

**Kansas Public Health Association Board Conference Call
October 23, 2009, 8:30 A.M.**

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	X	X	X	E		
Averett, Ellen					X	X			X	X			
Baugher, Debbie	X	X	X	X	X	X	E		X	X			
Chestnut, Eldonna	X	X	X	X	X	X	X	X	X	X	X		
Davis, AAron	X	X		X	X	X	E	X	X	X			
Frazier, Linda	X	X		X	X	X	E		X	X	X		
Goedeke, Janis	X	X	X	X	X	X	X	X	X	X			
Graham, Annette	X	x		X		X	X	X		X	E		
Heim, Nicole	X	X	X	X	X	X	X	X		X			
Henke, Heather	X	X			E	X	X		X	X	X		
King, Rich	X												
Katz, Jamie	X		X	X		X	X	X		X	X		
Mitchell, Barbara	X	X	X	X	X	X	X	X	X	X	E		
Orr, Shirley	X	X	X		X	X		X		X	X		
Rice, Diana	X	X	X	X	X	E	E		X	X	E		
Schwartz, Elaine	X	X	X	X	E	X	X		X	X	X		
Shipley, Caron	X	X	X			X	E	X	X	X	X		
Stottlemire, Marvin	E	X		X	X	X	X	X	X	X			
Wetta-Hall, Ruth	X	X	X		X	X	X	X	E	X	E		
Teresa Shireman											X		

Melissa Armstrong, guest
Minutes recorded by E Schwartz

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Item	Discussion	Action	Responsible Person	Due Date
<p>1. Introductions 2. Determination of Quorum 3. Agenda Approval 4. Approval of minutes</p>	<p>Called to order at 8:30 pm. 6 Of 19 board members present; not a quorum so no motions will be made</p> <p>September Minutes were reviewed</p>	<p>Approved</p>	<p>Eldonna</p>	
<p>5. Conference Debriefing</p>	<p>Poster Sessions: Melissa covered the Poster Session and asked for comments. Those included confusion for presenters when to be there, when to tear down, when judging occurred, and when winners announced. There were also complaints that not many visited the posters during the poster times. Melissa will take all these in for improving next year. One idea was to have an American Idol Contest during the Conference and having attendees vote individually with the handheld devices. And, to have a plenary where they are announced and give a two minute overview of their poster. It was decided the posters were a valuable part of the conference, and we need to build on them. The call for abstracts became the Call for Presentations for breakouts. It was suggested to have breakouts be panel presentations on topics that included people from academia, the state, the locals, foundations/institutes. It was also suggested that when we submit the proposal to KHF for funding next year's conference that we are holding the conference to have the opportunity</p>	<p>Informational</p>	<p>Eldonna</p>	

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	<p>to make improvements in Kansas in #10 for development and preparation for accreditation. Teresa agreed to help Melissa next year with the Poster Session.</p> <p>Call for Presentations: This year we had plenty of submissions. It was noted that one Keynote was too long (almost 2 hours). We need sessions that go along with the grants locals and other members get which require attending educational opportunities.</p> <p>Food: There were issues with the food—rare meat, moldy bread, etc. Elaine took care of these at the debriefing with the hotel. It would be a great idea to send out a survey to membership with food options before next year.</p> <p>Conference Evaluations: Not too many evaluations came in at the conference and we have not received the summary of those sent out by email. It was decided that it would be best to tie the evaluation to getting the printed certificate of attendance for CEU's next year.</p> <p>Conference Coordinator: Bio's of the speakers were not in the program and not available for room monitors to introduce the speakers—make sure these are in the program next year. There was some communication problems, but, since this was the first year, there was a learning curve. Elaine will search for other coordinators in the coming months with KSAE and other associations to do a comparison and maybe find someone who does not charge so much-- \$6,000 plus \$4,000 for AV.</p> <p>Other Conference issues: Elaine met with the</p>			
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	<p>hotel on Friday, (this should be done every year) and in 2011 all the breakouts and the ballroom will be on the lower level and we will have 2 locked storage areas. There was confusion on the coordinator's fees and how they are to be paid (deducted from revenue she collected or submitted on a bill. Elaine will have to go over all registrations from TRAIN to make sure all income has been received. It was determined that neither the Job Fair, nor the Photography was worth the time and expense. It was discussed that it would be good to have a set Conference Committee than always just being the current Board. Many bills have not been paid, yet, nor has all the income been accounted for. Hopefully, by December we will know the outcome of the expenses and profit.</p>			
6. Financial Report Review	<p>The Reports were late this month due to the Conference activity and accounting issues so Linda did not get a chance to review them. Elaine informed the Board that the Governor's Conference Account which is in a separate bank account had to be added to the report for IRS reporting purposes. This means that revenue is added to the base which distorts the actual numbers. So, the Board needs to deduct that from the bottom line. Currently approx \$25,000.</p>	<p>Will seek approval of Financial Report at next meeting.</p>	Linda	
7. Strategic planning	<p>Elaine reminded the Board that the Resource Development documents and the Strategic Plan both needed finalization and many changes to the website would be made. She needs bio's and photo's to put in the Newsletter in the "Meet your 2010 Board" article</p>		Elaine	

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<p>8. Public Health Infrastructure Committee</p>	<p>Shirley said she had met with Edie and Bruce and they discussed a project to begin in January as a pilot to use the 7 sites that were not selected (1-Norton Co was selected) in the beta test for PHAB with the finishing work being Mock site visits. Edie and Bruce will be organizing a small work group of those 8 local health departments. Elaine shared that she needed to get with Senator Barnett on the progress the Oversight Committee asked for. Discussion followed on pursuing the same method the “Safety Net Visioning” is doing with 2-3 meetings of a stakeholder group and coming up with a plan. She will send their documents to the Board for review. It was suggested that we approach KUMC to provide the facilitation for these meetings and extend the group to all public health stakeholders, such as Extension, Universities, Preparedness, Oral Health, etc. (state health, local health, foundations, advocates, research and the institute, etc.) Elaine will send out a Meeting Wizard to have a Board conference call the first week of November to discuss this and then she will contact Sen. Barnett after that.</p>		<p>Shirley, Elaine</p>	
<p>9. Executive Director Report</p>	<p>See ED report Elaine also indicated that Nicole Heim was ready to take on the Membership Chair if Heather wanted her too, because of becoming President Elect. It will need to be a President appointment and approved by the Board.</p>		<p>Elaine</p>	
<p>10. Adjourn</p>	<p>Meeting adjourned at 10:15 a.m.</p>		<p>Eldonna</p>	