

**Kansas Public Health Association Board Orientation and Meeting
January 28, 2010**

Name	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
Eldonna Chesnut	X											
Heather Henke	X											
Tanya Honderick	X											
Linda Frazier	X											
Barbara Mitchell	X											
Ruth Wetta-Hall	X											
Ellen Averett	X (am)											
Diana Rice	X											
Barbara Mitchell	X											
Theresa Shireman	X											
Annette Graham	X (am)											
Aaron Davis	E											
Shauna Nelson	E											
Arrie Morris	X											
Caron Shipley	X											
Jamie Katz	X											
Rich King												
Shirley Orr	X (pm)											
Sonja Armbruster	X											
Marv Stottlemire												
Elaine Schwartz	X											

Minutes submitted by Tanya Honderick

**Kansas Public Health Association Board Orientation
January 28, 2010**

Item	Discussion	Action	Responsible Person	Due Date
1. Icebreaker	10:00 a.m.			
2. Introduction	10:25 a.m. Review of Orientation Manual—Eldonna Chestnut Bring notebook to every meeting. Meeting schedule: <ul style="list-style-type: none"> • will meet in person, • conference call option will be available for those who cannot attend in person, • all scheduled for 10 a.m. to noon, unless stated otherwise • 9/27 meeting is really set for 9/28 • 10/25 meeting is really set for 10/28 Retreat?—no money in budget at this time. May be combined with December 16 th meeting. Board Contact Sheet	Corrections made today	Elaine	
3. Section 1-Board Orientation	a. History of KPHA KPHA Organizational Chart b. Necessary traits/skills needed “The Perfect Board” -read minutes and follow-up on questions -members may be removed after missing two consecutive meetings -support board decisions -the board has responsibility to raise money -Conflict of Interest c. KPHA Board Organization -Exec. Committee includes Senior Director At	Read manual sections on your own	All	Next meeting

	<p>Large=Barbara Mitchell -Staff=Elaine Schwartz</p> <p>d. Committees</p> <ul style="list-style-type: none"> -Awards: Shirley Orr, Chair (1 year) -Conference: Healthier Henke (1 year)—historically held by President Elect -Legislative Action and Issues: Marv Stottlemire—Eldonna would like to encourage this committee to be very active providing testimony or coordinating testimony -Membership: Nicole Heim—currently reviewing expired memberships -Nominating Committee—needs a chair and Members -Education: consider adding this? Elaine read from the ACBI grant the requirement for Education committee and that we will pursue information from other affiliates. <p>e. KPHA Sections—10 in all</p> <ul style="list-style-type: none"> -Each section has \$200 - Each section chair should submit a summary of section plans to Eldonna 	Section Summary	Each Section Chair	Before next board meeting
<p>4. Section 2-Board Orientation</p>	<p>a. General Expectations</p> <ul style="list-style-type: none"> -Attendance—email Eldonna and Elaine if you will not be in attendance and why -Come prepared to each meeting -Agenda—email additions to Eldonna, note “Please bring” or “Please read” statements 		Eldonna	One week before meeting

5. Section 3-Board Orientation	a. Board Position Descriptions	Read on your own	All	Before next meeting
6. Additional Documents-Board Orientation	a. KPHA Bylaws b. Strategic Plan c. KPHA Financial Management Policies—address questions to Linda d. 2009 Treasurer’s Report e. Conflict of Interest Policy—similar to Utah (partner state) f. Grant Writing Policy g. Leave Policy h. Insurance	Read on your own Currently being revised	All Elaine and Linda	Before next meeting
7. Request for Additions to Board Orientation Manual	a. Heather suggests adding personal development plans for Board members. b. Jamie suggests adding “purposes” for each section.			

