> | | Sonja/Elaine | |
| XV. President Elect Training in DC | <p>Eldonna would have liked for the conference to be spread out a little more. Highlights are Affiliate Meeting and Social Marketing at APHA Annual Conference. APHA is seeing their strongest growth in their discount memberships. May change transitional membership to student liaison to have a stronger student section. Suggestion that there are several members of the silver hair legislators group who would like to be involved in our conference, but they find it too expensive. Eldonna requests reduced fees for a few of them so they can attend. Public Health Policy Center is releasing a report at the end of the month on some of their programs. Have sent out boxes for Get Ready Day; 2nd day in</p> | | Eldonna | |

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| | September. When they send a letter to Congress, they are posted on the internet for everyone to view. Talked about the online affiliate community. Want to have student day during Public Health Week. Start with undergrad and grad students in 2010, and by 2020 have it in the elementary schools. We can use APHA to get CEU and tracking done for any education we provide. APHA has a list of all the health reporters in all states. Eldonna will request the list. APHA has made a resolution to not have their conference in any state without smoke free ordinances after 2011. | | | |
| XVI. Executive Director Report | The ballot for Board positions needs to go out between Aug 7 th and 22 nd . Need articles for newsletter. Would like to go to training in the first part of August to understand federal legislative processes. Northwest Center for Public Health Practice. Applied for scholarship to go for free, including travel and lodging. | | Elaine | |
| XVII. Adjourn | | | Sonja | |

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