11:45--Break for lunch

Kansas Public Health Association Board Meeting Minutes
January 28, 2010
12:30 – 3:00 pm

Item	Discussion	Action	Responsible Person	Due Date
8. Introductions 9. Determination of Quorum	Called to order at 12:35 pm. 15 board members present		Eldonna	
10. Member/Committee Reports	<p>Minutes: Oct/Nov/Dec minutes need to be approved</p> <p>Financial Report: good results from Fall Conference, more to come on year end summary</p> <p>Membership (Eldonna for Nicole): contact Nicole if you can assist in contacting lapsed members, target group this year = dental professionals, discussion of dues categories</p> <p>Conference: building relationship with Kansas Leadership Center—may provide breakout or keynote speakers, Tobacco Free Kansas to provide sponsorship</p> <p>Legislative: Elaine will continue to send updates to Board every week, discussion of top priorities</p> <ul style="list-style-type: none"> • Tobacco not on list • Per bylaws, topics can be added 	Minutes to be sent to board	Ruth and Tanya	

	<ul style="list-style-type: none"> Although the Board is obligated to represent KPHA members, it must also be flexible to current legislative trends <p>Motion to support all efforts to reduce the effects of tobacco, including support of tax increases and Clean Indoor Air Act. Second Vote</p> <p>Discussion on communicating current legislative trends to members; members may also testify on behalf of KPHA if they are already doing so for their job. Members should notify Marv before testifying.</p> <p>AGRC: Affiliate Representative to Governing Council; next annual meeting in Denver—would encourage Kansans to attend.</p> <p>APHA Grant: Discussion on ACBI (Affiliate Capacity Building Initiative)—3rd year of grant, \$5000 not spent</p> <p>Executive Director: general review of report document, Crumline plaque now displayed on 5th floor at KDHE, Willingness to Serve Forms go to Eldonna, Wild Apricot: approximately 530 paid members, 200 lapsed</p>	<p>Approved</p> <p>Marv to be informed of discussion and vote</p> <p>Members to be notified about representing KPHA</p>	<p>Sonja</p> <p>Heather</p> <p>Eldonna</p> <p>Eldonna and Marv</p>	
--	---	---	--	--

<p>11. Old Business</p>	<p>Visioning Task Force: Report due in April. Safety net groups have identified critical issues, KPHA should do the same for public health issues. KALHD, KDHE, KPHA to work together –Eldonna sits as co-chair. Consensus: 3 KPHA reps for steering committee: Elaine, Sonja, Linda. Group to convene in March. Will form workgroups to outline goals/strategies for capacity, data, workforce, financing, and partnerships.</p> <p>Public Health Journal: 10 other associations with journals. Journal may be useful to QI process for LHDs. Meeting date to come; goal: first publication by the end of the year.</p> <p>Health Day at Capitol: brainstorming regarding activities, give-aways, strategies. Consensus to focus on tobacco issues, target students and LHD administrators to get involved. Will hold Board meeting the same day.</p> <p>Section Focus Groups</p> <p>Crumbine Club: Discussion of website, incentives for membership, how money raised will be used.</p>	<p>Table until February</p> <p>Consider revisions to website, establish incentives</p>	<p>Theresa, Diana, Sonja, and Marv</p>	
--------------------------------	---	--	--	--

<p>12. New Business</p>	<p>Connections Articles: March (due 2/21/10): Marv, Diana, Caron April (due 3/21/10): Barbara May (due 4/21/10): Sonja June (due 5/21/10): Eldonna July (due 6/21/10): Ruth August (due 7/21/10): Heather September (due 8/21/10): Annette October (due 9/21/10): Theresa November (due 10/21/10): Arrie December (due 11/21/10): Jamie</p> <p>Send to pbehnke@kdhe.ks.gov</p> <p>Open Director at Large: Ellen Averett Nomination Second Vote</p> <p>Public Health Week: Increase student participation, current Student Section Chair not active, a student could chair Public Health Week activities.</p> <p>Funding Streams: All Board members to contemplate new funding streams.</p> <p>APHA 2010 Call for Abstracts: due next week.</p>	<p>Additional information for submission</p> <p>Approved</p> <p>Contact KU-MPHSO for volunteers</p>	<p>Linda</p> <p>Barbara Diana</p> <p>Tanya</p> <p>All</p>	
--------------------------------	--	---	---	--

	<p>AGRC Rep: Shirley is current representative; Sonja will serve as alternate.</p> <p>Additional Board members: if there are seven members of a section, the chair may become a member of the Board.</p>	<p>Marv has been encouraged to attend all Board meetings</p>	<p>Eldonna</p>	
<p>13. Adjourn</p>	<p>Meeting adjourned at 2:53 p.m.</p>		<p>Eldonna</p>	